

CABARRUS COLLEGE OF HEALTH SCIENCES



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CATALOG
2008 - 2009

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GREETINGS FROM THE CHANCELLOR

Welcome to Cabarrus College of Health Sciences. Whether you are just beginning your college education or building on previous experiences in higher education, Cabarrus College offers many opportunities for you.

Since 1942, Cabarrus College has been preparing graduates for rewarding careers in nursing and other allied health professions. With our underlying value of educational excellence, we focus on a student-centered learning environment and pride ourselves on the easy accessibility and caring attitude of our faculty as they educate our students and support their academic success.

We also seek to provide exceptional learning opportunities that enable students to develop insight professionally while also facilitating a compassion that is service oriented. We prepare graduates for a successful career in a high tech environment that also requires high touch skills.

Our beautiful campus and facility, small class sizes, student clubs and activities and outstanding faculty and staff who are the cornerstone of our commitment, create a learning environment uniquely designed to enhance your learning experience.

All my best,

Dianne Snyder, R.N., DHA
Chancellor

HISTORY

Cabarrus County Hospital opened a three-year diploma school of nursing to help meet the demand for registered nurses for both the military and civilian populations during World War II. Sixteen students entered the program on February 2, 1942 and were taught by a small teaching staff, including physicians. The National League for Nursing accredited the School of Nursing in 1963. In 1966, due to increasing enrollment, additional classrooms, library facilities, faculty and staff were necessary. The three-year curriculum was decreased to thirty-three months.

In February 1973, upon recommendation of the Cabarrus Memorial Hospital board of trustees, the North Carolina Board of Nursing approved the first two-year hospital based diploma program in North Carolina. The curriculum changes were a result of extensive review of the school's curriculum and current educational trends. In June 1974, the School of Nursing was notified that the NLN accreditation would be continued. The first class was admitted to the two-year program in the fall of 1974, graduated in June 1976 and had a 100% pass rate on the licensure examination.

The Cabarrus Memorial Hospital's board of directors was granted the authority to award the associate degree by the North Carolina General Assembly. In June 1989, the first associate degrees were awarded.

During 1992, the school celebrated its 50th anniversary. To mark this historic occasion and to honor its founder, the school of nursing was officially renamed the Louise Harkey School of Nursing.

In January 1995, the school received its initial accreditation from the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree. In January 1996, the Harkey School of Nursing became the cornerstone division of the newly named Cabarrus College of Health Sciences. In June 1998, the Commission on Colleges recognized the allied health division addition with continued accreditation for the College.

The North Carolina General Assembly granted the College the authority to award baccalaureate degrees in 1998 and regional accreditation at this higher level was reaffirmed in December 2000. The College now offers three baccalaureate completion programs so we can achieve an even higher level of Excellence in Health Sciences Education.

With the growing needs of the health care industry and subsequently the physical space needs of the College, we teamed with CMC - NorthEast and the NorthEast Foundation to fund and build a new college facility on the CMC - NorthEast campus which opened in January 2004. This new facility makes way for continued growth of the College.

Also in 2004, the North Carolina General Assembly granted the College authority to award advanced degrees to graduates of the nursing education or allied health sciences programs. While the college does not currently provide advanced degrees within these programs, it is anticipated for the future growth of the college.

MISSION

Cabarrus College of Health Sciences is committed to educational excellence in the preparation of men and women for service in health professions within our region.

GOALS

- To recruit, admit, and retain students from diverse backgrounds who have demonstrated specified standards of scholarship and personal character, and focused educational goals.
- To provide a continuum of quality education programs that foster professionalism, critical thinking and life-long learning.
- To cultivate a milieu which promotes the development of attitudes and skills which foster responsiveness to diverse community needs and promote quality in healthcare delivery.
- To facilitate the integration of fundamental quantitative processes, communication skills, the sciences, and humanities to promote professional growth and personal development.
- To prepare individuals to function with competence and compassion within their chosen health science field.
- To recruit, develop and retain diverse, qualified faculty, professional staff and administrators who are committed to providing the highest quality education and service to students.
- To utilize fiscal, physical and information technology resources to promote educational excellence.
- To serve the public through health science education outreach and community service programs.

ACCREDITATION AND APPROVAL

Cabarrus College of Health Sciences is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate and baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Cabarrus College of Health Sciences.

The College has approved programs for Veterans' Benefits

Department of Veterans Affairs
Office of Public Affairs
810 Vermont Avenue, NW
Washington, DC 20420
(800) 827-1000

The Louise Harkey School of Nursing Associate Degree program is accredited by

The National League for Nursing Accrediting Commission
61 Broadway
New York, NY 10006
(212) 363-5555

and is approved by

The North Carolina Board of Nursing
3724 National Drive, Suite 201
Raleigh, NC 27612
(919) 782-3211

The Louise Harkey School of Nursing Baccalaureate program is accredited by

The Commission on Collegiate Nursing Education (CCNE)
One Dupont Circle, Suite 530
Washington, DC 20036-1120
(202) 887-6791

The Medical Assistant program is accredited by

The Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (CRB-AAMAE).

Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
(727) 210-2350

The Occupational Therapy Assistant program is accredited by

The Accreditation Council for Occupational Therapy Education (ACOTE)
located at: the Accreditation Committee of the American Occupational Therapy Association
4720 Montgomery Lane
P. O. Box 31220
Bethesda, MD 20824-1220
(301) 652-AOTA(2682)

The Surgical Technology program is accredited by

The Commission on Accreditation of Allied Health Education Programs (CAAHEP)
The Accreditation Review Committee on Education in Surgical Technology
6 West Dry Creek Circle, Suite 210
Littleton, CO 80120-8031
(303) 694-3655

Please note that this catalog is intended for information purposes only. Although the publisher has made every reasonable effort to attain factual accuracy herein, no responsibility is assumed for editorial, clerical or printing errors or errors made by mistake. The publisher has attempted to present information that, at the time of printing, most accurately describes the course offerings, faculty listings, policies, procedures, regulations and requirements of the College. Requirements, rules, procedures, courses and informational statements are subject to change.

The catalog does not establish contractual relationships.

NOTICE OF COMPLIANCE WITH FEDERAL LAW

Cabarrus College of Health Sciences is operated on a nondiscriminatory basis. The College complies with federal law. This commitment is in keeping with:

Title IX. Cabarrus College of Health Sciences does not discriminate on the basis of sex in its employment practices for academic or non-academic personnel, in its admission of students or in its educational programs or activities.

Title VI. Cabarrus College of Health Sciences employs individuals and extends to students and employees of any race, color or national origin all rights, privileges, programs and activities generally accorded or made available to students and employees at the College.

Cabarrus College does not discriminate on the basis of race, color or national origin in administration of its educational policies, admission policies, scholarship and loan programs and other College-sponsored programs.

The Rehabilitation Act of 1973, Section 504. Cabarrus College of Health Science does not discriminate against employees, students or applicants who are handicapped.

Age Discrimination Act. Cabarrus College of Health Sciences does not discriminate against students or applicants on the basis of age.

Cabarrus College does not discriminate against employees or prospective employees on the basis of age.

Family Educational Rights and Privacy Act of 1974. (FERPA) Cabarrus College of Health Sciences ensures that students have access to certain records that pertain to them and that unauthorized persons do not have access to such records.

Health Insurance Portability and Accountability Act of 1996. (HIPAA) Cabarrus College of Health Sciences protects the healthcare information of students and is only available to authorized personnel.

Graham -Leach-Bliley Modernization Act (GLB) of 1999. Cabarrus College of Health Sciences protects the student's financial records and access is available to authorized personnel only.

RIGHT-TO-KNOW STATEMENT

Pursuant to the federal Student Right-to-Know Act.

- Cabarrus College graduation rates may be obtained from the Dean for Quality Enhancement Services
- Information on crime statistics is available upon request from the Student Services Office.
- Information on Financial Aid is available upon request from the Financial Aid Office.

CLINICAL AFFILIATIONS

Cabarrus College of Health Sciences has formal clinical arrangements with over 100 health care agencies in its service region. These agencies include acute care organizations, clinic operations, mental health services, long term care facilities, and community health providers. Primary affiliates include: CMC-NorthEast, Carolinas Healthcare System, Caromont Health, Novant Presbyterian, Lake Norman Regional Medical Center, Stanly Regional Medical Center, Novant Rowan, Ortho Carolina, InSight Imaging, and the V.A. Medical Center of Salisbury, each of which is accredited by the Joint Commission on the Accreditation of Health Care Organizations. Clinical experiences are an integral part of the education of Cabarrus College students. Placement of students in specific sites for these experiences is determined by and is the responsibility of the faculty of the program. Each agency reserves the right to determine the appropriateness of the student's conduct and activity for purposes of continuing at the facility.

NONDISCRIMINATION

Cabarrus College of Health Sciences makes every effort to comply with state and federal laws, both in practice and in spirit. The College promotes equal educational opportunities regardless of race, creed, color, religion, sex, age, marital status, affectional orientation, disability or national origin, and does not knowingly practice discrimination in the recruitment, admission, progression, graduation and withdrawal policies or in any other activities affecting students.

Any questions regarding requests for reasonable accommodation should be directed to the Chancellor's office.

GRADUATION RATE DISCLOSURE STATEMENT

Our data shows that 61% of the first time, full time degree/diploma seeking college students who entered Cabarrus College of Health Sciences in the fall 2001 graduated with a diploma or degree as of June 2004. In addition, for all degree seeking students entering Cabarrus College of Health Sciences for the first time in the fall 2004, 59% graduated with a diploma or degree by June 2006 (graduated in 2 years) and 65% graduated with a diploma or degree by June 2007 (graduated within three years).

Information in this catalog is accurate as of the date of publication. Cabarrus College of Health Sciences reserves the right to make any changes in its administrative and educational policies, curriculum and financial requirements that seem advisable to the governing board, administration and faculty of the College.

CABARRUS COLLEGE OF HEALTH SCIENCES
ACADEMIC CALENDAR
Diploma/Degree Programs
2008 – 2009

FALL SEMESTER

Fall Orientation	August 19, 20, & 21, 2008
Clinical re-orientation	August 22, 2008
Registration ends and classes begin	August 25, 2008
End of Drop/Add	August 29, 2008
Labor Day Holiday	September 1, 2008
Classes resume	September 2, 2008
Convocation on Caring	September 21, 2008
Fall Break	October 13, 14, & 15, 2008
Classes resume	October 16, 2008
*Last day to drop course without academic penalty	October 29, 2008
Pre-registration for spring semester (enrolled students)	November 3 – 10, 2008
Thanksgiving Holidays	November 27 & 28, 2008
Classes resume	December 1, 2008
Finals exams and evaluation	December 15 - 19, 2008
Recognition Ceremony	December 22, 2008

SPRING SEMESTER

New Years Holiday	January 1, 2009
Spring Orientation	January 6-7, 2009
Clinical Re-orientation	January 8, 2009
Registration ends and classes begin	January 12, 2009
End of Drop/Add	January 16, 2009
Spring Break	March 9-13, 2009
Classes resume	March 16, 2009
*Last day to drop course without academic penalty	March 25, 2009
Pre-registration for summer sessions and fall semester	March 23 – 30, 2009
Easter Holiday	April 13, 2009
Final exams and evaluation	May 4 - 8, 2009

Cabarrus College of Health Sciences Graduation	May 12, 2009
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SUMMER SESSION I

Summer I Orientation	May 14, 2009
Registration ends and classes begin	May 18, 2009
End of Drop/Add	May 22, 2009
Memorial Day Holiday	May 25, 2009
Classes resume	May 26, 2009
*Last day to drop course without academic penalty	June 9, 2009
Summer Session I Ends	June 26, 2009

SUMMER SESSION II

Summer II Orientation	June 25, 2009
Registration ends and classes begin	June 29, 2009
July 4 Holiday	July 3, 2009
End of Drop/Add	July 6, 2009
Classes resume	July 6, 2009
*Last day to drop course without academic penalty	July 21, 2009
Summer Session II Ends	August 7, 2009

Calendar information is accurate as of the date of publication. Cabarrus College of Health Sciences Administration reserves the right to make any changes in the calendar as the College needs change.

ADMISSION

Cabarrus College makes every effort to ensure fairness and consistency in the evaluation and selection of qualified applicants in a competitive admissions process.

FOR ADMISSION TO CABARRUS COLLEGE APPLICANTS MUST SUBMIT:

- A completed application and \$35 nonrefundable application fee;
- Evidence of U.S. citizenship, a current permanent resident card, or a current I-551 card;
- Official transcript* showing evidence of graduation from an accredited high school or documentation showing the equivalent of a high school diploma or official transcripts showing earned college level credits from an accredited college or university;
- Official transcripts* showing evidence of any college level credit(s) earned or attempted;
(Faxed transcripts are considered unofficial and may be used as working documents only. Official transcripts are required before enrollment.);
- Evidence of all immunizations and/or health information required by the College;
- Evidence of current Heartsaver AED certification before enrolling in any clinical course leading to a diploma or degree;

An interview may be requested as part of the admissions process.

*An official transcript is one with the signature of the official of the sending institution certifying its authenticity and is delivered in a sealed envelope.

TO ENROLL STUDENTS WILL ALSO BE REQUIRED TO:

- Submit a negative drug screen (Basic 4-panel urine) from a certified lab within 30 days prior to the first day of the semester.
- Submit to a criminal background check. Information obtained from this report will be used to determine final admissibility.
- Evidence of Health Insurance.

Note: According to North Carolina statutes, having a previous conviction of certain misdemeanors or felonies may make the applicant ineligible for licensure and/or certification.

PROGRAM ADMISSION REQUIREMENTS

ADMISSION PROCESS

Application for admission may be made at any time after completion of the junior year of high school. Applications are considered on a competitive basis as related to test scores, academic history (high school and college), character references, and an essay. To ensure consideration for the Fall semester applications and all supporting materials should be submitted by March 1. To ensure consideration for the Spring semester the application and supporting materials should be submitted by October 1.

Cabarrus College of Health Sciences regularly offers the Residual ACT (scores can only be used at Cabarrus College) for those needing to update their scores for associate degree admission. Contact the office of admissions for specific dates and times.

When the completed APPLICATION FOR ADMISSION and all its required components have been received by the admissions office, the application is evaluated. Many of the programs have limited enrollment and prospective students are advised to apply early. Applicants unable to enroll due to space limitations may reactivate their applications for the succeeding academic year by following the established process available upon request from the office of admissions.

ASSOCIATE IN SCIENCE

For admission into the **Associate in Science Degree (AS)** program, applicants must meet admission criteria to the College **AND** must submit:

- an official transcript showing evidence of either high school or college level algebra I, algebra II, and either geometry or a math with algebra II as a pre-requisite, OR Integrated Mathematics I & II & III, chemistry and biology with a preferred minimum grade of “C”;
- two references indicating acceptable academic ability and / or work ethic;
- acceptable scores on either the ASSET test (35 – writing, 37 – reading and 33 – numerical), SAT I (430 – critical reading (verbal) and 380 – math) OR the ACT (composite score of 18);
- evidence of rank in the upper half of high school class.

Applicants are advised to review the admission criteria for any program for which they may be preparing for transfer and plan accordingly to satisfy those requirements. Admission into one program does not guarantee admission into another.

MEDICAL ASSISTANT

For admission into the **Medical Assistant Diploma program**, applicants must meet the criteria for admission into the College **AND** must submit:

- an official transcript showing evidence of either Algebra I and either Algebra II or Geometry, OR Integrated Mathematics I & II & II and biology with a preferred minimum grade of “C”;
- two references speaking to academic ability and/or work ethic; and
- acceptable scores on either the ASSET test (35 - writing, 37 -reading and 33 - numerical), the SAT I (430- critical reading (verbal) and 380-math) OR the ACT (composite score of 18);

For admission into the Medical Assistant Associate of Science Degree program, applicants must meet the criteria for admission into the College, the Medical Assistant Diploma program **AND** must submit

an official transcript showing evidence of Algebra I, Algebra II and either Geometry or a math with Algebra II as a prerequisite, OR Integrated Mathematics I & II & III and chemistry with a preferred minimum grade of “C”.

NURSING

For admission into the **Associate of Science in Nursing Degree (ADN) program**, applicants must meet admission criteria to the College **AND** must submit:

- an official transcript showing evidence of Algebra I, Algebra II and either Geometry or a math with Algebra II as a prerequisite, OR Integrated Mathematics I & II & III, chemistry and biology with a preferred minimum grade of “C”;
- acceptable SAT I (480- critical reading (verbal) and 440-math) or ACT (19) scores;
- two references that speak to academic ability and/or work ethic; if applicant has previously been enrolled in a nursing program within the past five years one reference must be from a program official at the institution attended.
- evidence of rank in the upper half of high school class.

To enroll in the first nursing course the student must show:

- evidence of completion of a nursing assistant course within the last year or be on the current N.C. NA I registry.
- evidence of current Heartsaver AED CPR.

OCCUPATIONAL THERAPY ASSISTANT

For admission into the **Occupational Therapy Assistant Associate of Science Degree** program, applicants must meet the admission criteria to the College **AND** must submit :

- an official transcript showing evidence of completion of Algebra I, Algebra II and either Geometry or a math with Algebra II as a prerequisite, OR Integrated Mathematics I & II & III, chemistry and biology with a preferred minimum grade of “C”;
- two references which speak to academic ability or work ethic;
- acceptable scores on either the ASSET test (42 - writing, 42 -reading and 36 - numerical), the SAT I (480-critical reading (verbal) and 440-math) **OR** the ACT (composite score of 19);
- evidence of rank in the upper half of high school class;
- students must submit evidence of current Heartsaver AED CPR;
- a minimum of 25 hours of observation in an OT setting.

SURGICAL TECHNOLOGY

For admission into the **Surgical Technology Diploma** program, applicants must meet the criteria for admission into the College **AND** must submit:

- an official transcript showing evidence of Algebra I and either Algebra II or Geometry, OR Integrated Mathematics I & II & III and biology with a preferred minimum grade of “C”;
- two references speaking to academic ability or work ethic; and
- acceptable scores on either the ASSET test (35 - writing, 37 -reading and 33 - numerical), the SAT I (430-critical reading (verbal) and 380-math) OR the ACT (composite score of 18);
- evidence of current Heartsaver AED CPR certification

For admission into the Surgical Technology Associate of Science Degree program, applicants must meet the criteria for admission into the College, the Surgical Technology Diploma program AND must submit an official transcript of either high school or college level algebra I, algebra II, and either geometry or a math with algebra II as a pre-requisite OR Integrated Mathematics I & II & III and chemistry with a preferred minimum grade of “C”.

BACCALAUREATE COMPLETION PROGRAMS ADMISSION REQUIREMENTS

HEALTH SERVICES LEADERSHIP AND MANAGEMENT (BSHSLM)

For admission into the Bachelor of Science Degree in Health Services Leadership & Management program, applicants must meet the General College Admission Requirements and also submit:

- a. an official transcript showing evidence of high school or college level algebra I, algebra II, geometry, and a math with algebra II as a prerequisite OR Integrated Mathematics I & II & III & a credit beyond Integrated Math III.
- b. an official transcript showing completion of an Associate Degree in a healthcare related field, or completion of an Associate Degree and work experience in healthcare.
 - transcript shows a preferred cumulative GPA of 2.5 or above
- c. evidence of at least six months work experience in a healthcare or management (preferred prior to enrollment in HSL 300).
- d. documentation of a current, active, unrestricted license or certification in a healthcare discipline, as appropriate
- e. two letters of reference which speak to academic abilities and/or work ethics, one of which must be from a current supervisor or educational program faculty member
- f. a written statement of educational and career goals

MEDICAL IMAGING (BSMI)

For admission into the Bachelor of Science Degree in Medical Imaging, applicants must meet the General College Admission Requirements and also submit:

- a. an official transcript showing evidence of high school or college level algebra I, algebra II, geometry, and a math with algebra II as a prerequisite OR Integrated Mathematics I & II & III & a credit beyond Integrated Math III.
- b. an official transcript showing completion of an earned Associate Degree in one of the primary disciplines in the imaging field.

- transcript shows a preferred cumulative GPA of 2.5 or above
- c. evidence of graduation from an accredited primary disciplined program with current, active registry or registry eligible status with the ARRT
- d. two letters of reference, one from a current supervisor or imaging faculty member
- e. evidence of current Heartsaver AED CPR certification prior to enrollment in the first clinical course
- f. a written statement of educational and career goals

NURSING (BSN)

For admission into the Bachelor of Science Degree in Nursing (completion) program, applicants must meet the General College Admission Requirements and also submit:

- a. an official transcript showing evidence of high school or college level algebra I, algebra II, geometry, and a math with algebra II as a prerequisite OR Integrated Mathematics I & II & III & a credit beyond Integrated Math III.
- b. official transcript showing completion of an earned Associate Degree or Diploma in Nursing leading to successful RN license
 - transcript shows a preferred cumulative GPA of 2.5 or above
- c. documentation of a current, active, unrestricted North Carolina RN License
- d. two letters of reference (one of which must be from an RN diploma or ADN program faculty or a current supervisor)
- e. a written statement of educational and career goals
- f. evidence of at least six months previous work experience as an RN preferred prior to enrollment in Nursing 300
- g. evidence of current certification in Heartsaver AED CPR prior to enrollment in the first clinical course

ADDITIONAL ADMISSIONS INFORMATION

BACKGROUND AND SANCTIONS CHECKS

Prior to official enrollment and as part of the determination of an accepted applicant or student's eligibility for participation in the College, Cabarrus College will require, but is not limited to, any or all of the following background and sanction checks:

- Social Security trace, criminal history, and North Carolina Sex Offender Registry.
- Checks against duly authorized, licensing, disciplining and sanctioning authorities, including the Cumulative Sanction List of the Office of Inspector General.
- Continuing students will be similarly investigated on a "for cause" basis.

Adverse reports could result in the denial of admission to the College or non-continuance in a clinical program. Cabarrus College will take all reasonable steps to verify that the information provided is accurate.

CHANGE OF MAJOR OR PROGRAM WITHIN MAJOR

Applications for change of major are considered on a competitive basis as related to standardized test scores, academic history (high school and college), academic and work ethic references, and essay as well as space availability. (See Change of Major policy.)

Applicants are advised to review the admission criteria for any program for which they may be preparing for transfer and plan accordingly to satisfy those requirements.

If a request for change of major is approved by the Program Chair, the change is facilitated by the Registrar.

Credits, quality points and grades from all courses taken at Cabarrus College in a previous major are carried forward to the new major.

ADMISSION INTO ONE PROGRAM DOES NOT GUARANTEE ADMISSION INTO ANOTHER

CODE OF CONDUCT AND PHYSICAL EMOTIONAL STANDARDS

Students are required to meet the student code of conduct and physical and emotional standards found on page 39.

CONCURRENT ENROLLMENT PROGRAM (FOR HIGH SCHOOL STUDENTS)

This program is offered to exceptional high school students who have completed at least their junior year of high school. Students may begin their college education as non-degree students (see Non-Degree Students) as early as the summer session between their junior and senior years in high school.

Eligibility for enrollment requires that the student must submit a completed Application for Non-Degree Enrollment, nonrefundable application fee and meet the following admission requirements:

- must present evidence of US Citizenship, a current Permanent Resident Card or a current I-551 Card;
- must submit evidence of all immunizations and/or health information required by the College;
- completion of the junior year of high school prior to the semester in which the student desires enrollment;
- a preferred minimum cumulative grade point average of 3.0 in high school;
- recommendation for enrollment by the high school principal or counselor.

Upon admission, the student may enroll for a maximum of four credit hours each semester on a space available basis. Students may choose to enroll in any general education course with approval from the chair of general education. To continue enrollment, students must attain a minimum grade of "C" in each course and must be re-approved by the high school and college each semester. The student may apply for admission to any of the College's degree, diploma, or certificate programs;

however, enrollment in the Concurrent Enrollment Program does not guarantee acceptance to these programs.

Students are advised regarding the applicability of courses for degree credit and the transferability of courses to other colleges or universities.

Students accepted to the Concurrent Enrollment Program pay tuition and fees according to the College's current tuition and fee schedule.

DISABILITY SERVICES

The College assures compliance with the Americans with Disabilities Act of 1990 in all activities affecting students and does not discriminate against qualified applicants with disabilities and will provide accommodations that are reasonable as required by law. Admission to the College is competitive and the best-qualified applicants will be accepted regardless of their disabilities. Each applicant accepted for enrollment should declare any physical and/or mental impairment prior to enrollment. Current students who have acquired a disability since enrollment may request accommodations. (See Request for Accommodation Form, available from the student services director). The recommendations from the Request for Accommodation Form must be submitted to College administration for evaluation of the College's plan for reasonable accommodations. College administration will make every effort to provide reasonable accommodations to students with disabilities. College administration shall provide a written copy of the accommodation decision to the student. The student is responsible for providing copies of the document to relevant faculty throughout his/her enrollment.

HEALTH AND IMMUNIZATION REQUIREMENTS

Prior to enrollment, applicants selected for admission to a diploma or degree program in the College must submit:

- the completed Pre-Enrollment Medical Examination form indicating the applicant is physically and emotionally capable of undertaking the program in which he or she is to be enrolled;
- a current and complete immunization record, including a recent PPD within the last 6 months.
- evidence of health insurance coverage. Students enrolling in 6 or less non clinical credit hours will be exempted from this requirement.

Applicants selected for admission to any certificate program in the College must submit the completed Pre-Enrollment Immunization form.

Effective July 1, 1986, all students entering the undergraduate or graduate studies for the first time at any public or private college or university in North Carolina must provide proof of measles, rubella, tetanus, mumps and diphtheria immunizations.

In addition, students in clinical courses at Cabarrus College of Health Sciences are required to have:

- hepatitis B vaccine (includes three doses in the series);
- positive rubella titer (blood test), and;
- positive varicella (chicken pox) titer (blood test) or physician documented proof of the disease.

- Annual PPD is required and is the responsibility of the student.

Full details are included on the form that is sent to accepted applicants.

INTERNATIONAL OR ESL APPLICANTS

International applicants and applicants for whom English is a second language may be asked to submit a TOEFL (Test of English as a Foreign Language) score of 550 or above when language proficiency is an issue. Test scores must be submitted by one of the specified admission deadlines.

NON-DEGREE STUDENTS

Cabarrus College of Health Sciences provides opportunities for applicants to enroll in general education courses on a space available basis for a maximum of 12 semester hours. Non-degree students pay tuition and fees according to the established schedule. See the current academic calendar in this publication for specific dates. Non-degree students are not eligible for financial aid and/or veteran's benefits. To be considered for enrollment as a non-degree student, the APPLICATION FOR NON-DEGREE ENROLLMENT should be submitted preferably no later than 30 days prior to the beginning of the semester or course. Contact the admissions office at 704-783-1556 for more specific information.

READMISSION

A student who withdraws from any program may be eligible to apply for readmission within one year of the withdrawal date (see Withdrawal, Probation, Suspension and Dismissal Policy) using our abbreviated application process.

A student requesting readmission must submit the required Application for Readmission, the required nonrefundable application fee and is considered on the basis of:

- length of absence;
- current admission criteria (see Admission Policy);
- previous college record;
- outstanding financial obligations to the institution;
- results of remedial work (as appropriate); and
- space availability

Students exceeding the one year time frame must submit a new application to the College.

Individuals accepted for readmission must meet standards required of the course and/or program in which they are to be enrolled.

Students readmitted to Cabarrus College will be required to participate in orientation and provide:

- current medical examination forms
- evidence of health insurance
- current immunization records
- a negative drug screening (basic 4-panel urine) from a certified lab within 30 days of the first day of the semester
- proof of NA I registry listing (A.D.N.)
- current CPR certification

- signed consumer release form
- \$100 nonrefundable tuition deposit
- Readmitted students pay tuition according to the current tuition and fee schedule.
- Student Health Insurance is required. The College offers the opportunity to purchase affordable health insurance. Information is provided during orientation and from the office of Student Services.

TRANSFER CREDIT AND ADVANCED PLACEMENT

TRANSFER CREDIT

Transfer credit is considered for courses which meet the following criteria:

- must have the same semester hour (or equivalent quarter hour) credit;
- must have the equivalent content as determined by catalog course description or evaluation by departmental faculty. Time limitations may restrict the transfer of some courses into the College if it is determined that course material is outdated. Computer technology courses over 4 years old are not transferable. Decisions regarding the transfer of credit for courses in certain programs are made by the appropriate program coordinator, dean and/or registrar. Credit must be from a college that is accredited by a recognized accrediting body or if not, is subject to departmental approval;
- must be documented on an official transcript (Faxed transcripts are considered unofficial and may be used as working documents only. Official transcripts are necessary before enrollment.); and have a minimum grade of “C”.
- Transfer credit will be considered for international courses/degrees and for military service schools provided that an acceptable professional credential evaluation service is utilized e.g. American Council on Education (ACE); Guide to the Evaluation of Educational Experiences in the Armed Services; or World Education Services (WES) for evaluation/conversion to college credits.
- Cabarrus College does not accept experiential learning as credit for courses. Experiential learning is the knowledge and skills acquired through life, work experience, and study which have not been formally attested through any educational or professional certification.

Applicants requesting transfer credit for courses in the major must also submit the following:

- course descriptions and course syllabi;
- results of pre-entrance tests and/or achievement tests given at previous institution;
- progress evaluation by a program official at the previous institution; and
- statement of reason for transfer.

Grades in courses being transferred are not utilized in the calculation of GPA.

A curriculum plan for the individual is proposed at the time of a student’s first session of enrollment. This plan incorporates any transfer credits and the remaining courses needed for completion of the program.

All transfer credits must be approved by the registrar and the curriculum plan finalized and approved by the end of the first session of enrollment. The student's signature on the plan indicates agreement to complete the prescribed courses as planned at Cabarrus College of Health Sciences. Currently enrolled students at the College must obtain permission from the Registrar to enroll in courses of study at another college for transfer credit.

Students receiving transfer credit must meet all admission requirements or approved equivalents and must complete a minimum of 25% of the total credit hours needed for graduation at Cabarrus College of Health Sciences. The minimum must include at least 50% of the credit hours in the major.

Transfer students are required to complete a planned orientation to the College prior to matriculation.

BLOCK TRANSFER CREDIT FOR ALLIED HEALTH DIPLOMA GRADUATES

Allied Health Diploma Students applying to upper division completion programs at Cabarrus College of Health Sciences may receive block credit for a previously earned professional diploma. Block transfer is a process in which a block of credits is granted to students who have completed a certificate, diploma or some cluster of courses that is recognized as having an academic integrity that relates to a particular degree program. Generally in the block transfer the College grants two full years towards a four year degree program, with no additional requirements so that students attending full time should be able to graduate in a total of four years.

a. Block credit will be evaluated on the basis of skills acquired through the training process using the following criteria:

- 1) The diploma program must be accredited by the national body responsible for accreditation in that particular discipline.
- 2) The Coordinator for the Baccalaureate Degree program will evaluate the diploma curriculum based on the accreditation essentials for the discipline and recommend to the Registrar the amount of credit to be granted in the block.
- 3) The Registrar will review the recommendation and award the credit deemed appropriate not to exceed 60 hours.
- 4) Block transfer credit is validated by evidence of professional certification of the applicant at the time of application or successful completion of the appropriate national certification or state licensure prior to admission.
- 5) In cases where the program from which the credit is earned is less than an associate degree specific baccalaureate programs in the College may require additional coursework .

- 6) Courses taken beyond the defined curriculum being granted block transfer credit will be considered on a course by course basis.
- b. Once the amount of block credit accepted is established, the student may prepare for entry into a baccalaureate program by first completing the general education transitional track. That track includes five (5) courses with at least one being from each of the following areas: (Courses listed are examples)

Social/Behavioral Sciences
Introduction to Sociology
Introduction to Psychology

Humanities/Fine Arts
Public Speaking
Leadership Development Studies
Art/Music Appreciation
English Composition II

Natural Science/Mathematics
Computers Applications
College Algebra
Biology/Chemistry

- c. Students who are following the general education transitional track are classified as nondegree or may apply to the Associate in Science Program.
- d. Students may fulfill the above courses on a transfer basis. All transfer credit will be approved by the Registrar according to established guidelines.

A student receiving advanced placement must meet all admission requirements or approved equivalents; must meet all progression and graduation requirements of the program; and must complete at least 50% of the credit hours in their major needed for graduation at Cabarrus College of Health Sciences.

ADVANCED PLACEMENT FOR LICENSED PRACTICAL NURSES (LPNs)

To qualify for acceptance to the associate degree in nursing program and advanced placement in the nursing curriculum, the LPN applicant must:

- submit a completed application and required nonrefundable application fee with an official transcript showing high school graduation or documentation of the equivalent;
- present an official transcript from an approved practical nursing education program;

- present an official transcript showing evidence of successful completion of either high school or college level algebra I, algebra II and either geometry or a math with algebra II as a prerequisite;
- present a current, unrestricted North Carolina practical nurse license;
- complete or have plans to complete the general education courses or equivalent in accordance with the transfer credit policies that are prerequisite to NSG 120, which are: BIO 190 and 210 and PSY 150 (see course descriptions in this catalog for additional information about these courses);
- present acceptable scores on either the SAT I or ACT, or the NLN ACE I PN-RN (see admission requirements); and
- present two references that speak to academic abilities and/or work ethic.
- Achieve a score of 70 on the NLN ACE I PN-RN.

When the above requirements are met and the applicant is admitted to the ADN program, the LPN will receive advanced placement for NSG 110 (Fundamentals of Nursing) if a score of 70 or greater is achieved on the NLN ACE I PN-RN exam. In addition, the NA I requirement is waived and advanced placement is granted for BIO 100 (Medical Terminology). Individual curriculum plans are developed for LPNs entering the program indicating the remaining nursing and general education courses to be taken.

CREDIT BY EXAMINATION

Credit by departmental examination for all general education courses and first year major courses is available to any student who has had experiences (e.g., employment, course work) that do not warrant transfer credit or advanced placement for a course, but indicate a probable proficiency in the area of study as determined by the course coordinator/program chair.

To challenge a course by departmental examination, the student must submit:

- acceptable evidence of proficiency in the area (e.g., complete course descriptions, letters of recommendation from employers, etc.);
- a \$100 nonrefundable challenge fee for non-laboratory courses; and
- a \$150 nonrefundable challenge fee for courses with both theory and laboratory components.

A course may be challenged before the course begins or by the first week of the session. If the student successfully completes the challenge, the tuition paid for the course is applied to the next session's tuition. A grade of "C" or better is required to successfully complete the challenge exam process.

The challenge exam for courses involving laboratory and clinical experiences contain separate exam for both components of the course. The student must pass both components with a grade of "C" to receive credit for the course. No more than (9) semester hours in a major and (15) semester hours overall will be allowed for credit by examination. Hours earned through credit by examination will not be counted in determining hours for full time status. A student may not pursue credit by examination for a course in which they had previously earned a "D" or "F".

COLLEGE BOARD ADVANCED PLACEMENT (AP) EXAM, CLEP AND REGENTS

In addition, a student may earn credit for the general education courses by attaining acceptable scores (3, 4 or 5) on the Advanced Placement Program (AP exam) of the College Entrance Examinations Board (CEEB), a credit granting score of 50 or better on College Level Examination Program (CLEP) subject exam of the College Board or a “C” or better on a Regent’s exam. Credit by examination appears on the student’s transcript but is not included in the calculation of GPA.

EDUCATION ENHANCEMENT CENTER (EEC)

As a premier institution of higher learning, Cabarrus College of Health Sciences' commitment to education lies not only in preparing students for professional careers, but also in helping today's healthcare professional stay abreast of new technology, methods and programs.

Congruent with the College's mission, the Education Enhancement Center's (EEC) goal is to provide education and training which will be both effective and beneficial for immediate use by healthcare providers in the workplace. The EEC provides comprehensive workforce training programs that address the lifelong learning needs for persons in the healthcare profession.

Programming focuses on improvement in the quality of client/patient care by developing and enhancing the healthcare knowledge base of local and regional nurses, other allied health professionals and those beginning their journey in this rewarding profession. Staff survey for educational needs and opportunities to provide programs of superior quality that are financially and geographically accessible and meet individual, business, and community needs of area residents.

Participants completing course and /or workshop requirements are awarded a continuing education certificate in accordance with established state, regional and national guidelines.

FINANCIAL INFORMATION

Cabarrus College of Health Sciences makes every effort to insure that opportunities for higher education be given to all who desire it. By endeavoring to keep expenses at a minimum and offering a substantial and comprehensive financial aid program, Cabarrus College of Health Sciences provides educational opportunities for students.

TUITION

Tuition is charged according to the following schedule:

- 12-16 credit hours \$4,600 per semester
- 7-11 credit hours \$3,200 per semester
- 6 or less credit hours \$290 per credit hour
- Each additional credit hour above 16 \$290 per credit hour

NOTE: Qualified North Carolina residents may, upon application, receive a North Carolina Legislative Tuition Grant of \$1,950 per year (subject to change).
For further information see page 28.

GENERAL FEES

General fees are applicable to all diploma and degree students and are nonrefundable:

Computer Fee

- 7 or more credit hours \$75 per semester
- 6 or less credit hours \$50 per semester

Student Fee

- Fall and Spring \$50 per semester
- Summer \$50 per session

SPECIAL FEES

Special fees are applicable when appropriate and are nonrefundable:

- Application Fee for Admission or Readmission \$35 fee
- Test Assessment Fee \$50 fee
- Credit by Examination Fee
 - Laboratory course \$150 per course
 - Non-laboratory course \$100 per course
- Intent to Graduate \$50 per intent
- Late Payment \$100 per semester
- Payment Plan \$50 per semester
- Audit Fee Variable
- Returned Check \$25 per check
- Transcript \$5 each
- Other allowable components of the student record \$5 each
- Tuition Deposit \$100 fee
- Curriculum Leave Fee \$100

PAYMENT DATES

Fall Semester, 2008	August 1, 2008
Spring Semester, 2009	January 5, 2009
Summer Session I, 2009	May 11, 2009
Summer Session II, 2009	June 29, 2009
Fall Semester 2009	August 1, 2009

NOTE: •Tuition and fees must be paid by the deadline or registration will be subject to cancellation.
•Tuition and fees not paid on time will be subject to a late fee plus interest charges on the unpaid balance.

REFUND POLICY

Diploma, degree and EEC students who withdraw from the College may be refunded tuition upon the student's written request in accordance with the following schedule:

DATE ON OFFICIAL WITHDRAWAL FORM IS:	% of Tuition Refunded
• On or before the first day of class(es)	100%
• Within the first 10% of the semester days enrolled	90%
• Between 11% and 25% of the semester days enrolled	50%
• Between 26% and 50% of the semester days enrolled	25%
• After 50% of the semester days enrolled	0%

Enrollment deposits and required fees are nonrefundable.

Refunds are not given to any student who is dismissed or does not officially withdraw from the College (see Withdrawal, Probation and Dismissal Policies).

Absence from class does not constitute official withdrawal.

Refunds are made first to student financial aid programs and scholarship funds as required by the terms and conditions of the programs, then to the student if applicable. No money shall be refunded unless application for refund is made prior to the last class day of the term for which the tuition to be refunded was paid.

TEXTBOOKS

Textbooks are available in the College Bookstore. The cost of books is not included in tuition and fees and varies per program. Payment must be made at the time of purchase. The book list is available on the college website.

BOOKSTORE REFUND POLICY

Refunds for textbooks in the original shrink wrap, free of any markings and considered new and perfect are made within the first week of classes. The student must present a receipt for the textbook(s).

UNIFORMS

Accepted students receive instructions regarding the purchase of uniforms prior to orientation. Cost varies per program.

FAILURE TO MEET FINANCIAL OBLIGATIONS

Students are responsible for all financial obligations to the College or responsible to make appropriate arrangements with a College official. The College may take the following measures for students in default of financial obligations, which include but are not limited to:

- deny admission to class or clinical activities;
- deny registration for any subsequent course(s);
- immediate dismissal from the College;
- withhold grade reports and transcripts;
- withhold the granting of degrees, diplomas or certificates;
- withhold references;
- deny participation in graduation activities, receive degree/diplomas; and
- withhold verification of applicant's credentials for licensure/certification.

FINANCIAL ASSISTANCE

The goal of student financial assistance is to provide resources to students who without such funding would be unable to attend Cabarrus College of Health Sciences. The College begins with the assumption that the parents and students have the primary responsibility for meeting education costs to the extent that they are able, which often includes sacrifices. A clear understanding of college costs, resources and related issues may eliminate unnecessary concerns throughout the student's college experience.

All students who plan to apply for financial aid must complete the Free Application for Federal Student Aid (FAFSA) form. In order to receive maximum consideration for all available financial aid programs, the FAFSA should be filed by April 15 prior to each academic year for which a student wishes to be considered for financial aid. Awards are made and students are notified by June 30.

Most financial aid is awarded on the basis of need. The amount of an award varies depending upon the student's demonstrated and verified financial need. Financial aid will only be awarded to students who are in compliance with federal and state regulations for receiving financial aid.

Information provided on the FAFSA and the amount of funds available for distribution determine the award amount.

- Need is determined by subtracting the resources of the student and the family's contribution from the total student expenses.
- The total financial aid awarded will never exceed the costs of attending Cabarrus College of Health Sciences.

- The award may include a combination of funds from scholarships, grants, loans and student employment.

Financial aid awards from scholarships, grants and loans may be applied to the cost of attending Cabarrus College of Health Sciences and are generally credited directly to the student's account.

Earnings from Federal Work Study jobs are paid directly to the student.

SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID

Students must comply with the satisfactory academic progress policy to continue to qualify for financial aid at Cabarrus College. The Cabarrus College policy meets the minimum statutory and regulatory federal requirements for qualitative and quantitative measures.

At the end of each semester, the Financial Aid Director will review students who are eligible to receive financial aid for the next semester and determine their eligibility to continue to receive financial aid based on both qualitative and quantitative criteria.

Qualitative Measure

- Based on the cumulative GPA
- Cumulative GPA: Students must maintain a 2.0
- Only the grade obtained for repeating the course will be used in determining GPA and is considered the final grade.

Quantitative Measure

- Based on hours attempted and maximum time frame
- Hours Attempted: 67% of the total credit hours attempted must be successfully completed. Hours attempted include transfer hours accepted, hours for courses that are repeated, hours from course withdrawal, etc.
- Maximum Time Frame: Federal regulations limit the maximum time frame to no more than 150% of the length of the program as measured in credit hours. Hours attempted include transfer hours accepted, hours for courses that are repeated, hours from course withdrawal, etc.
- Examples of the 150% rule are:

Associate degree programs:

Example for ADN: 71 credit hours x 150% = 107 credit hours attempted

Diploma programs:

Example for ST-D: 39 credit hours x 150% = 59 credit hours attempted

Baccalaureate degree completion programs:

Example BSN: 59 credit hours x 150% = 89 credit hours attempted

The quantitative and qualitative standards used include all periods of enrollment even periods in which students did not receive Financial Aid. For students who changes majors, only the credits attempted and accepted by the registrar toward the new major will be included in the calculation of the SAP.

Appeals

Satisfactory academic decisions (except the 150% rule) may be appealed in writing to the Dean for Administrative Services. The appeal must be in writing and must include:

- student's name
- social security number
- facts upon which the appeal is based
- resolution sought

Appeals generally given consideration involve the following:

1. extended illness or hospitalization of the student
2. an accident which incapacitates the student for an extended period of time
3. death or extended illness of an immediate family member
4. unusual financial/work related situations

Students will be notified of the appeal decision within two weeks of receipt of the written appeal request.

NOTE: Students not meeting both qualitative and quantitative measures will not be eligible for financial aid until they are able to re-establish satisfactory academic progress or their appeal is approved.

TYPES OF ASSISTANCE

SCHOLARSHIPS

Cabarrus College of Health Sciences receives financial support for scholarships from endowed memorial funds, community organizations and foundations that provide funding for qualified students. This assistance is applied only to the cost of tuition, fees and books for the current academic year. In addition, students may participate in a number of state and federal programs.

ENDOWED SCHOLARSHIPS

- Anita A. & Terry L. Brown Scholarship
- CMC-NEMC Volunteers Scholarship
- Dr. and Mrs. Thomas T. Long III Scholarship
- Louise Harkey Memorial Scholarships
- Dr. John J. and Doris Smerznak Scholarship
- Dr. Linny and Joyce Baker Nursing Scholarship
- Caroline Walker Memorial Scholarship
- Dr. Russell Floyd Scholarship
- Kay Linker Pediatric Nursing Merit Scholarship
- Robert Weaver Scholarship
- Jean Tippet Partridge Memorial Scholarship
- Mary "Gibby" Lee Scholarship
- G.E. Lentz Plumbing & Heating Scholarship
- Cabarrus College Student Scholarship

FOUNDATION SCHOLARSHIPS

- Lettie Pate Whitehead Scholarship Fund
- Golden Leaf Foundation
- P.E.O. Sisterhood

COMMUNITY SCHOLARSHIPS

- Cabarrus County Medical Society/Alliance Scholarship
- Concord Rotary Club Scholarship
- Cabarrus Rotary Scholarship
- Voiture Forty & Eight Club Scholarship
- Cabarrus County Agricultural Fair Scholarship

OTHER SCHOLARSHIPS

Students should investigate scholarship opportunities available through their parents' employers, memberships or club affiliations, churches or resources accessed via the Internet. Some examples include:*

- Concord Business and Professional Women's Organization
- North Carolina League for Nursing
- The Great 100 Scholarship Program

In addition, many occupational groups support students who are interested in pursuing a career in their field. Some examples include:*

- Cabarrus County Medical Assistants
- The American Occupational Therapy Foundation
- North Carolina Occupational Therapy Association

* Please note: These are only some examples of the many opportunities available.

STATE AND FEDERAL PROGRAMS

North Carolina Legislative Tuition Grant - The State of North Carolina provides a grant to North Carolina residents who are seeking a degree and do not have a previous degree at that level and are taking at least 6 credit hours in a North Carolina private college in a degree program. The amount varies per academic year and is disbursed fall and spring semesters. Students eligible for the program are sent the required forms to verify residency and status.

North Carolina State Contractual Scholarship Fund - Funds for this grant program are made available by the State of North Carolina to aid residents of North Carolina. Award amounts vary. Eligibility for this program is based on state residency, previously earned degree status and financial need.

North Carolina Student Loan Program for Health Science and Mathematics - This program is administered by the North Carolina State Education Assistance Authority for North Carolina residents. If unconditionally accepted into the program, students may borrow up to \$3,000 per year for a maximum loan amount of \$6,000 for two years. Eligibility is based on financial need. Deadline for submitting an application is June 1. Loan may be repaid through service cancellation.

North Carolina Education Lottery Scholarship - Available to North Carolina residents who meet all eligibility requirements.

North Carolina EARN was established by the 2007 NC General Assembly to provide grants to eligible students to enable them to obtain an education beyond the high school level at universities in NC without incurring student loans during the first two years of their postsecondary education.

North Carolina State Student Incentive Grants - Available to North Carolina residents who have “substantial financial need.”

North Carolina Nurse Scholars Program (NSP) - A competitive merit scholarship loan program funded by the North Carolina General Assembly. Application available online at www.cfnc.org.

Nurse Education Scholarship Loan Program (NESLP) - Loan amounts range from \$400 to \$3,000 per year. Loan may be repaid through service cancellation. Eligibility is based on financial need and loan application approval.

Federal Pell Grants - Grants awarded to eligible undergraduate students who have not earned a bachelor’s or professional degree. Eligibility is based on need and credit hours enrolled.

Federal Work Study Program - Provides jobs for students with financial need and encourages community service work and/or work related to the student’s course of study. Cabarrus College participates in the America Reads program. The total award depends on level of need and funding level for the College.

Federal Stafford Loans (Subsidized and Unsubsidized) - Eligibility for a Federal Stafford Loan is determined by the Financial Aid Office at Cabarrus College of Health Sciences. Loans made available through the Federal Family Education Loan Program can be made through any lender the student chooses to use.

You may qualify for a Federal Stafford Loan based on the results of your Free Application for Federal Student Aid (FAFSA). If you receive a need-based “Subsidized Federal Stafford Loan,” the interest will be paid by the Federal Government while you are in school at least half-time and during your “grace” period. If you do not qualify for the Subsidized Federal Stafford Loan you may receive the non-need based “Unsubsidized Federal Stafford Loan.” If your loan eligibility is from the Unsubsidized Federal Stafford Loan, you are personally responsible for the interest throughout your enrollment and “grace” periods, as well as during the repayment period.

For Federal Stafford loans disbursed on or after July 1, 2008 through July 1, 2009 the interest rate for Federal Subsidized Stafford loans are 6.0% fixed and for Unsubsidized Federal Stafford loans 6.8% fixed.

Academic Year Loan limits as determined by Federal guidelines:

- Freshman - \$3,500
- Sophomore - \$4,500
- Junior - \$5,500
- Senior - \$5,500

Students who are Independent as determined by the FAFSA form may be eligible to receive an additional \$6000 in Federal Unsubsidized Stafford Loans. Students who are dependents may be eligible for receive an additional \$2,000 in Federal Unsubsidized Stafford Loans.

Student Loan borrowers may use any lender. Use of one of our school’s preferred lenders is not required.

Cabarrus College of Health Sciences has developed the preferred lender list below based on results of a survey developed by the College and completed by the lenders. The Cabarrus College survey

tool included both Qualitative and Quantitative measures and requested information from lenders. Examples of some information considered are borrower benefits including savings to the student, customer service options, and default rates. If you have additional questions about the selection of lenders for the preferred lender list you may contact the Director of Financial Aid.

Cabarrus College Preferred Lender List:

- Information about Stafford loans and the benefits available from each lender are available online. Students are encouraged to research which lender will work best for them.

CFI: www.cfnc.org

- Lender pays the 1% Origination fee for the student.

WACHOVIA: www.wachovia.com/education

- Student is responsible for paying the 1% Origination fee.

WELLS FARGO: www.wellsfargo.com/student

- Student is responsible for paying the 1% Origination fee.

Students are encouraged to compare benefits for different lenders. Simple tuition is a tool to help students compare at <http://www.simpletuition.com/home>

Federal Supplemental Educational Opportunity Grant (FSEOG) - Grants awarded to eligible undergraduate students who have not earned a bachelor's degree. Eligibility and award amount is based on financial need.

Federal PLUS Loans to Parents - Long-term loans made to parents of dependent students.

Hope Scholarship - A tax credit available to eligible students enrolled in the first or second year of an educational program. The maximum amount of the tax credit is \$1,650 per year - 100% of the first \$1,100 of net tuition and fees paid plus 50% of the next \$1,100 of net tuition and fees paid in a tax year.

Lifetime Learning Credit - A tax credit up to \$2,000 of total qualified net tuition and related expenses paid during the tax year.

STUDENT RIGHTS AND FINANCIAL AID

An education in the health sciences involves time, money and effort. It is a large investment and requires careful evaluation. To make the best choice, a student should understand a college's academic program, facilities, dropout rates, full cost of attendance, refund policy and financial aid programs. Students should also ask about any other details they think would help them make their decision.

Students have the right to ask a college:

- What financial assistance is available, including information on all federal, state and institutional financial aid programs?
- What the deadlines are for submitting applications for each of the financial aid programs available?
- What the cost of attending is and what the policies are on refunds?
- What criteria are used to select financial aid recipients?

- How does the college determine the financial need? This process includes how costs for tuition and fees, travel, books and supplies, living expenses, and miscellaneous expenses are considered in the budget.
- What resources (such as parental contribution, other financial aid, assets, etc.) are considered in the calculation of need?
- How much of the financial need, as determined by the institution, has been met?
- What programs are in the student aid package? (If students believe they have been treated unfairly, they may request reconsideration of the award).
- What portion of the financial aid must be repaid and what portion is grant aid? (If the aid is a loan, students have the right to know what the interest rate is, the total amount that must be repaid, the pay back procedures, the length of time students have to repay the loan, and when repayment is to begin.)

STUDENT RESPONSIBILITIES AND FINANCIAL AID

Students are expected to fulfill certain responsibilities:

- Review and consider all information about a college's program before enrolling;
- Pay special attention to the application for student financial aid, complete it accurately and submit it on time to the right place. Errors can delay the receipt of financial aid. Intentional misreporting of information on application forms for federal financial aid is a violation of law and is considered a criminal offense subject to penalties under the US Criminal Code;
- Return all additional documentation, verification, corrections, and/or new information requested by either the college or the agency to which the application has been submitted;
- Read and understand all forms before signing and keep copies of them;
- Accept responsibility for all loan agreements signed;
- Loan recipients must notify the College and the lender of changes in address, name, or college status;
- Know and comply with the deadlines for application or reapplication for aid;
- Know and comply with the College's refund procedures;
- Notify the business or financial aid office of any change in course load;
- Notify the business or financial aid office of any change in financial situation, either before or after an award is made.

Changes in federal or state policy could affect the information printed in this Catalog.

Complete and current financial aid information (i.e., policies and procedures, types of aid, handbook, etc.) is available from the financial aid office upon request. To request information call 704-403-3507.

STUDENT LIFE

Many programs, activities and services contribute to your life as a student at Cabarrus College. The more connections you form with people, events, and resources, the more satisfying your college experience. Student Services invite you to take full advantage of the opportunities that help foster your development, toward not only your intellectual pursuits, but holistic growth in domains such as cultural, social, moral and physical.

HAYES STUDENT PAVILION AND STUDENT PAVILION COURTYARD

As a college commuter, students need a place of their own when not in the classroom. The Hayes Student Pavilion is the focal point for student activity and includes the canteen, the organization meeting room, student mailboxes, copier, shower, student restrooms, and web terminals. Students may study, watch TV, check the internet, access WiFi or simply relax in this multifunctional area. On a mild southern day, students also gather in the adjacent Student Pavilion Courtyard which offers an outdoor venue complete with tables and benches for outdoor dining, breaks or special student events. The spot is a favorite of Cabarrus College Alumni where the Commemorative Tower serves as a historical marker constructed of bricks from the original college structure along with pink roses transplanted from the original dorms. The brick pavers signify the efforts from the supporters of the capital fundraising campaign—and bricks are always available for purchase, just ask.

COUNSELING SERVICES

The central objective of counseling services is to assist the student by fostering his or her development in academic, career, personal and interpersonal growth by providing direct psychological and psycho-educational services.

Counseling interventions are designed to help the student whose personal problems interfere with his or her ability to function in the academic environment. These services inherently contribute to student retention. Activities include:

1. Counseling for Retention Related Concerns: for students with uncertainty about staying in college;
2. Academic Counseling: targets academically at risk students aimed to equip the student with better studying and test taking skills for the purpose of improving academic performance; and,
3. Psychological Counseling: assists students in coping with emotional distress by helping the student develop better coping strategies, resolve conflict and handle crisis. Typical concerns include coping with the complexities inherent in the college experience, acceptance, stress management, coping with depression, overcoming anxiety, identity development, motivation and the decision making process.
4. Career Counseling: offers career development counseling to students. Counseling is beneficial to some students when making appropriate academic major and career decisions. The counselor facilitates the exploration of the self and career options empowering the client to make informed decisions.

The student does not pay a fee for campus counseling services, this is FREE to all enrolled students of Cabarrus College. Short term individual counseling is provided after an initial assessment is completed. With the help of the counselor, the student will be encouraged to explore thoughts and feelings in order to work toward healthier choices and change. Occasionally the goals of the counseling plan are not able to be met, so the counselor may refer the student to other resources in the community. The student may also be referred to campus group counseling sessions where peers identify similar concerns and support each other through the group process.

LOCATION AND OFFICE HOURS

Counseling services are located on the first floor in the Student Support Office, 133. Office hours are by appointment. Walk ins are accommodated on an individual basis. Each session is generally scheduled for 50 minutes. If you are unable to keep an appointment, please notify the counselor at least 24 hours in advance. The maximum number of allowed sessions is limited to no more than eight sessions during the fall and spring semesters, and not to exceed more than 12 sessions per year.

STUDENT DEVELOPMENT SERVICES

Students may be referred to Student Development Services to maximize academic success of students with potential barriers to learning. Educational programs are offered each semester at no charge to students including topics such as time management, résumé writing and interviewing skills, how to test successfully and stress management. Students making less than a grade of C at mid-term are remitted letters from the registrar as well as student services and directed to schedule appointments with instructors, advisors and student services for assistance and/or counseling.

TESTING SERVICES AND STUDENT SURVEYS

The Admissions Office and Student Services staff administer and interpret a variety of tests, inventories, surveys and profiles. These are administered during the admissions and/or counseling process as recommended. All associate and baccalaureate degree seeking students are required to take the Collegiate Academic Achievement Proficiency (CAAP) tests scheduled at the beginning of the semester in which the student anticipates graduation. Students are requested to participate in annual surveys including but not limited to the ACT Student Opinion Survey. Information is benchmarked with other colleges similar to Cabarrus College. Data is also extrapolated for the College's master plan for institutional effectiveness and evaluation.

CAREER SERVICES

The student services office assists students in seeking employment and/or in continuing higher education pursuits. Sessions on resume writing and interviewing skills and job fairs are offered for all students. Individual assistance is available as needed. Cabarrus College of Health Sciences assists with the employment search, through the annual job fair and postings, but does not guarantee placement.

STUDENT PARTICIPATION IN COLLEGE DECISION-MAKING

Cabarrus College encourages and provides means for student involvement in intuitional governance and decision making in a myriad of ways. The student body elects student leaders to provide input and recommendations to the college. The president of the Student Government Association (SGA) meets regularly with the chancellor and serves along with an additional student as voting members of the College's Institutional Effectiveness Council (IEC). Student membership is encouraged in IEC sub committees such as Student Life and Curriculum. Students also participate in other task force and ad hoc committees such as development of the Quality Enhancement Plan, and the College's self study reviews for accreditation and approval (such as Self Study Committee for the Commission on Colleges of the Southern Association of Colleges and Schools). Students have full voting privileges as members of these committees. The chancellor also convenes meetings and luncheons with students to get to know the student body and solicit feedback from students. If you are interested in serving on a College committee, contact the Student Services Office.

STUDENT ORGANIZATIONS

STUDENT GOVERNMENT ASSOCIATION (SGA) AND REPRESENTATION

The Cabarrus College of Health Sciences' SGA fosters self-governance, promotes communication among campus constituencies (students, administration, faculty and staff) and ensures student participation in the institutional decision-making process. SGA leadership is comprised of the

president, vice president, and secretary/treasurer and organizational presidents from each Cabarrus College club or society. Designed to be the student voice, SGA provides members to the College's Curriculum and Student Life Committees, while the president serves on the Institutional Effectiveness Council along with one at-large member. These representatives receive full voting privileges. In addition, SGA appoints delegates to special and/or ad hoc committees as requested.

CABARRUS COLLEGE ASSOCIATION OF NURSING STUDENTS (CCANS)

The Cabarrus College Association of Nursing Students is a local chapter of the national organization of student nurses, of which membership is voluntary and whose purposes are to: Aid in the development of student nurses as truly democratic citizens by broadening their horizons as individuals and as members of a group; Promote professional and social unity among student nurses; Stimulate understanding of and an interest in the program of the graduate professional nursing organization; Serve as a channel of communication between the student nurse organizations and the various units of the graduate professional nurses' organizations; and to participate as an active constituent of the North Carolina Association of Nursing Students (NCANS).

BACCALAUREATE STUDENT ORGANIZATION (BSO)

The Baccalaureate Student Organization provides a forum for student participation in the baccalaureate programs. All baccalaureate students are eligible for membership.

CABARRUS COLLEGE ROTARACT

Cabarrus College Rotaract is a Rotary-sponsored service club for college enrolled students. Cabarrus College Rotaract is college-based and is sponsored by the Cabarrus Rotary Club making us true "partners in service" and key members of the Rotary family. Through the Cabarrus College Rotaract, members not only augment their knowledge and skills, but they also address the physical and social needs of our community while promoting international understanding and peace through a framework of friendship and service.

CHRISTIAN STUDENT UNION (CSU)

The Christian Student Union is a nondenominational organization, which provides spiritual guidance and fellowship opportunities for all interested students. The activities include fund raising efforts to finance their community service projects. CSU members also participate in CMC-NE's chapel programs.

MEDICAL ASSISTING STUDENT ORGANIZATION (MASO)

Membership in the MASO is open to all students in the Medical Assisting program. The purpose of the organization is to promote the profession of medical assisting as well as seek to continually improve the knowledge and skills of the medical assisting student for the benefit of the profession.

STUDENT OCCUPATIONAL THERAPY ASSOCIATION (SOTA)

Membership in SOTA is open to all occupational therapy assistant students. This group functions at

the national, state and local levels. The purpose of the organization is to promote the profession of occupational therapy as well as provide service to the community.

SURGICAL TECHNOLOGIST STUDENT ASSOCIATION (STSA)

The Surgical Technologist Student Association is an organization open to all students in the Surgical Technology Program. The organization was developed to foster interest in the field by featuring speakers, equipment demonstrations, and continuing education concerning new advances. The group also participates in community service activities such as working with a clinic in rural West Virginia or offering blood pressure screenings.

HONOR SOCIETIES

PHI THETA KAPPA INTERNATIONAL HONOR SOCIETY

The Beta Delta Chi Chapter recognizes leadership, scholarship and service among two-year college students. Eligible students for induction have completed at least 12 semester hours in a degree program at Cabarrus College of Health Sciences and have a cumulative GPA of 3.25 or higher. To remain in good standing, students must maintain a cumulative 3.00 GPA or higher and submit membership dues. Graduates who are in good standing (i.e., have maintained academic requirements and are current with society dues) are eligible to wear a Phi Theta Kappa cord as part of the graduation regalia.

LAMBDA NU NATIONAL HONOR SOCIETY (ΛN)

Lambda Nu, the National Honor Society for Radiologic and Imaging Sciences chartered a local North Carolina Gamma Chapter at Cabarrus College to recognize scholarship within the Medical Imaging discipline. This chapter is open to students and alums with a cumulative GPA of 3.0 after completing 12 credit hours in the program. For verification of eligibility, contact the Medical Imaging Program Coordinator. Members will be eligible to display the green and maroon ΛN honor cords at graduation.

SIGMA THETA TAU INTERNATIONAL HONOR SOCIETY OF NURSING (STTI)

Upsilon Mu Chapter, chartered in 2008, strives to uphold the mission of STTI which is to support the learning, knowledge, and professional development of nurses committed to making a difference in health worldwide. STTI's vision is to create a global community of nurses who lead in using knowledge, scholarship, service and learning to improve the health of the world's people. Membership to the Upsilon Mu Chapter is by invitation to baccalaureate nursing students who: demonstrate excellence in scholarship (cumulative GPA 3.00 or higher); have completed at least half of the baccalaureate nursing program curriculum; and rank in the upper 35 percent of the BSN graduating class. Nurse leader membership is offered to RNs in the community who hold a baccalaureate degree or higher in nursing or other disciplines and demonstrate achievement in nursing.

PUBLICATIONS

STUDENT END OF YEAR PROJECT

Each year students are encouraged through the SGA, to assist the student services and alumni affairs coordinator with the planning and publishing of an annual pictorial directory, in which all students

may be included. It is up to all students to submit pictures for this publication. All interested students are welcome to join this group.

STUDENT NEWSLETTER

The College Newsletter, Student Pulse, is published on a regular basis by the student services and alumni affairs coordinator. Each club is asked to submit articles on a regular basis. Students, faculty and staff are also encouraged to submit articles.

CONCORD AND CABARRUS COUNTY

Cabarrus College is located within a mile of interstate-85, in Concord and is approximately 30 minutes from downtown Charlotte and 20 minutes from Salisbury. We are conveniently located on the campus of Carolinas Medical Center-NorthEast, a regional 457-bed, not-for-profit medical center, with a reputation for excellence built on advanced technology, medical staff talent, quality, and compassionate care.

Throughout the year, students have social functions that are planned by various student groups. Many cultural and educational opportunities are available in Concord, Charlotte, and other surrounding cities. Cabarrus Arts Council is also active in the college community, recognizing a myriad of programs including but not limited to: The Old Courthouse Theatre, Union Street Live!, Pops in the Park, Concert Series in Kannapolis and much more. The Salisbury area also offers student discounts for the Salisbury Symphony and Piedmont Players performances. Charlotte has many fine arts opportunities including but not limited to The North Carolina Blumenthal Performing Arts Center, the Charlotte Symphony, North Carolina Dance Theatre, Opera Carolina, Spirit Square and more.

Community resources are available through Cabarrus County, Kannapolis City and Concord Parks and Recreation Departments to interested students for instruction in hobbies and crafts as well as resources for physical activities, which are available for the students' enjoyment. The Kannapolis and Cabarrus YMCA's also offer a variety of programs. These include basketball, tennis, softball, volleyball, soccer, swimming, aerobics and much more. Cabarrus County offers nine public parks. For spectator sports fans, professional and semi professional sports are also available in the community including the NFL team, the Carolina Panthers, the NBA Charlotte Bobcats, the class A affiliate of the Chicago White Sox, the Kannapolis Intimidators, and for NASCAR lovers, Lowe's Motor Speedway.

Concord Mills, one of the largest malls in the southeast, offers more than 200 retail stores and is conveniently located less than 15 minutes from campus.

HEALTH SERVICES

Students are required to have health insurance while enrolled at Cabarrus College. Students needing health services should follow the criteria as defined in personal insurance policies or contact the carrier for specific instructions. Students are encouraged to contact their private physician when possible. Students have 24-hour access to the Emergency Care Center at CMC-NorthEast and access to Cabarrus Urgent Care from 8 a.m. until 8 p.m., seven days per week except major holidays. Cabarrus Urgent Care is located at 888 Church Street, North in Concord. The number is 704-786-6122. Students are responsible for any fees or charges for medical care or ancillary services.

Diploma and degree seeking students are also eligible for annual flu shots when available. Eligible female students may receive mammograms under the CMC-NE employee program and guidelines. Students must follow the criteria for participation as outlined on the eligibility form obtained from the student services office.

NorthEast Health and Fitness Institute offers free membership to full-time students. Located on the main campus of CMC-NE, the institute offers opportunities to exercise with a variety of cardiovascular fitness equipment. Application to this facility is available by completing the Personal Wellness Profile TM and submitting a \$20 enrollment fee. (at the time of this publication). The fee includes an exercise consultation and orientation to the facility. For more information, call 704-403-1020.

Students are eligible to receive employee discounts at CMC-NE's Gateway and Pavilion Pharmacies by requesting the discount and presenting their current ID badge.

Because the College and CMC-NE are designated as tobacco free campuses, a strict policy includes no smoking on campus, or in personal vehicles when located on College or CMC-NE property. Students who desire to stop tobacco use are eligible for the QuitSmart program at a discount. Contact Student Services about this service of CMC-NE.

STUDENT RIGHTS, RESPONSIBILITIES AND STANDARDS OF BEHAVIOR

ENROLLMENT AGREEMENT

During new student orientation students are required to sign an Enrollment Agreement, certifying their understanding of policies of the College and the student's agreement to adhere to those found in the catalog, student handbook and the consequences of failure to comply with those policies.

RELEASE FROM RESPONSIBILITY

Upon initial enrollment in the College, a student is requested to sign a *Release from Responsibility* form for any consequence that may result from participation in college sponsored activities.

STUDENT CODE OF CONDUCT

Self discipline is an essential element of individual growth and development. Accordingly, students are expected to display the qualities of courtesy and integrity that characterize professional behavior. Each student is expected to present him or her self in a manner of utmost integrity at all times and for all assignments. For individual assignments submitted for individual grades, the student must complete such assignments independently and not in collaboration with anyone in any manner. The exception is when collaboration and group study are encouraged in many learning activities in the course.

Cheating in any manner (which includes lying, fabricating or falsifying information, stealing, unauthorized copying, communication of information during an academic assignment or test, plagiarism, falsification of a patient record or any dishonest act) will result in disciplinary action (refer to the Probation, Withdrawal, Suspension and Dismissal Policy). Assisting another student to commit an act of dishonesty will also result in disciplinary action. Any observed acts of violation of

the student conduct code, should be immediately reported to the instructor or a College official for follow up action.

Cabarrus College trusts that each student will grow in individual responsibility, maturity of thought, development of professional behaviors and the understanding of mature living. Students are governed by such rules and regulations that are established by the College's administration and Student Government Association and are specified in this publication, the Student Handbook, course syllabi, the college website (www.cabarruscollege.edu) and other specified policy and procedure publications. It is the student's responsibility to read, understand and abide by these rules and regulations and to demonstrate good moral character at all times.

CORE VALUES AND STANDARDS OF STUDENT PARTICIPATION

Health professionals participate in a unique environment which requires a high level of trust and dependence on the behavior of oneself and others. These values and standards set the tone for the College community and while not all inclusive, outline the basic expectations which the College has of its students. These represent a set of standards relative to the professional role that students must make as part of their behavior in order to participate in the College's activities – educational and otherwise. These core values and standards are outlined as follows with the expectation that all students will practice them.

Commitment—I take pride in our College, projecting a professional image through my actions and appearance; and striving to be the best in all I do. I will remember that I am the reputation of Cabarrus College; support the organizational decisions of Cabarrus College; and maintain Cabarrus College facilities with a sense of ownership.

Caring—I treat others (students, guests, College and clinical affiliate employees and patients whom I may serve) with dignity giving them the courtesy and respect they need. I will demonstrate patience, caring and concern for all; be polite, respectful and courteous of others; and demonstrate a spirit of helpfulness.

Teamwork—I respect the professionalism and contributions of others, value diversity in all its forms, and recognize that people are our greatest assets. I will understand my role and fulfill my responsibilities; work cooperatively with others; avoid making excuses or blaming other people; consider the needs of others; offer assistance; and involve others who may help.

Integrity—I honor and uphold confidentiality, am honest and ethical, and keep commitments. I will take accountability for my actions; respect the privacy of others; value the time of others by honoring my time commitments; respect the diversity of others; conduct personal discussions in private; and maintain confidentiality and adhere to privacy standards, FERPA and HIPAA guidelines.

In addition to the core values, I will adhere to these standards:

Communication—I will communicate in an open, clear and concise manner; speak in a positive, professional and courteous manner at all times; tell the right people, the right things at the right time; and follow the practices of good communication skills.

Safety—I will be committed to the safety of others; maintain a safe environment; report any potential safety concerns to the appropriate personnel; respond appropriately to the safety codes and complete my annual requirements to be a student in good standing.

Accountability—I will remain calm, listen and avoid becoming defensive; apologize for not meeting the expectations of others; correct the problem or find someone who can help; take action to make amends for the lapse between the behavior and expectation; communicate to others in a timely

manner how the problem will be corrected; and thank others for bringing the concern to my attention.

CONFIDENTIALITY STATEMENT

Ethical codes and standards for various healthcare professionals, the Family Educational Rights and Privacy Act (FERPA) of 1974 (amended in 1995), and CMC-NE Personnel Policy and Procedure Manual serve as resources to the administration, faculty, staff and students of Cabarrus College of Health Sciences regarding information of a confidential nature. Students, faculty and staff must assure the confidentiality of many records and are expected to safeguard the individual's right to privacy by judiciously protecting information of a confidential nature, sharing only that information relevant to one's care, education or welfare. Students are cautioned not to discuss patient or client care or treatment in public places. This includes elevators, hallways, cafeteria, etc. Students working with sensitive information should exercise extreme care in assuring information is kept confidential. Confidentiality including the Health Insurance Portability and Accountability Act of 2003 (HIPAA) is reviewed during orientation and a confidentiality agreement is signed by the student and maintained in College files. Disciplinary action may include immediate termination. The severity of discipline will be determined according to the severity of the violation, whether the violation was intentional or unintentional and if the violation indicated a pattern of practice of improper use or release of protected health information.

PHYSICAL AND EMOTIONAL STANDARDS

Students of Cabarrus College of Health Sciences should possess and be able to demonstrate the following:

- **Critical Thinking**—Critical thinking ability sufficient for clinical and fieldwork judgment. For example: students must be able to identify cause-effect relationships in clinical or fieldwork situations; collect and analyze data to aid in problem solving; develop or participate in the development of care plans.
- **Interpersonal Skills**—Interpersonal abilities sufficient to interact with individuals, families, groups, etc. from a variety of social, emotional, cultural and intellectual backgrounds. For example: students shall establish rapport with clients and healthcare team members.
- **Communication Skills**—Communication abilities sufficient for interaction with others in verbal and written form. For example: explain treatment procedures, initiate health teaching, document and interpret professional actions and client responses.
- **Mobility**—Physical abilities sufficient to move from room to room and maneuver in small spaces, stand and walk for extensive periods of time. For example: frequent trips from the work station to the client's room and mobility to move around in client's room, work spaces and treatment areas.
- **Motor Skills**—Gross and fine motor abilities sufficient to provide safe and effective care. For example: calibrate and use equipment, document care, position and move clients, administer cardiopulmonary procedures, and perform skilled procedures.
- **Hearing**—Auditory ability sufficient to monitor and assess health needs. For example: hear monitor alarms, emergency signals, auscultatory sounds and cries for help.
- **Visual**—Visual ability sufficient for observation and assessment in care. For example: observe client responses, and specimen color.
- **Tactile**—Tactile ability sufficient for physical assessment. For example: perform palpation, functions of physical examination and/or those related to therapeutic intervention, insertions of catheters, and taking pulses.

- **Weight-Bearing**—Ability to lift and manipulate and move 45-50 pounds daily. For example: position clients, move equipment.
- **Cognitive Abilities**—Ability to concentrate, utilize abstract thinking; organize responsibilities, and make decisions. For example: students shall assess client complaints, provide prioritized client care and implement appropriate plans.

Examples Are Not All Inclusive.

If a student or applicant believes that he or she cannot meet one or more of the standards without accommodations or modifications, the student should make requests for reasonable accommodations to the chancellor.

CAMPUS DRESS

All students of Cabarrus College of Health Sciences will follow the Service Excellence Image Policy (Student Dress Code) which is mailed to new enrolled students and discussed during orientation. These policies are guidelines for presenting a professional image and include four types of acceptable dress: Campus Dress; CMC-NE and Affiliates Campus; Clinical Dress; and Clinical Prep. General guidelines for all students in every environment: Students are required to wear ID badges at all times above the waist (temporary badges are available in the College Support Office for a fee of \$3, replacement badges are available through CMC-NE's Human Resources located on Lake Concord Road for a \$10 fee); students will be clean and neat while on campus; all clothing will be free of profanity, slanderous language, or inflammatory causes; undergarments that are visible are considered inappropriate attire; all clothing is best worn with the concept of "modesty" in mind (revealing necklines, low rider slacks are not permitted in class or clinical); and hats, visors, caps, sunglasses, and other headwear shall not be worn indoors.

Additional detail regarding clinical, fieldwork and laboratory dress is found in program handbooks. When preparing for clinical and fieldwork assignments, students should wear a lab coat over dress, skirt or dress slacks. No jeans, miniskirts or shorts are to be worn in clinical or during clinical prep. Appropriate shoes are to be worn in these settings. No artificial nails, or natural nails that exceed ¼ inch are permitted in clinical areas. No visible tattoos, body piercings or invisible spacers are allowed. Extremes in hairstyles such as Mohawks or unnatural colors are not acceptable.

Accommodations will be made by Cabarrus College Administration for students with specific medical conditions and/or religious beliefs that require special clothing, shoes and/or jewelry. Please make an appointment with the dean of academic and student services to discuss any accommodations. The Service Excellence Image policy will be distributed in its entirety during orientation.

FOOD AND DRINK IN ACADEMIC TEACHING AREAS

Drinks (no food) will be permitted in the classrooms. No food or drinks are permitted in labs because of the hazards and nature of the activities in computer, skills, and science laboratory settings. Spills must be cleaned immediately. Faculty members have the authority to disallow drinks in the classroom.

CAMPUS INFORMATION

ACADEMIC ADVISEMENT

To ensure availability of faculty for guidance and general academic assistance for all students, an academic advisor is assigned to each student. The role of the academic advisor is to assist students in matters related to academic progress. Students are encouraged to meet with their advisor frequently during their first semester to allow the advisor to learn the strengths and needs of the student. Students may schedule a conference with the advisor to discuss situations or needs. When faculty identify a student having academic records that indicate actual or potential barriers to learning the faculty may schedule a conference and recommend the student for Student Development Services. The advisor validates the curriculum plan with the student and reviews the curriculum plan of the student each semester. Advisors validate the intent to graduate and graduation clearance forms. The advisor serves as a mentor advising students, as needed in higher education and employment pursuits. All teaching faculty post office hours each week for consultation with students.

CAMPUS COMMUNICATION

The student is responsible for checking bulletin boards, his/her college email and student mailboxes daily for announcements concerning rescheduling and individual communications. The complete email usage policy is available on the College website and is distributed during orientation.

CARS ON CAMPUS

Students are responsible for providing their own transportation to all campus and clinical and fieldwork experiences. Any student may have a car on campus provided it is registered with the College, displays appropriate parking identification and is parked in the designated parking areas (See the *Student Handbook* regarding regulations).

FOOD SERVICES

Students may have meals in the medical center's cafeteria (Cafe 920) or at nearby restaurants. The Hayes Student Pavilion is equipped with vending machines and a microwave oven for student use.

HOUSING

The College does not provide dormitory facilities. Students who desire living accommodations may make arrangements in the local community. Information is available from the student services office regarding nearby living accommodations.

ORIENTATION

All students are required to attend orientation prior to the beginning of the first semester of enrollment. Opportunities are available for new students to get acquainted with peers, faculty and college resources.

SECURITY

Campus Security—provides services to ensure a safe campus environment for all visitors, students, and employees. The campus parking lot and entrance are equipped with emergency phones to CMC-NE Security and are under 24-hour video surveillance. The College is not in any way responsible for a student's personal items. Programs pertaining to personal safety are provided during orientation. Information regarding crime statistics is available in the student services office and is presented during orientation. (Refer to the Student Handbook for more complete information).

Cabarrus College strives to provide a safe, secure environment for students, visitors, faculty and staff. Notify CMC-NE's Security Department by calling the operator at 704-403-3000 or dialing extension 6595 from any College phone for any campus security concerns. Security may also be directly reached by dialing 704-403-1192. In addition, the campus parking lot, the front entrance and Lake Concord exit are equipped with emergency phones which directly phone CMC-NE Security, and are under 24-hour video surveillance. In the event of an emergency, for police/fire/ambulance, dial 9 (for an outside line) and then 911 when calling from phones on the College campus system.

It is the responsibility of students and employees to report any threats or violent acts while on campus, clinical or fieldwork areas.

Campus Access and Security: The front door is open and the Student Support Office 133 is staffed during the following hours:

Monday—Thursday 8 a.m. - 5:30 p.m.

Friday 8 a.m. - 5:00 p.m.

Except major holidays and other College closings

The main entrance is locked after 5:30 p.m. and requires access with a valid student ID. After class hours, the building is protected by a monitored alarm system. Please direct visitors to obtain a valid ID from the Student Support Office.

Identification Badges: All persons entering the Cabarrus College campus are required to wear a Cabarrus College issued identification (ID) badge for identification and security purposes. Students are provided an ID badge during orientation. Should the badge become lost, the student is responsible for replacement for a \$10 fee. All visitors are required to check in at the Student Support Center (SSC) Office 133. Students attending class for less than two weeks as well as visitors must obtain a free ID from SSC. Students may not attend class/labs/clinical without a proper ID. Students who forget their ID badge must obtain a temporary ID from the SSC Office, 133, for a fee of \$3. Never lend anyone your ID badge or access code numbers, never allow someone to enter the building after hours that does not have a badge and alert security to any strangers without identification.

Campus Violence Policy: Cabarrus College has a policy of zero-tolerance for campus (campus applies to clinical affiliates) violence, verbal and nonverbal threats, and related actions. Students are encouraged to promptly report incidents to reduce or eliminate risks. A student who reports or experiences violence while in class or clinical will not be subject to any form of retaliation. To ensure the highest standards of health and safety for all students, employees, visitors, patients, vendors, contractors and the general public, no one is permitted to:

- Physically assault another individual on Cabarrus College properties or clinical affiliations.
- Threaten another individual stating a present or future intention to cause physical or mental harm. Any expression of intent to cause physical or mental harm is considered to be a threat.
- Harass another individual through communication or behavior intended to intimidate, threaten

or frighten another individual.

- Damage another individual's, Cabarrus College or CHS property.

Restraining Orders: If you have filed for a protective or restraining order, which lists the college and affiliates as protected areas, you must notify and provide copies to CMC-NE's Security Department and the dean for academic and student services.

Possession of Weapons: The College is committed to providing a safe environment for students, staff and guests. Weapons concealed or otherwise, will not be permitted on the campuses of the college or any affiliates. Violators of this prohibition will be subject to arrest and prosecution and disciplinary action, up to and including dismissal.

Discrimination, Harassment and Retaliation: The College is committed to providing an environment for all students and employees that maintains equality, dignity and respect. In keeping with this commitment, Cabarrus College strictly prohibits discriminatory practices including harassment and discrimination on the basis of race, color, creed, religion, national origin, gender, marital status, disability, sexual orientation, age or on any other basis prohibited by law. Any harassment or discrimination whether verbal, physical or environmental is unacceptable and will not be tolerated. Additionally there will be no retaliation or adverse action taken against any student or employee for submitting a complaint, reporting harassment or participating in an investigation. Students may report concerns to any employee or student services. Any violation of this policy will result in disciplinary action up to and including dismissal. This policy is distributed and discussed during orientation.

Background and Sanction Checks: The College conducts appropriate background and sanction checks; screens accepted applicants and monitors current students to ensure a safe environment for clinical affiliates and the College. Background and sanction checks are conducted prior to official enrollment and are not limited to, any or all of the following background and sanction checks: social security trace, criminal history, NC Sex Offender Registry, and checks against duly authorized, licensing, disciplining and sanctioning authorities, including the Cumulative Sanction List of the office of the Inspector General. Continuing students will be similarly investigated on a "for cause" basis. Convictions that preclude final acceptance include but are not limited to: a sex crime, exploitation of an endangered adult, failure to report battery, neglect, or exploitation of an endangered adult, murder, voluntary manslaughter, involuntary manslaughter*, battery*, a felony offense relating to controlled substances*, abuse or neglect of a minor child or dependent, failure to report the abuse of a minor, child or dependent, any act if it occurred at the organization, could compromise the safety or well being of patients, employees, visitors, or volunteers of the organization. (*Within the past seven years from date of conviction). Cabarrus College will not accept any individual: who has abused, neglected or mistreated a patient or misappropriated a patient's property, as reflected in the state nurse aide registry, or whose name appears in the NC Sex Offender Registry, or any individual who has been convicted of a criminal offense related to healthcare or who is listed by a federal agency as debarred, excluded or otherwise ineligible for participation in any federally funded healthcare program. Enrolled students must make a written report of any criminal charge, conviction or sanction to the dean of academic and student services. Failure to report could be grounds for immediate termination of participation in the student's clinical activity. Please refer to the Charges, Convictions and Sanctions Policy found in this handbook and www.cabarruscollege.edu for more information.

LOST AND FOUND: Items turned in as "found" are kept in a designated area in the Student Support Office, 133 for approximately 90 days. If no claim is made, items will be disposed of in an appropriate manner. Claims must be made in person. Claimants must describe the item in detail to

the satisfaction of the support staff in order to obtain its release. Students are responsible for the security of their own belongings. The College is not in any way responsible for a student's personal items. Please report items missing to the Student Support Office.

CAMPUS CRIME STATISTICS: Information regarding crime statistics on the College campus is reported by the CMC-NE Security Unit and is discussed and distributed to students and staff during orientation. Additional details are available in the student services office and posted on the kiosk in the Hayes Student Pavilion.

CABARRUS HEALTH SCIENCES LIBRARY

LIBRARY SERVICES

Purpose: The library provides services to meet the information, education, and, as appropriate, the research-related needs of the medical staff, College faculty and students, all NEMC employees and other approved affiliated groups and individuals. The library has an open-door policy concerning users other than these principal groups and, therefore, provides informational assistance to anyone upon request.

Access to Library: Hours of Operation - The library is open and staffed during the following hours:

Sunday 1:00 p.m. until 9:00 p.m.

Monday - Thursday 8:30 a.m. until 9:00 p.m.

Friday 8:30 a.m. until 4:30 p.m.

Saturday Closed

Except major holidays, summer sessions and other College closings

Library Use and Circulation

Daily Register - All library users are requested to sign the register each time they visit the library. Visitors will be noted by library personnel.

General Circulation - The person checking out a book, videocassette, etc. is responsible for its return to the library, in good condition, and on time. This is true even if the person, checking out materials, shares it with someone else.

Non-Circulating Materials - The following materials are non-circulating:

- All magazines and periodicals, bound or unbound.
- All reference materials (REF on label).
- Temporary reserve materials, except as noted.
- Duncan Calder Library materials do not circulate outside the library.
- Items that are non-circulating may not be removed from the library for copying. A copier is located in the library.

Temporary Reserve Materials - may be checked out during the last one-half (½) hour of operation each day, but must be returned during the first one-half (½) hour of operation the next day. A FINE OF FIFTY CENTS PER HOUR, OR ANY PART OF AN HOUR, WILL BE CHARGED FOR LATE RETURN OF RESERVED MATERIALS.

On occasion, instructors may copy (with permission), a pertinent article and place it on reserve for student use. These articles should not be removed from the library except by an instructor.

Return of Books and Audiovisuals - All books and audiovisual materials should be returned to the checkout desk during the hours of library operation.

Photocopying - The library has a coin-operated photocopier available to all library users. The cost

is \$0.10 per page. The librarian cannot make change, please have the correct coins.

Classification and Cataloging System - The library collection is classified by the National Library of Medicine Classification System.

The comprehensive card catalog is maintained in the library and available online. This catalog lists by title, author and subject all materials housed in the library with the exception of journals. As journals are not cataloged, a complete list of journals received hospital-wide is maintained in the library for patron use. This list also states the location of the journal if located somewhere other than the library. NOTE: The card catalog has been superseded by the library's automated catalog. This catalog is available now on the Medical Center Intranet (<http://nemc.net>) or on line at <http://cabarruscollege.edu>.

Reference Services: The library provides a wide range of reference services, including:

- Card catalog, indexes, and reference books.
- Computer-assisted instruction and indexes.
- Internet services for which students incur no charge.
- Facilitated access to other libraries.
- Interlibrary loan.

Duncan Calder Reading Room: Access to the Duncan Calder Reading Room for use of medical journals may be obtained through the library staff.

Library staff is available to meet your reference needs throughout the year. Contact the library anytime to learn about access to many full-text resources. The library introduces students to these resources during orientation, however, additional help is available from the librarian for database searching including the new "two-click" access to the AHEC Digital Library on NEMC's intranet, <http://nemc.net>.

The Cabarrus Health Sciences Library at NEMC serves the faculty and students of Cabarrus College of Health Sciences, the employees of NorthEast Medical Center, the medical staff, and all persons visiting our campus from the communities we serve. The library is centrally located in the Mariam Cannon Hayes Family Center, on the lower level.

The library has over 6,000 books, approximately 1,000 videocassettes, printed journals in medicine, nursing, and allied health sciences, as well as four Internet-capable computers. Our library staff is well versed in meeting a wide variety of information needs.

In addition, library users have access to AHEC DIGITAL LIBRARY (ADL), North Carolina's groundbreaking gateway to electronic health care information. Over two hundred full-text journals and many exciting education opportunities may be found in ADL

The card catalog has been superseded by the library's automated catalog. This catalog is available now on the Medical Center Intranet (<http://nemc.net>).

The library has areas for both quiet study and group activities.

LIBRARY HOURS: Monday through Thursday, 8:30 a.m. to 9:00 p.m., Friday, 8:30 a.m. to 4:30 p.m.; and Sunday, 1:00 p.m. to 9:00 p.m.

ACADEMIC INFORMATION AND POLICIES

COLLEGE GRADING SYSTEM

Each course is assigned a number of credits to be earned by students who successfully complete the course. Credits for each course are to be determined by the number of class and laboratory hours required per week on a semester basis according to the following schedule:

Class 1 credit for each hour
Laboratory 1 credit for every 3 hours
Certificate courses may be calculated in contact hours using a 1:10 ratio for 1 credit.

GRADE POINT AVERAGE

The grade point average (GPA) of each student is determined by assigning grade points to the earned grade according to the following schedule:

<u>Calculated in GPA</u>	<u>Not Calculated in GPA</u>
A = 4.00 grade points	I = Incomplete
B = 3.00 grade points	W = Withdraw Passing
C = 2.00 grade points	AU = Audit
D = 1.00 grade points	PC = Proficiency Credit
F = 0.0 grade points	CE = Credit by Examination
WF = 0.0 grade points	R = Course Repeated
	P = Pass
	AP = Advanced Placement
	* = Transfer or non credit courses

CABARRUS COLLEGE GRADING SCALE

93 -100% = A
87 - 92% = B
80 - 86 % = C
73 - 79% = D
<73% = F

Laboratory/Clinical Sections
S = Satisfactory
U = Unsatisfactory

If a student receives a “U” for the laboratory part of a clinical course, then a grade of “F” is recorded for the entire course except for clinical courses that award a letter grade (see program specific syllabi). Only grades from courses taken at Cabarrus College (except fee pass/fail courses) are calculated in the GPA (see Change of Major policy). Recorded grades will not be rounded to the next whole number until the end of the semester when the final average is calculated.

ACADEMIC HONORS

In an effort to recognize and reward student academic excellence, Louise Harkey Honors Awards of \$100 are given to all full-time nursing students who achieve a Grade Point Average of 3.25 or higher in any regular fall or spring semester.

Full-time students who achieve a 3.50 - 4.00 Grade Point Average each semester are recognized as being on the “Chancellor’s List”. Full-time students who achieve a Grade Point Average of 3.00 - 3.49 each semester are recognized as being on the “Dean’s List”.

GRIEVANCE AND APPEALS POLICY

STUDENT GRIEVANCES AND APPEALS: The College makes every effort to ensure fairness and equality in the handling of student grievances and appeals. Definitions are as follows:

Grievance—a student’s verbal concern related to fair and equitable treatment

Appeal—a student’s written concern related to fair and equitable treatment, not resolved at the grievance level, which affects his/her status as a student (This policy does not apply to decisions resulting from disciplinary hearing as referred to in the Withdrawal, Probation, Suspension and Dismissal Policy).

Regarding grievances, a student may meet with any member of the faculty, staff, or administration at a mutually agreeable time about any concern. This meeting should be scheduled at a time when College related activities for either party are not interrupted. If the student is involved in College, clinical or fieldwork activities and finds it necessary to leave, the supervising faculty member must be notified. To ensure that the student’s grievance is being considered in a timely manner, the student must obtain a Grievance and Appeal Tracking Form from the Student Support Center Office or faculty member. The Tracking Form will serve as the process guide for responding to the student grievance.

A student may also appeal a grievance not resolved to the student’s satisfaction or a concern affecting his or her status as a student. Within five working days, the student must notify the faculty or staff person who initiated the concern that the grievance is being appealed. To insure that the appeal is being considered in a timely manner, the Grievance and Appeal Tracking Form must be attached to the written statement of appeal and will serve as a process guide for responding to the student’s appeal. If the student is not satisfied with the decision, an appeal then may continue to the appropriate instructor, course coordinator, program chair/coordinator, dean for academic and student services, chancellor, or designee. The academic dean is the final appellant for academic appeals, the chancellor or designee dean is the final appellant for non-academic appeals. Depending on the nature of the appeal, each decision maker involved in the process will meet with the student when possible and must provide a written response to the student’s appeal. Upon request, the decision maker must identify the next level of appeal if not resolved, and attach a copy of the decision letter to the Tracking Form which the student must sign. All decision makers involved in the appeal process will submit a copy of the signed tracking form and any written communiqués related to the appeal to the director of student services for filing. The appeal process should be completed within 30 working days of the initiation of the appeal.

GENERAL COLLEGE REGULATIONS

ACADEMIC CREDIT COURSE ENROLLMENT

A. Lower division courses (numbered 100-299)

Lower division courses are primary for freshman and sophomores.

Courses numbered from 100 through 199-Introductory level courses, which provide a knowledge base, develop basic competencies, and/or teach the principles and methodology of a discipline, recommended for, but not restricted to, students studying the subject at the freshman or sophomore level. Such courses generally do not require prerequisite course work for fully matriculated students.

Courses numbered from 200 through 299- Intermediate level courses, building on 100 level courses, which broaden knowledge, and/or continue to develop skills and competencies, in majors and non-majors' recommended for, but not restricted to, students studying the subject at the sophomore level.

B. Upper division courses (numbered 300-499)

Upper division courses are primarily for junior and seniors

Courses numbered from 300 through 399- Advanced course, building on 100 and 200 course content, which demands understanding of principles and methodology in a focused area of study or discipline, recommended for, but not restricted to, students studying the subject at a junior or senior level.

C. Courses numbered 400 through 499- Specialized courses intended primarily for majors in the field, recommended for, but not restricted to, students studying the subject at the senior level.

Student level is determined by the number of earned credit hours designated on a Cabarrus College transcript as meeting the requirements of a student's major. Normally, a student would not be permitted to enroll in courses more than one level above or below their current student standing, i.e., a freshman would not enroll in 300 level courses. (See academic load policy for definitions of student status)

ACADEMIC EVALUATION

Evaluation of the student's academic performance shall be based on objectives of the course.

At mid-semester, students not achieving at least a "C" in the theory portion of a course and/or are not performing at a satisfactory level in the clinical/fieldwork portion of a course are notified by the Registrar's office. The Registrar notifies the Director of Student Services regarding the student's possible inclusion in Student Development Services.

ACADEMIC LOAD

Students may be enrolled on either a full-time (12 or more semester hours) or part-time (less than 12 semester hours) basis. Seventeen (17) semester hours is considered a maximum academic load. Special permission must be obtained from College administration to exceed this limit. (see Transfer Credit Policy) Currently enrolled students at Cabarrus College of Health Sciences must obtain permission from the Registrar to enroll in courses for transfer credit at another college. Students should meet with their academic advisor prior to registration each semester to discuss their academic

planning.

Student Status

Freshman	00-29	semester hours earned and/or transferred
Sophomore	30-59	semester hours earned and/or transferred
Junior	60-89	semester hours earned and/or transferred
Senior	90 or more	semester hours earned and/or transferred

Credit hours earned or transferred are shown on the Cabarrus College transcript.

ACADEMIC MINOR

An academic minor is a series of courses outside of one's declared major curriculum that complements the student's major. The minor consists of a minimum of 12 hours of core courses in a specified field of study. An academic minor must consist of a minimum of twelve semester credit hours at the upper level (300 or above). A student cannot request a minor in their current major; typically a minor is a subset of another major. A student may request a minor by completing the declaration of academic minor form including signatures from their advisor and the program coordinator for the selected minor. The form must be submitted to the registrar prior to the semester of the student's graduation.

The definition of an Academic Minor as stated above will allow the College to amend the current Curriculum Development Standards Policy allowing baccalaureate students to obtain a minor. The baccalaureate programs at the College are completion programs therefore the students bring field experience and knowledge to the classroom. These qualifying experiences and courses that feed into the curriculum provide the content required for a minor in accordance with commonly accepted standards of practice.

ACADEMIC PROBATION

Any student with a cumulative GPA of less than 2.00 (1.99 or lower) at the end of any semester will be placed on academic probation. "Academic Probation" will appear on the official transcript. Academic advisors and the Student Services Director will be notified in writing of any advisees on academic probation. The student's cumulative GPA must be increased to 2.00. After 2 consecutively enrolled semesters of not achieving a cumulative GPA of 2.00, the student will be dismissed from the college. A student may not graduate on academic probation.

ACADEMIC PROGRESS

At the end of each academic session, students can view their official semester grade reports online using SONISWEB.

Satisfactory progress in prerequisite courses is necessary for enrollment in subsequent courses.

ACADEMIC RESIDENCY

Students are expected to complete all program requirements within five academic years of initial enrollment in the major.

AGENCY AFFILIATION

In order to secure the best and most relevant learning experiences for students, various agencies and facilities are utilized for clinical and/or fieldwork support. Students are expected to follow the guidelines developed by Cabarrus College of Health Sciences and the individual agencies concerning their expected behavior. Students are expected to provide their own transportation to and from the affiliating

agencies. (Also see “Clinical/Fieldwork Laboratory Experiences”)

ATTENDANCE

It is expected that students attend all required class, laboratory and related experiences, show evidence of preparation for the learning activity and be punctual. Absences should occur only in situations of personal illness or immediate family illness or death. Students are bound by attendance requirements listed in each course syllabi. Students are responsible for checking bulletin boards, e-mail accounts, and mailboxes for announcements concerning rescheduling and individual communications. All students must have access to phone, Cabarrus College e-mail and transportation services. Specific requirements regarding attendance and make-up assignments are discussed in the program specific student handbooks. The instructor of record will communicate specific attendance requirements and make up assignments per course on the first day of class. These requirements will also be listed in each course syllabus.

Extensive absences may result in failure to meet course objectives. Each course coordinator will keep course attendance records.

Absence does not relieve students of responsibility for course content. Students are responsible for planning make-up work with the course coordinator who considers the individual student's progress in meeting the course objectives, type of experience missed, availability of instruction, demands of the schedule, and reason(s) for absence(s). A physician's verification for illness may be required at the course coordinator's discretion.

Students receiving support from government agencies or other sponsors must adhere to attendance policies stipulated by the specific sponsor.

ATTENDANCE AND INCLEMENT WEATHER

Class, clinical or fieldwork day(s) missed due to inclement weather will be made up as appropriate for the type and amount of material missed (incorporated in the schedules for the following day(s), Saturday(s), or evaluation week). The administrative staff on call will determine the status of classes. (NOTE: This message will be communicated by radio--WBT 1110 AM, and WSOC 103.7 FM and television--WBTV Channel 3 and WSOC Channel 9, in Charlotte by 5 a.m. for day classes and 4 p.m. for evening classes (if at all possible). Students may also call the College's message line at (704) 783-3100 and when prompted, extension 4999# to receive a detailed recorded message regarding the College's schedule. Whenever the College is on a ONE-hour delay schedule, this means the College will delay all activities (Classes, clinical, and office hours) by one hour from the College's normal opening time of 8 a.m. In the case of a 1-hour delay, report to your regularly scheduled 9 a.m. class; in the case of a 2-hour delay, report to your regularly scheduled 10 a.m. class.

AUDITING COURSES

Audit means the student attends all required activities of the course with the possible exception of tests and any other activities as determined by the course coordinator. No course credit is earned for auditing a course.

CLINICAL/FIELDWORK LABORATORY EXPERIENCES

Clinical/fieldwork laboratory experiences are scheduled to provide opportunities for the student to further understand theoretical concepts by applying them to real situations. These learning experiences are planned and scheduled by the faculty to meet the objectives of a specific course and

the learning needs of the student. Students must meet health requirements specified by each clinical agency. Prior to enrolling in the first clinical course in any major students are required to submit evidence of current certification in Heartsaver AED as well as up to date immunization requirements. (Also see "Agency Affiliation").

Clinical experiences are an integral part of the education of Cabarrus College students. Placement of students in specific sites for these experiences is determined by and is the responsibility of the faculty of the program. Each agency reserves the right to require proof of the student's health insurance coverage, evidence of a criminal background check, and to determine the appropriateness of the student's conduct and activity for purposes of continuing at the facility.

CURRICULUM LEAVE OF ABSENCE

When an enrolled student will not be continuing in a scheduled semester/session the student may in consultation with their advisor and the program chair, be placed on Curriculum Leave of Absence (CLOA) for up to one year. The student must submit an official written request for the CLOA, the required non-refundable fee, which does not guarantee placement, but simply keeps the student's academic record active, and is applied to the tuition when the student returns, state an intended return date, contact the program chair to discuss an intended return date and return the name badge to the college. The request must be approved by a College official and the student must understand that re-enrollment is on a space available basis and the student is required to meet the curriculum requirements of the class in which the student is to re-enroll. Individuals returning from a CLOA will pay tuition according to the current tuition and fee schedule

At the end of one year of CLOA, the student must withdraw from the College or re-enroll. A CLOA longer than 180 days will require the financial aid loan repayment grace period to end. Repayment of financial aid loans will begin six months after commencement of the leave.

Students returning from CLOA may be required to participate in orientation and provide:

- current medical examination forms
- evidence of health insurance
- current immunization records
- a negative drug screening (basic 4-panel urine) from a certified lab within 30 days of the first day of the semester
- proof of NA I registry listing (A.D.N.)
- current CPR certification
- signed consumer release form.

DOCUMENTATION OF RESOURCES (PLAGIARISM)

Failure to properly document any written assignment (plagiarism) is a serious omission and may result in a grade of "F" (0) on the assignment. If a student is uncertain as to whether or not an assigned work comes under this policy, the individual should consult the instructor making the assignment.

DROPPING OR ADDING A COURSE (DROP/ADD)

Students may drop or add a course during the first five business days (or the equivalent) of a semester without academic penalty. For courses less than a traditional semester in length, the drop/add period will be within the first 2 class sessions. This will be published on the course

syllabus. If changes made in the academic load result in tuition adjustments, all financial responsibilities must be met by the 10th business day of the semester. No tuition refunds are made after the last day of the drop/add period. Financial aid is usually dependent on the number of semester hours in which a student is enrolled. Changing the academic load often impacts the financial aid award.

Students must use the Drop/Add form to officially drop or add a course after the first day of class. Students who intend to drop a course but do not follow the proper procedure, are considered enrolled and will receive the grade earned in the course. A student may not drop a course during the week of the courses final exam. After the five day limit, dropping a course will follow the general academic progression policy which states: A student may withdraw from a course up to one week (five class days) after mid-semester (last day to drop a course without academic penalty) and receive a “W” providing the student secures advisor’s and Registrar’s approval. A student who drops a course after this date, but prior to exams will receive a “W” if passing and a “WF” if failing. A student may not drop a course during the week of the course’s final exam. Should a student drop a course at any time without official approval the student will receive a grade of “F”.

ELECTIVE COURSES

Elective courses beyond requirements for graduation may be taken on a Pass/Fail (P/F) credit basis with the instructor’s approval. The student must make application for the Pass/Fail grading option to the Registrar by the end of the second week of classes. The decision for the Pass/Fail is nonreversible. The grade of P (Pass) is not used in the calculation of GPA, but credit hours are given for the course. Certificate courses may be taken as P/F if the student will not be pursuing a degree at Cabarrus College of Health Sciences. Education enhancement courses are taken for contact hours or for CEU credit only.

INCOMPLETE

The grade of “I” (Incomplete) indicates that some requirement of the course is not yet complete. To receive an “I” a student must be progressing satisfactorily in class and lab activities.

Any student who receives an “I” is responsible for initiating the steps with the course coordinator to remove the incomplete within 10 business days from the end of the semester in which the “I” is obtained. At the request of the course coordinator, an extension may be granted by the Academic Dean. If these requirements are not met the “I” will be changed to an “F.” For courses that are taught in less than a traditional semester in length, the incomplete must be completed within 5 business days.

PREREQUISITE, CO-REQUISITE AND CONCURRENT COURSES

Prerequisite

A course prerequisite is any requirement an academic program identifies as essential for a student to successfully complete before taking a course.

Co-requisite

A course concurrent to another course is a course that must be taken in the same semester as the course with which it is identified as concurrent.

Concurrent

A course concurrent to another course is a course that must be taken in the same semester as a course with which it is identified as concurrent.

A student must successfully complete co-requisite or concurrent requirements to progress to the next course in the academic major.

REPEATING COURSES

A student may enroll in any course a maximum of two (2) times per admission. The second enrollment will be on a space available basis at the time of registration. Only the grade obtained for repeating the course will be used in determining GPA and is considered the final grade; however, both courses and grades will appear on the transcript. Final course grades are included in the calculation of the GPA for honors at graduation. This applies only to the courses taken and repeated at this institution.

STUDENT RECORDS

Access to and Disclosure of Student Records

In compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974 (amended in 1995), the Health Insurance Portability and Accountability Act (HIPAA) of 1996, and the Graham - Leach-Bliley Modernization Act (GLB) of 1999, students have the right to inspect their academic records, to have the institution correct inaccuracies in the record, and to prevent disclosure of certain information. Access to, or disclosure of the record is limited and generally requires prior consent by the student.

Directory information including student's name, parent's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities, dates of attendance, degrees and awards received, most recent previous school/college attended and photograph may be disclosed without prior written consent, unless the student notifies the College in writing to the contrary by the first day of enrollment.

The entire policy governing the rights of students and parents including definitions, notification procedure to inspect records, limitations on right to access, refusal to provide copies, disclosure of educational records and request for disclosure is published in the Student Handbook

TRANSCRIPT AND RECORD REQUESTS

Official copies of transcripts and other academic record components are released to designated institutions and or individuals upon completion of the Authorization of Record Release form by the student or former student. A fee is charged for each copy according to the published schedule. Academic records from other institutions are not released.

CHANGE OF NAME, ADDRESS AND/OR TELEPHONE NUMBER

It is the responsibility of all students to notify the college office immediately upon a change of name, address, or telephone number. The preferred method to change data is for the student to utilize the SONISweb System. The College is not responsible for any correspondence the student may miss due to the student's failure to notify the College of such. Legal documentation is required to change a name.

WITHDRAWAL, PROBATION, SUSPENSION AND DISMISSAL

Withdrawal from the College may be:

VOLUNTARY

- A student wishing to voluntarily withdraw must obtain the Withdrawal Form from the Student Support Center (SSC) 133.
- For withdrawal to be finalized, the student's completed Withdrawal Form must be returned and filed in the SSC whereby the date the office receives the completed Withdrawal Form is the official date of withdrawal.
- A student is expected to meet certain standards to remain enrolled in the College and if at any time it is the judgment of the faculty and administration that a student has failed to meet the academic, behavioral, or health policies of the College, the student may be suspended or dismissed.
- A student may be suspended for a specified period of time to allow time for fact-finding and decision-making regarding the incident in question, during which, a student would not be allowed to participate in any College activities.
- Any student failing to meet required academic standards will not be allowed to progress (See Grading System Policy in the Catalog).
- It will be the duty of the chancellor to communicate to the student and/or the parents or guardians of minors, and appropriately document in the student's record, any decision concerning the student's status in the College (See Catalog for Readmission Policy).

The faculty, administration and staff are committed to assisting a student in every way to complete his or her program successfully but are also responsible for dismissing the student who:

- Does not meet academic progression policies
- Is an unsafe practitioner in the clinical or fieldwork area
- Is dishonest
- Is absent excessively without contacting College officials
- Fails to comply with professional behavior policies
- Fails to comply with terms of probation
- Fails to meet financial obligations to the College (including payment of library, parking and other fines)
- Fails to comply with policies of the College, clinical and fieldwork facilities
- Presents physical and/or emotional problems that do not respond to appropriate treatment and/or counseling within a reasonable period of time.
- Fails to submit to testing for alcohol or drugs

Some additional but not all-inclusive reasons for dismissal are:

- Fraudulent marking or falsification of any record
- Removal without permission or misuse of records or confidential information of any nature
- Engaging in any anti-social, criminal, dangerous or violent activity
- Fighting or misconduct on College, clinical or fieldwork premises
- Obscene or offensive language or behavior in the College, clinical or fieldwork facilities, including sexual harassment
- Attending class, clinical or fieldwork while under the influence of alcohol, drugs, or debilitating substances
- Selling, distributing or giving unauthorized drugs or alcohol to students, employees, patients or visitors

- Theft or misappropriation of College, student, employee, patient, or visitor property, or removal of any such property from the premises without permission
- Tampering with, damaging or using College, clinical or fieldwork facility property without permission
- Failure to comply with tobacco free campus policy
- Failure to report acts of dishonesty
- Failure to report charges, convictions, or sanctions
- Noncompliant with corporate or Cabarrus College e-mail policies
- Noncompliant with electronic devices and resources
- Possession of a weapon or firearm on Cabarrus College campus or any affiliates or clinical or fieldwork sites

The decision concerning probation, suspension or dismissal for any reason other than scholastic inadequacy (i.e., health or behavior) shall be the responsibility of the dean for academic and student services.

CHARGES, CONVICTIONS, OR SANCTIONS

It is the student's responsibility to notify Cabarrus College in the event of a criminal charge, conviction or sanction listed. It is the intent and purpose of this policy to ensure the safety of students, patients, guests, and employees as well as to enhance and protect the property and reputation of the institution. Any student who is charged with, or convicted of, a felony or any misdemeanor involving violence, injury to another person, communicating threats, destruction of property, sexual offenses, drugs, DWI, theft or fraud including fraudulent checks, shall immediately report such charge or conviction to the dean of academic and student services. Charges: Students must report, in writing, any charge listed to the dean of academic and student services the next business day after the charges are filed. Failure to report a charge will be grounds for disciplinary action up to, and including, dismissal. The dean for academic and student services will review reports of charges with other departments (such as CMC-NE Legal Services). The student may be suspended while the charge is under review. After completion of the review, the dean for academic and student services will determine whether to allow the student to continue in class or clinical or to be immediately dismissed.

Convictions and Sanctions: Any student convicted of a charge listed above or sanctioned/debarred by a federal or state agency must report the conviction or sanction in writing to the dean of academic and student services within five days of the occurrence. Failure to report a conviction or sanction will be grounds for dismissal. At the time of publication, this policy was under review, and subject to change, therefore, this policy in its entirety will be distributed to students and discussed during orientation and posted on Cabarrus College's web site.

DISCIPLINARY HEARING PROCEDURE

The disciplinary hearing procedure to be followed where probation, suspension or dismissal for other than academic reasons may result, shall be as follows:

- Each student against whom a complaint is received shall receive a written notice, or statement of charges, signed by the dean or designee, to inform the student(s) of the specific complaint against him or her and such notice shall be sufficiently particular in stating facts so as to inform the student(s) of the nature of the alleged infraction specifically the date, time and place of the scheduled hearing, and shall list the names of each witness who will appear and testify at the hearing.
- The hearing shall be held before the dean for academic and student services or designee, not sooner than twenty-four hours or no later than ten working days after a complaint is received concerning any student(s) and all complaining witnesses and the student(s) against whom the

complaint is made shall be present at the hearing; all proceedings at the hearing shall be recorded and later transcribed with all testimony taken under oath with neither the complaining witnesses nor the student(s) charged entitled to representation by an attorney at the hearing before the dean or designee; the student(s) charged shall be entitled to cross-examine all witnesses.

- At the conclusion of the hearing, or within a reasonable time thereafter, the dean or designee, shall announce the decision in the case to the student(s) charged, a written memorandum of findings shall be made a part of the record of the proceedings, and a copy of the same shall be given to the student(s) charged.
- If the student(s) charged is placed on probation, suspended or dismissed, as a result of the final decision of the dean or designee, then the student(s) may appeal the final decision to the chancellor of the College or designee in the absence of the chancellor; the student(s) shall be entitled to representation by counsel concerning the appeal and, at the student's request, shall be entitled to a copy of the transcript of the hearing held before the dean or designee; the chancellor shall act as an appellate tribunal in reviewing the findings and conclusion of the dean or designee; the chancellor shall not conduct a fact-finding hearing nor receive new evidence, but shall review the record of the proceedings conducted before the dean or designee.
- At the request of the appealing student(s), a hearing shall be held before the chancellor at which time the appellant and his or her attorney may present arguments and contentions as to why the decision of the dean or designee shall be reversed or modified.
- The chancellor may affirm, modify or reverse the prior decision, and the decision shall be final with no further appeals being provided.
- If the student(s) against whom the complaint is made does not appear at the hearing before the dean or designee, the hearing shall be conducted in the absence of the student(s).
- The foregoing disciplinary hearing procedure shall apply only to those charges where written notice of the same are signed by the dean or designee and which may result in probation, suspension or dismissal.

GRADUATION

This ceremony is held each spring to facilitate the recognition of students' successful completion of their educational program, to inspire and motivate students' achievements and to recognize outstanding performance. Students who reach program completion in December are honored with the December Recognition Ceremony and invited to participate in graduation exercises the following spring. To graduate and receive a diploma or degree, the student must:

- Have a minimum cumulative GPA of 2.00.
- Meet all the requirements of the curriculum in which the student is enrolled (within five years of initial enrollment). Note: students who are scheduled to complete all program requirements no later than the last day of the second summer session following spring commencement may participate in the spring exercises, with program chair certification. The student must have registered and paid for any outstanding coursework needed to complete the program.
- Submit the Intent to Graduate form during registration for the fall or spring semester prior to graduating.
- Meet all financial aid and financial obligations to Cabarrus College.
- Submit evidence of completed and approved community service hours by the spring or fall break of the semester of completion.
- Complete the CAAP (Collegiate Assessment of Academic Proficiency) during the scheduled days the semester of graduation. This applies to all associate degree and baccalaureate degree students.
- Complete 25% of the credit hours in your curriculum and 50% of the credit hours in your major

courses at Cabarrus College.

A student may not graduate on academic probation. Students scheduled to complete all program requirements no later than the last day of the 2nd summer session following spring commencement may participate in spring exercises with program chair approval. The student must have registered and paid for any outstanding coursework needed to complete the program.

COMMUNITY SERVICE: All students must complete volunteer hours as a condition of graduation. The associate degree-seeking student must have 30 hours of documented community service to be eligible to participate in the graduation exercise and receive an associate degree. For degree seeking transfer students matriculating into the second year (i.e., must be in a 200 level or higher course) of the specific program, this requirement is reduced to 15 hours of community service. For diploma seeking students, the student must have 15 hours of documented community service to be eligible to participate in the graduation exercises and receive the diploma. For baccalaureate students, the graduation requirement for documented community service hours is 12 total hours in order to graduate. All volunteer hours from agencies which do not appear in the Cabarrus College Volunteer Handbook, must have **ADVANCED** written approval by the student services director and all validated by the spring or fall break of graduation by the student services director.

GRADUATION MARSHALS

Marshals shall be at least ten (10) associate degree seeking students and two (2) baccalaureate degree-seeking students. Marshals will be selected from those students having at least 15 semester hours credit earned at Cabarrus College of Health Sciences with a minimum cumulative GPA of 3.00.

RECOGNITION

Students achieving an overall grade point average (GPA) of 3.20 or higher are recognized with notation on the graduation program and on the academic transcript as graduating:

- cum laude for achieving a final cumulative GPA of 3.20 -3.59
- magna cum laude for achieving a final cumulative GPA of 3.60 - 3.89
- summa cum laude for achieving a final cumulative GPA of 3.90 - 4.00

AWARDS

To honor members of the graduating class for outstanding achievement and performance during their years as students and to inspire and motivate students, the following awards and recognitions are presented to graduates who have been enrolled at Cabarrus College at least three semesters.

The following awards are presented to the Associate Degree Nursing graduates during the Awards Ceremony:

Cannon Best All Around Nursing Student Award - Recognizes excellence in many areas scholastic standing, personal and social relations, and co curricular activities. Selected by A.D.N. faculty.

W.R. Floyd Surgical Nursing Award - Honors the graduate who has developed good technical skills and understanding of principles of operating room techniques. In addition, the graduate must have shown a high degree of interest in providing for comfort and care of the surgical patient. Selected by A.D.N. faculty.

Dr. Linny and Joyce Baker Pediatric Nursing Award – Acknowledges the nursing student who has shown a high degree of interest and skill in providing compassionate care to children. The name of the recipient of this award will be added to a plaque displayed in the College. Selected by A.D.N. faculty.

George A. Batte, Jr. Scholastic Achievement Award - Pays tribute to the nursing graduate with the highest scholastic average. The name of the recipient of this award will be added to a plaque displayed in the College. Based on cumulative GPA.

The following awards are usually presented to the allied health graduates during the Awards Ceremony:

Anita H. Talbott Academic Achievement Award – Honors the allied health associate degree-seeking graduate with the highest scholastic average. The name of the recipient of this award will be added to a plaque displayed in the College. Based on cumulative GPA.

Allied Health: Best All Around Student Award - Distinguishes the allied health student associate or degree seeking student that exhibits excellence in scholastic, personal-social relationships, technical skills, co-curricular activities, and volunteerism. This student also inspires and motivates other students to reach their highest potential. Selected by Allied Health Faculty.

The following award is presented to the Bachelor of Science in Nursing graduate during the Awards Ceremony:

Elizabeth Mabrey Distinguished Baccalaureate Merit Award –Honors the baccalaureate nursing degree student for exceptional academic, leadership and service achievement. Recipient nominated and selected by the baccalaureate program faculty.

The following awards are open to all graduate(s) and presented at the Awards Ceremony:

Edith M. Dennis Service Award –Voted on by the Student Body to the Allied Health or Nursing graduate who has demonstrated outstanding school spirit and has contributed greatly to unity of the classes.

Robert L. Wall Leadership Award –Voted on and presented to the degree-seeking graduate who exhibits leadership qualities in the clinical area, demonstrates potential for future leadership roles in healthcare and maintains good academic standing.

The Alumni Association shall have the responsibility for the selection of recipients of the Alumni Honor Pins. These awards recognize all degree-seeking graduates with a cumulative 3.60 or higher. The Chancellor has final responsibility for the execution of Graduation, the Awards, and the

Recognition Ceremonies.

CABARRUS COLLEGE OF HEALTH SCIENCES TRADITIONS

CABARRUS COLLEGE ALUMNI ASSOCIATION

The Cabarrus College of Health Sciences Alumni Association is here to keep you connected with classmates and the College. Alumni sponsored publications, special events and reunions help you stay in touch with your past as you build your future. Please let us know about promotions, relocations, marriages and family additions by writing, calling or e-mailing the Cabarrus College Alumni Affairs Office (401 Medical Park Drive, Concord, North Carolina 28025, (704) 403-1613, mgass@cabarruscollege.edu). We look forward to hearing from you!

THE CANNON GALLERY

The Cannon Gallery serves as the gateway to all programs and events and contains a reception area, the Wall of Honor and space for college displays designed to recognize in perpetuity the heritage and long standing support the School of Nursing and College have received from the community. The Wall of Honor displays a collection of class graduation photos since the College's founding in 1946.

FACULTY/STAFF RECOGNITION

Since 2002, each year, Cabarrus College recognizes a faculty member who is committed to innovation and excellence-- an individual who demonstrates teaching excellence in the classroom and mentors students and other faculty in exemplary, professional behavior. The winner presents the graduation keynote address for the next graduation. Recipients include:

2002	Nancy Schneidenbach Green, BS, OTR/L
2003	Ernie M. Faw, Jr., BS, M.Ed.
2004	Elaine Story, RN, BSN, MSN
2005	Patricia Mullens, RN, BSN, MSN
2006	Marcia D. Zipf, RN, BSN, MSN
2007	Kimberly B. Plemmons, RN, BSN, MSN
2008	Kimberly E. Little, RN, BSN, MSN

PROGRAMS OF STUDY

GENERAL EDUCATION COURSES

General education provides a diverse knowledge base that serves as a foundation for health sciences education. In keeping with the Mission and Goals of Cabarrus College of Health Sciences, four core concepts define the general education component required for all graduates.

The core concepts are communication, collaboration, critical thinking and contemporary issues.

These core concepts promote intellectual curiosity, professional growth and personal development while enhancing students' mastery of the health sciences curriculum and related skills within their chosen major.

Graduates complete general education requirements specified by their program as appropriate to the degree level. The core concepts are also embedded and reinforced throughout the required courses of each academic program where appropriate. A minimum of one course from the humanities / fine arts; social / behavioral sciences; and natural science / mathematics is required.

ASSOCIATE IN SCIENCE PROGRAM

PHILOSOPHY

The Associate in Science Program is provided in an institutional environment recognized for excellence in health care education. This environment provides a unique perspective for Program courses consistent with the mission of the College and the philosophy of the allied health programs.

Associate in Science students gain foundation knowledge in and an appreciation for the complexity of biological organization and function and the diversity of living organisms. Critical thinking, oral, and written communication skills are developed as students progress through the Program. These skills foster and encourage lifelong learning.

The faculty believes that the acquired foundation knowledge and academic skills prepare students for entry into professional programs at the College, for careers in the life sciences, or for transfer to another academic institution to complete a baccalaureate degree.

PROGRAM GOALS

Graduates will:

- Demonstrate knowledge, comprehension, and critical thinking skills in major, program, and general education courses required for completion of the Associate in Science Degree, for transfer into professional clinical programs at Cabarrus College, or for transfer into a baccalaureate program at another accredited college or university.
- Demonstrate effective oral and written communication skills in a variety of settings and formats.

- Demonstrate knowledge, comprehension, and competency in the safe use of general laboratory techniques and procedures and research and development techniques and procedures of biotechnology.
- Apply mathematical principles and rules to the generation and analysis of basic scientific data and to problem solving in science.
- Demonstrate ability to work in a collaborative environment and with diverse populations.
- Demonstrate critical thinking and analysis skills by questioning data, drawing inferences and formulating conclusions based on data available.
- Demonstrate ability to gather and assimilate scientific information from technological resources into effective oral and written communications.

The Associate in Science Degree will be awarded to students who have successfully completed a minimum of sixty-four (64) credit hours of coursework. Fifty-six (56) of the credit hours must be taken in required courses.

In consultation with the Admissions Office, students accepted into the Associate in Science(AS) Degree Program will select either the Life Sciences Track or the Pre-professional Track. The Pre-professional Track is a two semester tract. At the completion of the second semester, students who have not been accepted into a Professional Program at Cabarrus College may change to the Life Sciences Track to complete the AS Degree.

Recommended Course Sequence for Associate in Science Life Sciences Track

Semester I

Course #	Course Title	Credit Hours
BIO 101**	Introductory Biology I	4
CHM 101**	General Chemistry I	4
ENG 101	English Composition I	3
HEA 110	Health and Wellness	3
CAS 190*	Computers for Health Care	3
	TOTAL	17

Semester II

Course #	Course Title	Credit Hours
BIO 102**	Introductory Biology II	4
CHM 102**	General Chemistry II	4
PSY 101	General Psychology	3
ENG 102	English Composition II	3
MAT 161	College Algebra	3
	TOTAL	17

Semester III

Course #	Course Title	Credit Hours
BIO 100*	Medical Terminology	1
BIO 190**	Microbiology	4
HUM 200	Leadership	3
BIO 240**	General Genetics	4
SPH 201	Communication	3
	TOTAL	15

Semester IV

Course #	Course Title	Credit Hours
BIO 150**	Nutrition for Healthy Living	3
BIO 230**	Cell Biology	4
Electives		8
	TOTAL	15

PROGRAM TOTAL 64

* Program requirements

** Major Requirements

Recommended Course Sequence for the Pre-professional Track**Semester I**

Course #	Course Title	Credit Hours
CHM 101	General Chemistry I	4
ENG 101	English Composition I	3
BIO 210	Human Anatomy and Physiology I	4
PSY 101	General Psychology	3
BIO 100	Medical Terminology	1
	TOTAL	15

Semester II

Course #	Course Title	Credit Hours
BIO 150	Nutrition for Healthy Living	3
BIO 190	Microbiology	4
BIO 220	Human Anatomy and Physiology II	4
PSY 150	Human Growth and Development	3
MAT 161	College Algebra	3
	TOTAL	17

Note: Program required courses vary among the Professional Programs. Students must refer to the Curriculum Plan of the Professional Program of interest to determine the specific Program required courses.

ACADEMIC PROGRESS FOR ASSOCIATE IN SCIENCE DEGREE PROGRAM

- A student must earn at least a “C” as a final grade in each program and major course in order to enroll in the subsequent courses in the major or to graduate.
- Students must have a minimum cumulative 2.00 grade point average at the end of the first academic year or equivalent (minimum 24 credit hours) to progress in the program.
- A student may repeat a maximum of two (2) courses in the major per admission.

PREPARATION FOR OTHER ASSOCIATE DEGREES AT CABARRUS COLLEGE OF HEALTH SCIENCES

Professional programs at Cabarrus College have a competitive admission process. Students who are not accepted upon their first application to the program of choice have the opportunity to take college level coursework while enrolled in the Associate in Science program, enabling them to complete courses, which would later transfer with a change of major. Students entering the A.S. program may modify their course sequence to best prepare them for a particular program in anticipation of a change of major. Any modification must be approved by the student’s advisor.

PREPARATION FOR TRANSFER TO ANOTHER COLLEGE OR UNIVERSITY

Students wishing to pursue a baccalaureate degree at another institution are responsible for ensuring that courses taken at the Cabarrus College will transfer to the institution and program of choice. Students planning to transfer should consult with their advisor at Cabarrus College and use the current catalog of the institution to which they plan to transfer as a guide in selecting courses.

ALLIED HEALTH PROGRAMS

PHILOSOPHY

The faculty have the following beliefs related to society, community, philosophy, healthcare, education and the allied health graduate.

Allied Health education is a process which supports the development of the learners’ skills in preparation for careers in allied health. Allied health students gain new knowledge, skills and attitudes that encourage them to implement new behaviors and develop critical thinking skills. This educational process is continuous and goes beyond formal learning, with the learners sharing responsibility for their own education.

Allied healthcare workers behave in a dignified manner and show compassion and caring for other human beings of all ages, economic and cultural backgrounds. These attributes are necessary for a holistic approach in meeting the needs of individuals and their families. Healthcare workers need to demonstrate the ability to act as members of the healthcare team to support promotion and maintenance of health, the prevention of disease and the care and rehabilitation of the sick.

ADDITIONAL REQUIREMENTS FOR ACADEMIC PROGRESS FOR ALLIED HEALTH DIPLOMA AND DEGREE STUDENTS

A student must earn at least a “C” as a final grade in each program requirement and in each course in the major in order to enroll in the subsequent course in the major.

Each student must have a minimum cumulative grade point average of 2.00 upon completion of the first academic year in order to progress in the program.

MEDICAL ASSISTANT

PROGRAM GOALS:

Program Goals of the Medical Assistant program at Cabarrus College of Health Sciences are consistent with and responsive to the communities of interest that are served by the Medical Assisting program including students, graduates, faculty, employers, physicians and the health care community.

Graduates will:

- Demonstrate the knowledge base, skills, behavior, values, and competencies necessary to function as an entry level Medical Assisting practitioners in accordance with nationally accepted standards of roles and functions.
- Demonstrate proficiency in both administrative and clinical skills through interactive and "hands-on" learning including a "real world" externship experience.
- Function as a patient advocate and health coach as well as communication liaison.
- Promote effective, efficient health care delivery through optimal use of the skills acquired in the Medical Assistant Program.
- Value life-long learning, problem solving, critical thinking and interpersonal communication as means of achieving personal and professional growth.

Medical Assistants may also arrange examining room instruments and equipment, purchase and maintain supplies and equipment and keep waiting and examining rooms neat and clean.

Medical Assistants are employed by practicing physicians more than any other type of allied health personnel. Due to the preference of many physicians for trained personnel, job prospects should be excellent for medical assistants with formal training or experience, particularly those with formal certification.

Medical Assistants may be able to advance to office managers, ward clerks, medical records clerks, phlebotomists or EKG technicians. They may qualify for a wide variety of administrative support occupations or may teach medical assisting.

Certification Eligibility:

The Cabarrus College of Health Sciences Medical Assistant curriculum is based on the Essentials and Guidelines for an Accredited Educational Program for the Medical Assistant developed by the Commission on Accreditation of Allied Health Programs (CAAHEP). CAAHEP grants accreditation to qualifying allied health programs. The Essentials are the minimum standards of quality used in accrediting programs that prepare individuals to enter the medical assisting profession. Cabarrus College of Health Sciences became accredited in April 2000. All graduates are eligible to sit for the American Association of Medical Assistants Certification Examination after successful completion of the diploma portion of the program.

**MEDICAL ASSISTANT CURRICULUM PLAN
DIPLOMA PROGRAM**

Fall Semester		
Course #	Course Title	Credit Hours
ENG 101	English Composition I	3
CAS 190*	Computers for Healthcare Information Systems	3
MED 101**	Medical Assisting I	6
MED 102**	Human Anatomy & Physiology	3
BIO 100*	Medical Terminology	1
	TOTAL	16

Spring Semester		
Course #	Course Title	Credit Hours
MED 111**	Business Applications	4
PSY 101	General Psychology	3
MED 110**	Medical Assisting II	10
	TOTAL	17

Summer Session		
Course #	Course Title	Credit Hours
MED 120**	Medical Assisting Externship and Medical Transcription	6
	TOTAL	6

Thirty-nine semester hours are required to earn a Diploma in the Medical Assistant program.

Associate Degree Program
All courses in the Diploma program plus:

Fall Semester		
Course #	Course Title	Credit Hours
SOC 101	Introduction to Sociology	3
BIO 190*	Principles of Microbiology	4
BIO 210*	Human Anatomy & Physiology I	4
PSY 150	Human Growth & Development	3
	TOTAL	14

Spring Semester		
Course #	Course Title	Credit Hours
BIO 150*	Nutrition for Healthy Living	3
BIO 220*	Human Anatomy & Physiology II	4
HUM 200	Leadership Development Studies	3
### ###	Elective	3
	TOTAL	13

Summer Session		
Course #	Course Title	Credit Hours
MED 230**	Medical Assisting Practicum	3

Sixty-nine semester hours are required to earn an Associate of Science Degree in the Medical Assistant program.

*Program requirements

** Major requirements

OCCUPATIONAL THERAPY ASSISTANT

PROGRAM GOALS:

The educational goals of the Occupational Therapy Assistant program at Cabarrus College of Health Sciences are that the graduates will:

- Demonstrate skills sets and competencies required of a generalist in an entry level occupational therapy assistant position.
- Use critical thinking skills integrating evidence based research and knowledge from the sciences, arts and the occupational therapy practice framework into holistic and client centered occupational therapy assistant practice.
- Document and report the needed rationale for occupational therapy services in an organized and concise manner.
- Demonstrate an understanding of the Occupational Therapy Code of Ethics and legal responsibilities appropriate for safe entry level occupational therapy assistant practice.
- Identify and articulate the role of the occupational therapy assistant and occupational therapist in the screening and evaluation process and in the delivery of service.
- Collaborate with a multidisciplinary team to incorporate available technology and resources to support maximal client outcomes.

Curriculum Design

The content and scope of the OTA program curriculum design is multidimensional including: the Accreditation Standards for an Occupational Therapy Assistant as outlined by the Accreditation Council for Occupational Therapy Education (ACOTE) 2006, the mission, goals and vision of the Cabarrus College of Health Sciences, the Cabarrus College of Health Sciences Occupational Therapy Assistant Strategic Plan, the North Carolina Occupational Therapy Practice Act Article 18D, the North Carolina Rules and Regulations and the current Occupational Therapy Practice Framework Domain and Process. The common threads of the College's and OTA program's mission, philosophy, program and learning outcomes have resulted in an eclectic base for the design of the curriculum, its rationale, sequencing of courses and progression.

The conceptual framework for the organization and progression of the curriculum consists of the following themes:

The Occupational Therapy Practice Framework Domain and Process
Holistic, Client Centered, Occupational & Evidence Based Interventions
Documentation and Quality Assurance
Clinical Reasoning and Problem Solving
Active and Life-long Learning Processes
OTR and COTA Role Delineation

The concepts listed above are interwoven throughout the design of the curriculum in a progressive nature through which students gain new knowledge, skills and attitudes that promote and encourage

new behaviors and develop clinical reasoning skills.

Occupational therapy assistants work with people of all ages who, because of illness, injury, and developmental or psychological impairment, need specialized assistance in learning skills to enable them to lead independent, productive and satisfying lives. Services that a COTA may provide include: analysis and training in activities of daily living skills (ADLs) and homemaking tasks, fabrication and application of splints and other orthotic devices, use of therapeutic crafts, activities, exercises, and physical agent modalities combined with meaningful occupation, training for productive work, adaptation of physical environments and architectural barriers for the physically challenged, and application of group processes.

Certification Eligibility

Graduates will be eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT) after successful completion of all program requirements. After successful completion of this examination the individual will be a Certified Occupational Therapy Assistant (COTA). Most states require licensure in order to practice and require successful completion of the NBCOT certification examination. A felony conviction may affect a graduates ability to sit for the NBCOT certification examination or to attain state licensure.

OCCUPATIONAL THERAPY ASSISTANT CURRICULUM PLAN

Fall Semester

Course #	Course Title	Credit Hours
OTA 101**	Introduction to OT (Level I #1) Fieldwork	3
OTA 102**	Activity Analysis/Application to Occupation	3
BIO 210*	Human Anatomy and Physiology I	4
CAS 190	Computers for Healthcare Information Systems	3
ENG 101	English	3
BIO 100*	Medical Terminology	1
	TOTAL	17

Spring Semester

Course #	Course Title	Credit Hours
OTA 112**	Fundamentals of Occupations & Splinting	3
OTA 114**	Physical Dysfunction (Level I #2) Fieldwork	7
BIO 220*	Human Anatomy & Physiology II	4
PSY 150	Human Growth & Development	3
	TOTAL	17

Summer Session

Course #	Course Title	Credit Hours
OTA 116**	Kinesiology	3
PSY 101*	General Psychology	3
	TOTAL	6

Fall Semester

Course #	Course Title	Credit Hours
OTA 201**	Therapeutic Group Applications	3
OTA 202**	Mental Health Concepts & Techniques for the OTA	3
OTA 203**	Assessment & Treatment Planning	2
HUM 200	Leadership Development Studies	3
PSY 210*	Abnormal Psychology	3
	Elective	3
	TOTAL	17

Spring Semester

Course #	Course Title	Credit Hours
OTA 206**	Level II Fieldwork #1	6
OTA 208**	Level II Fieldwork #2	6
	TOTAL	12

A minimum of 69 semester hours are required to earn an Associate of Science Degree in the Occupational Therapy Assistant program.

All students must complete Level II fieldwork within one year of the required academic coursework.

*Program requirement

**Major requirement

SURGICAL TECHNOLOGY

OBJECTIVES

The objectives of the Surgical Technology program at Cabarrus College of Health Sciences are that graduates will:

- demonstrate competency and skills in aseptic technique, surgical procedures and instrumentation skills;
- demonstrate professionalism, communicate effectively and provide for patient and staff safety;
- apply knowledge of anatomy and pharmacology to surgical case assignments, as well as maintain the equipment and physical environment of the surgical area;
- have the understanding of the ethical and legal responsibilities appropriate for their level of practice; and
- meet appropriate certification for Surgical Technologists.

Surgical Technologists are crucial members of a surgical team and work closely with surgeons, registered nurses and anesthesiologists to provide the best possible care for the patient in surgery. Students in the surgical technology curriculum learn to function as members of a surgical team by arranging supplies and instruments, maintaining aseptic conditions, preparing patients for surgery and assisting the surgeon during surgical procedures.

Surgical Technologists are employed in hospital operating rooms, delivery rooms, ambulatory surgery centers and clinics. Many work as private technicians to surgeons. They also apply their knowledge in other realms such as purchasing or central supply services.

The Surgical Technology curriculum includes planned learning experiences for a period of either one or two years. Students complete the “core” courses during the first year, which comprises the diploma level of this program and may continue a second year with the general education courses and an internship to complete the Associate of Science Degree in Surgical Technology.

Certification

Graduates are eligible to take the certification examination for Certified Surgical Technologists given by the Liaison Council on Certification for the Surgical Technologist.

SURGICAL TECHNOLOGY CURRICULUM PLAN DIPLOMA PROGRAM

Fall Semester

Course #	Course Title	Credit Hours
ENG 101	English Composition I	3
BIO 190*	Principles of Microbiology	4
SRG 101**	Introduction to Surgery	6
BIO 100*	Medical Terminology	1
SRG 102**	Human Anatomy & Physiology	3
	TOTAL	17

Spring Semester

Course #	Course Title	Credit Hours
CAS 190*	Computers for Healthcare Information Systems	3
PSY 101	General Psychology	3
SRG 110**	Surgical Procedures & Clinical I	9
	TOTAL	15

Summer Session

Course #	Course Title	Credit Hours
SRG 120**	Surgical Procedures & Clinical II	6
	TOTAL	6

38 semester hours are required to earn a Diploma in the Surgical Technology program.

ASSOCIATE DEGREE PROGRAM

All courses in the Diploma program plus:

Fall Semester		
Course #	Course Title	Credit Hours
SOC 101	Introduction to Sociology	3
BIO 210*	Human Anatomy & Physiology I	4
PSY 150	Human Growth & Development	3
### ###	Elective	3
	TOTAL	13

Spring Semester		
Course #	Course Title	Credit Hours
BIO 150	Nutrition for Healthy Living	3
BIO 220*	Human Anatomy & Physiology II	4
HUM 200	Leadership Development Studies	3
SRG 230**	Surgical Internship	3
	TOTAL	13

64 semester hours are required to earn an Associate of Science Degree in the Surgical Technology program.

* Program requirement **Major requirement

BACHELOR OF SCIENCE IN HEALTH SERVICES LEADERSHIP & MANAGEMENT

The Bachelor of Science in Health Services Leadership and Management degree (BSHSLM) completion program is designed for professionals with an associate degree in a health or health related field such as nursing, radiology technology, occupational therapy assistant, medical assistant, emergency medical technology, and surgical technology. A Student may receive block credit for a previously earned professional allied health diploma. Diploma graduates may need to complete prerequisite courses in general education prior to acceptance into the program. Graduates are prepared for supervisory management positions in clinics, hospitals, long-term care, and a variety of other health services organizations.

PROGRAM GOALS

The curriculum leading to a BSHSLM degree is focused on assisting students develop the style and substance of an individual health services leader by:

- Demonstrate knowledge of the factors that condition and affect leadership and management practice in health service delivery.
- Develop coaching, collaboration, and communication skills essential for effective health services leadership.
- Apply the skills required for successful delivery of health services that are safe, effective, patient-centered, timely, efficient, and equitable.

BSHSLM CURRICULUM PLAN

The Bachelor of Science in Health Services Leadership and Management degree will be awarded to students who successfully complete 120 credit hours of course work with a grade of C or better.

The Bachelor of Science in Health Services Leadership & Management degree will be awarded to students who have successfully completed 120 hours of course work with a C or better. In this baccalaureate completion program, Sixty (60) credit hours are awarded for successful completion of an associate degree program in health or a health related field which includes courses in the major and general education. The completion program requires an additional 18 credit hours in general education and 42 credit hours in upper level major courses for a total of 120 credit hours.

General Education:

Course #	Course Name	Credit Hours
	One upper division level course in behavioral and /or social sciences	3
	Two upper division level electives	6
MAT 310	Statistics	3
ENG 402	Technical and Professional Communications	3

Program Requirements:

Course #	Course Name	Credit Hours
BUS 310	Introduction to Accounting and Financial Management	3

Major Requirements:

Course #	Course Name	Credit Hours
HSL 300	Introduction to Health Services Organizations	3
HSL 302	Methods for Health Services Research and Evaluation	3
HSL 350	Leadership in the Health Service Industry	3
HSL 360	Internship I	3
HSL 320	Health Care Informatics	3
HSL 330	Human Resources Management	3
HSL 400	Organizational Dynamics and Communications	3
HSL 403	Current Issues in Health Services Management	3
HSL 411	Legal and Ethical Issues	3
HSL 460	Capstone Project	3
HSL	Program electives	12
SUBTOTAL		60
Associate Degree credits		60
TOTAL		120

Program Electives:

Course #	Course Name	Credit Hours
HSL 303	Healthcare Supervision	3
HSL 306	Healthcare Economics	3
HSL 340	Healthcare Marketing & Public Relations	3
HSL 341	Issues in Performance Improvement	3
HSL 402	Healthcare Policy and Planning	3
HSL 406	Long-Term Care Management	3
HSL 440	Management of Medical Group Practice	3
HSL 450	Management Problems in the Health Services Industry	3

ACADEMIC PROGRESS FOR HEALTH SERVICES LEADERSHIP & MANAGEMENT STUDENTS

- A student must earn at least a “C” as a final grade in each course in each program requirement course and in each course in the major in order to enroll in the subsequent course or to graduate.
- A student may repeat a maximum of two (2) individual courses in the major.
- Students must maintain a cumulative grade point average of “C” (2.0) or higher.
- Students must maintain a current, unrestricted certificate of licensure or their respective discipline (if certificate/license is required).
- Students must meet and maintain current health requirements as specified by the clinical agencies to participate in and/or continue HSM 307 internship.

BACHELOR OF SCIENCE IN MEDICAL IMAGING

The baccalaureate programs will build upon the Associate Degree in Imaging or an approved Diploma program. Diploma graduates may need to complete prerequisite courses in general education prior to acceptance into the Medical Imaging degree program. The baccalaureate program will be approximately a two year completion program.

PROGRAM GOALS:

The Medical Imaging Program at Cabarrus College of Health Sciences will produce within our students the following abilities:

- Preparation to function competently in an advanced field within the imaging arena through the completion of required competency examinations in the chosen imaging modality through the clinical program option in preparation to sit for the American Registry of Radiologic Technologists examination.
- Acquisition of the necessary skills to work in a supervision/management position within the medical imaging arena through the management program option.
- The ability to apply the college level core concepts of critical thinking, communication, collaboration, and contemporary issues to promote professional and personal growth.
- The student will be instilled with a desire for lifelong learning in preparation to maintain continuing competency units

The Bachelor in Medical Imaging Degree will be awarded to students who have successfully completed 120 hours of course work with a C or better. In this baccalaureate completion program,

sixty (60) credit hours are awarded for successful completion of an associate degree in any of four primary categories in Medical Imaging which includes courses in the major and general education. The completion program requires an additional 15 credit hours in general education and 45 credit hours in upper level courses for a total of 120 credit hours.

Degree Requirements for Medical Imaging

Clinical Option General Education

Course#	Course Name	Credit Hours
BUS 310	Introduction to Accounting & Financial Mgt.	3
ENG 402	Technical & Professional Communication	3
MAT 310	Statistics	3
SOC 313	Issues in Diversity	3
BIO 310	Cross Sectional Anatomy & Pathophysiology	4
Total General Education Requirements		16

Program Requirements

Course#	Course Name	Credit Hours
HSL 300	Introduction to Health Service Organizations	3
HSL 302	Methods for Health Services Research & Evaluation	3
HSL 303	Healthcare Supervision	3
HSL 400	Organizational Dynamics & Communications	3
HSL 403	Current Issues in Health Services Management	3
HSL 411	Legal & Ethical Issues	3
Total Program Requirements		18

Major Requirements

Course #	Course Name	Credit Hours
CAT 301	Introduction to CT & CT Physics	3
CAT 303	CT Procedures & Protocols	3
CAT 304	CT Clinical Applications	6
MRI 301	Introduction to MR & MR Physics	3
MRI 303	MR Procedures & Protocols	3
MRI 304	MR Clinical Applications	6
MIS 400	Medical Imaging Special Procedures & QA	3
Total Major Requirements		27

Management Options General Education

Course #	Course Name	Credit Hours
BUS 310	Introduction to Accounting & Financial Mgt.	3
ENG 402	Technical & Professional Communication	3
MAT 310	Statistics	3
SOC 313	Issues in Diversity	3
	One upper division elective	3
Total General Education Requirements		15

Program Requirements

Course #	Course Name	Credit Hours
MIS 400	Medical Imaging Special Procedures & QA	3
MIS 450	Imaging Management Internship	3
	HSL Elective	3
	Elective	3
	Total Program Requirements	12

Major Requirements

Course#	Course Name	Credit Hours
HSL 300	Introduction to Health Services Organizations	3
HSL 302	Methods for Health Services Research & Evaluation	3
HSL 303	Healthcare Supervision	3
HSL 306	Healthcare Economics	3
HSL 320	Healthcare Informatics	3
HSL 330	Human Resource Management	3
HSL 340	Healthcare Marketing & Public Relations	3
HSL 400	Organizational Dynamics & Communications	3
HSL 402	Healthcare Policy & Planning	3
HSL 403	Current Issues in Health Services management	3
HSL 411	Legal and Ethical Issues	3
Total Major Requirements		33

Curriculum Plan:

The advanced credential programs consist of sixteen (16) hours of academic credit taught in our courses within a one semester time frame.

Advanced Specialty-MRI Option

SPRING SEMESTER

Course #	Course Name	Credit Hours
MRI 301	Introduction to MR and MR Physics	3
BIO 310	Cross Sectional Anatomy and Pathophysiology	4
MRI 303	MR Procedures and Protocols	3
MRI 304	MR Clinical Applications	6
Total Requirements		16

Advanced Specialty-CT Option

FALL SEMESTER

Course #	Course Name	Credit Hours
CAT 301	Intro to CT and CT Physics	3
BIO 310	Cross Sectional Anatomy & Pathophysiology	4
CAT 303	CT Procedures and Protocols	3
CAT 304	CT Clinical Application	6
Total Requirements		16

A certificate of completion will be given to those students who successfully complete all four courses. ARRT verification sheet will be used to show that clinical objectives are met per ARRT criteria. Student enrolled in the advanced certification program will generate an academic transcript at CCHS, which may be applied to academic programs.

LOUISE HARKEY SCHOOL OF NURSING

The Louise Harkey School of Nursing offers two undergraduate programs: the Associate of Science in Nursing (ADN) Degree and the Bachelor of Science in Nursing (BSN) completion program for registered nurses.

PHILOSOPHY

In congruence with the College's mission and goals, the nursing faculty identifies nursing as a profession synonymous with compassion and reverence for humanity. The philosophy of the Louise Harkey School of Nursing is derived from Neuman's Systems Model (2001). The Neuman's Systems Model defines the client "from a systems perspective holistically and multidimensionally" (p. 25). The client is viewed as an open system, and the model views the system as a composite of five interacting variables: physiological, psychological, sociocultural, developmental, and spiritual. These five variables function in relationship with the environment, which are the internal and external factors and stressors that influence the client and can affect the system's stability. The goal of nursing is to facilitate optimal wellness for the client through retention, attainment, or maintenance of client system stability. Optimal wellness represents the greatest degree of system stability at a given point in time; therefore, wellness is a point on a continuum between greatest stability and greatest instability.

The faculty believes the unique practice of nursing is characterized by the professional application of the nursing process, critical thinking, communication, and utilization of knowledge and skills sets obtained from the study of science, including behavioral and biologic sciences. Nursing is holistic and must have a client-centered approach to meeting the needs of self, individuals, and families. In a diverse and dynamic society, nursing has an obligation to fulfill these needs through the use of multidisciplinary planning, informatics, evidence-based practice, and quality improvement. The nursing faculty endorses the National League for Nursing Accrediting Commission (NLNAC) Core Competencies (2005) as the basis for preparing the entering nursing professional to meet the needs of a constantly changing and diverse society. The nursing faculty also incorporates the Institute of Medicine Core Competencies (2003) for health care professionals into the School of Nursing philosophy, organizing framework, and program objectives.

Along with the philosophy of nursing practice, the nursing faculty adheres to an educational philosophy based on beliefs that growth is fundamental to education and that the student is an active participant in the learning process. Educational growth is a process in which the teacher guides the learner to modify behavior, thinking, or attitudes. Faculty members are committed to excellence in nursing practice. They serve as facilitators of learning as well as nursing experts. The nursing faculty is dedicated to assisting students in valuing their own diverse backgrounds and experiences as a foundation for service to others, to prepare for future nursing practice, and to participate in lifelong learning.

Associate Degree Nursing graduates are accountable, adaptable generalists who are prepared to successfully take the National Council Licensure Examination-Registered Nurse (NCLEX-RN) and function as registered nurses in a variety of care settings. As registered nurses, graduates are members of the community of nursing, collaborating with clients, families, and groups together with support

persons and other members of the health care team to achieve optimal functioning. Graduates demonstrate a persistent quest for scholarship and professional enhancement.

ASSOCIATE OF SCIENCE IN NURSING

PROGRAM OBJECTIVES:

- Assess from a systems perspective, the impact of a multi-disciplinary approach to promote the health of multiple clients and families.
- Function independently and collaboratively to deliver competent and compassionate care to multiple clients and families using evidenced-based practice.
- Use quality improvement to plan care for positive outcomes.
- Assess the appropriate use of informatics in client-centered care.
- Prioritize nursing care decisions for multiple clients based on knowledge from biological and behavioral sciences.
- Evaluate learning outcomes for multiple clients and families.
- Select effective communication strategies to enhance nursing practice.
- Provide culturally competent client-centered nursing care.

ASSOCIATE OF SCIENCE DEGREE IN NURSING CURRICULUM PLAN

The Associate of Science Degree will be awarded to students who have successfully completed 71 credit hours of course work. This includes 34 semester hours of general education credits and 37 semester hours of nursing credits.

CURRICULUM PLAN FOR FALL ADMISSION

Fall Semester

COURSE #	COURSE TITLE	CREDIT HOURS
NSG 110**	Fundamentals of Nursing	5
BIO 190*	Principles of Microbiology	4
BIO210*	Human Anatomy & Physiology I	4
PSY 150*	Human Growth & Development	3
BIO 100*	Medical Terminology	1
TOTAL		17

Spring Semester

COURSE #	COURSE TITLE	CREDIT HOURS
NSG 120**	Acute Care Nursing	6
BIO 150*	Nutrition for Healthy Living	3
BIO 220*	Human Anatomy & Physiology II	4
PSY 101	General Psychology	3
TOTAL		16

Summer Session

COURSE #	COURSE TITLE	CREDIT HOURS
NSG130**	Mental Health Nursing	5
ENG101	English Composition	3
TOTAL		8

Fall Semester

COURSE #	COURSE TITLE	CREDIT HOURS
NSG210**	Family Health Nursing I	3
NSG 211**	Family Health Nursing II	6
SOC 101	Introduction to Sociology	3
HUM200	Leadership Development Studies	3
TOTAL		15

Spring Semester

COURSE #	COURSE TITLE	CREDIT HOURS
NSG220**	Complex Nursing	9
NSG230**	Nursing Practicum	3
Elective		3
TOTAL		15

71 hours are required to earn an Associate of Science Degree in Nursing.

* Program requirement

** Major requirement

CURRICULUM PLAN FOR SPRING ADMISSION

Spring Semester

COURSE #	COURSE TITLE	CREDIT HOURS
NSG 110**	Fundamentals of Nursing	5
BIO 190*	Principles of Microbiology	4
BIO 210*	Human Anatomy & Physiology I	4
PSY 150*	Human Growth & Development	3
BIO 100*	Medical Terminology	1
TOTAL		17

Summer Session

COURSE #	COURSE TITLE	CREDIT HOURS
ELECTIVE		3
ENG 101	English Composition	3
TOTAL		6

Fall Semester

COURSE #	COURSE TITLE	CREDIT HOURS
NSG 120**	Acute Care Nursing	6
BIO 150*	Nutrition for Healthy Living	3
BIO 220*	Human Anatomy & Physiology II	4
PSY 101	General Psychology	3
TOTAL		16

Spring Semester

COURSE #	COURSE TITLE	CREDIT HOURS
NSG130**	Mental Health Nursing	5
NSG 210**	Family Health Nursing I	3
SOC 101	Introduction to Sociology	3
HUM200	Leadership Development Studies	3
TOTAL		14

Summer Session

COURSE #	COURSE TITLE	CREDIT HOURS
NSG211**	Family Health Nursing II	6
TOTAL		6

Fall Semester

COURSE #	COURSE TITLE	CREDIT HOURS
NSG220**	Complex Nursing	9
NSG 230**	Nursing Practicum	3
TOTAL		12

71 hours are required to earn an Associate of Science Degree in Nursing.

*Program requirement

** Major requirement

ACADEMIC PROGRESS FOR ADN STUDENTS

- A student must earn at least a “ C” as a final grade in each program requirement and in each nursing course in order to enroll in the subsequent nursing course.
- All students must have a minimum cumulative GPA of 2.00 at the end of NUR 120 to enroll in NUR 130.
- A student may repeat a maximum of two (2) individual nursing courses per admission.

LICENSURE

Upon graduation from the ADN program and verification by Cabarrus College of Health Sciences that education requirements are met, students are eligible to apply to take the National Council Licensure Examination - Registered Nurse (NCLEX-RN). Graduates passing the exam and meeting board requirements will receive the legal title of Registered Nurse (RN) from the North Carolina Board of Nursing (NCBON). Should graduates be unsuccessful on the exam, they may repeat the exam at subsequent intervals.

EXIT OPTIONS

NURSE AIDE II - Upon completion of NSG 120, students are eligible to receive NA II certification from the North Carolina Board of Nursing, provided they are currently listed on the North Carolina Nurse Aide I registry and pass the competency test.

BACHELOR OF SCIENCE IN NURSING DEGREE

The Bachelor of Science in Nursing Degree (BSN) completion program is designed for Registered Nurses (RNs) who are seeking to expand their skills in the ever-changing health care industry.

PROGRAM GOALS:

- Implement health promotion practices across the life span and among diverse cultures to improve the health of a community.
- Perform therapeutic nursing interventions in caring relationships with diverse patient populations.
- Use critical thinking skills integrating knowledge from nursing, the arts, and sciences into nursing practice. (Critical Thinking)
- Use research findings to improve patient outcomes and nursing practice.
- Coordinate and appropriately delegate healthcare in collaboration with members of the healthcare team in a variety of settings. (Collaboration)
- Communicate effectively through oral and written communications with patients, colleagues, faculty, and members of the healthcare team. (Communication)
- Practice nursing in compliance with legal, ethical, and professional standards.
- Demonstrate a personal commitment to professional nursing practice and lifelong personal and professional development. (Contemporary Issues)

BSN COMPLETION PROGRAM CURRICULUM PLAN

The Bachelor of Science in Nursing degree will be awarded to students who have successfully completed 120 hours of course work with a grade of C or better. In this baccalaureate completion program, sixty-one (61) credit hours are awarded for successful completion of an associate degree or diploma program in nursing which includes courses in the nursing major and general education. The completion program requires an additional 27 credit hours in general education and 32 credit hours in upper level nursing courses for a total of 120 credit hours.

BSN Curriculum Plan

General Education

Course #	Course Title	Credit Hours
CAS 190	Computer Technology Applications	3
BUS 310	Introduction to Financial Management	3
HUM	Humanities course in art, drama, or music	3
Elective I	200 level or above	3
Elective II	200 level or above	3

Program Requirement

Course #	Course Title	Credit Hours
ENG 301	Professional Research & Reporting	3
MAT 310	Statistics	3
PHL 310	Ethics in Healthcare	3
SOC 313	Issues in Diversity	3

Total General Education and Program Requirements Courses 27

Major Nursing Courses

Course #	Course Title	Credit Hours
NSG 300	Nursing in Society	3
NSG 301	Health Assessment for the Registered Nurse	4
NSG 303	Healthcare Administration and Leadership	3
NSG 305	Healthcare Policy and Economics	3
NSG 307	The Practice of Professional Nursing I	3
NSG 401	Community Health Nursing	3
NSG 403	Current Issues in Nursing	3
NSG 405	Pharmacology for the Registered Nurse	4
NSG 407	Nursing Knowledge & Research	3
NSG 410	The Practice of Professional Nursing II	3
	TOTAL	32

120 hours are required to earn a bachelor of science in nursing degree

ACADEMIC PROGRESS FOR BSN STUDENTS

- A student must earn at least a “C” as a final grade in each course in the major in order to enroll in the subsequent course or to graduate.
- A student may repeat a maximum of two (2) individual courses in the major.

- Students must maintain a cumulative grade point average of “C” (2.0) or higher.
- Students must maintain a current, unrestricted RN license.
- Students must meet and maintain current health requirements as specified by the clinical agencies to participate in and/or continue clinical.
- BSN completion program students may earn a minor in health services management by completing 12 semester hours of health services management major courses. HSM 300, HSM 320, HSM 330 and HSM 400 are the preferred courses to earn a HSM minor.

ELECTRONIC DELIVERY OF INSTRUCTION

Cabarrus College of Health Sciences offers selected courses with varying levels of electronic delivery. The following definitions are used.

Web Based / Online Courses (WB) WB courses are internet based and designed for self-motivated independent learners with good writing skills. These courses contain the same materials presented in traditional classroom courses and are convenient, alternative ways to learn - 75% or more of the course hours are delivered online.

Hybrid Courses (HB) HB courses combine the traditional classroom components with required online learning experiences and activities. Designed for highly motivated students with good writing skills who require the flexibility of online study but also desire some in-person classroom instruction - between 25% - 50% of the course hours are delivered online.

Web Enhanced Courses (WE) WE courses are traditional face-to-face classes that are augmented with course web sites which require that the student complete some assignments via the internet. The course web site is an extra value - 25% or less of course hours are delivered online.

GUIDELINES

- All delivered course sections are identified within the standard Cabarrus College course schedules and are not distinguishable from campus delivered course sections on student transcripts.
- That all components of the College course syllabus policy are utilized as the format for electronically delivered instruction.
- That the instruction will provide appropriate amounts and types of interaction between students and instructors with expected instructor response time within 48 hours.
- That electronically delivered course sections are evaluated similarly to campus delivered course sections.
- That appropriate methods will be used to assess students' achievement of the learning objectives and these methods will be communicated to the students on the first day of class.
- Testing in electronically delivered courses will require student attendance on the Cabarrus College campus for test administration.

- That essential student services (office hours, financial aid counseling, student advising etc.) and course-related materials (books, journals, computer facilities, laboratories, and other resource material) are accessible either via electronic or campus facilities.

Students enrolled in electronically delivered courses must::

- Complete the Cabarrus College orientation to technology.
- Meet established course timeframes to insure achieving credit for the course.
- Be informed of the following technology hardware/software and computer experience requirements prior to the beginning of the course:
 - Pentium III or equivalent processor
 - 256 Mb RAM or greater
 - 10 GB HDD or greater
 - CD/DVD ROM
 - Sound Card
 - 56k modem, 10-100 Ethernet, or wireless access to the internet
 - Private internet account (cable or DSL preferred)
 - Internet Explorer 6.0 or higher
 - Windows 2000, XP, or higher
 - Microsoft Office 2003 Professional recommended
 - Special software-Antivirus (Norton's), Spybot or Adware, Adobe Reader, Winzip, and Media Player software e.g. Windows Media Player v.9 or higher, QuickTime, and Real Media Player.

COURSE DESCRIPTIONS

BUSINESS

BUS 310 – Introduction to Accounting and Financial Management. Examines the role of financial management within the healthcare organization, and introduces the principles of accounting and the fundamentals of economics. Cost analysis, budgeting, management of resources, and forecasting are discussed as well as the use of technology in financial management. 3 hours theory. Credit: 3 hours.

ENGLISH/FOREIGN LANGUAGE/COMMUNICATION

ENG 101 – English Composition I. This course is designed to offer the basics of composition and research with an emphasis on writing as a process. Readings will be both fiction and non-fiction. Class discussion will enhance the reading and writings. Current social issues will be examined and analyzed to thoughtfully consider point of view and bias in society. Proper grammar will be emphasized. 3 hours theory. Credit: 3 hours.

ENG 102 – English Composition II. This course is designed to teach clear, purposeful, effective writing which emphasizes rhetoric and argumentation manifested in composition in various forms, for different purposes, and for various audiences. Incorporating research findings into documented argumentative essays will also be emphasized. 3 hours theory. Credit: 3 hours.

ENG 301 – Professional Research and Reporting. This course provides the student with skills needed to identify credible primary research sources and communicate data. The research aspects include heavy immersion in primary and secondary research, such as library research, personal surveys, historical analysis, collections of bibliographies, as well as source credibility evaluation and APA formats. This course addresses proficiency in written and oral communication which are necessary requirements in professional fields such as science and healthcare. 3 hours theory. Credit: 3 hours.

ENG 402 - Technical and Professional Communications. This course focus is on preparing students to effectively present various types of information in both the written and oral modes as they might do in their disciplines. Students will be expected to become competent in writing and organizing a variety of communication tools including technical reports, proposals, and presentations. Use of electronic presentation resources will be featured. 3 Hours Theory. Credit: 3 hours

ENG 440 - Research and Evaluation. This course provides the student with skills needed to review, evaluate, and create sophisticated research products. Students will experiment with various types of sources, including original recorded and transcribed interviews, scientific journals, and online materials, to develop skills with both quantitative and qualitative research methods. This course is presented through traditional, online, and independent study classes. Formal, APA-style, finished documents that may be suitable for publication will be produced. PREREQUISITES: MAT 310 and ENG 402. 3 Hours Theory. Credit: 3 hours

SPH 101 - Public Speaking. Fundamental techniques and basic principles essential to effective public speaking. 3 hours theory. Credit: 3 hours.

SPH 201 – Communication in Business and Professional Life. In this course students examine communication principles and develop techniques essential for effective communication and professional presentations. Emphasis is on planning, organizing and delivering a variety of informative, persuasive and entertaining speeches. Students have the opportunity to demonstrate speaking skills and appropriate modifications for interpersonal, small group and intercultural business and professional presentations. 3 hours theory. Credit: 3 hours.

SPA 120 – Introductory Spanish. A beginning level college course that introduces the healthcare professional to the fundamentals of the Hispanic culture and Spanish language, written and oral through the use of specialized vocabulary in the context of health and social services professions. Student develops the ability to communicate at a functional level with Hispanic clients in the course of their daily work. 3 hours theory. Credit: 3 hours.

INFORMATION TECHNOLOGY

CAS 190 – Computer Technology Applications. An application-focused course designed to introduce students to computer technology. This course is taught in three stand-alone modules. Topics include: hardware and software applications, utilization of the Internet and Microsoft Office programs. This is a variable credit course. One hour theory per module. Total course credit of 3 hours for completion of all 3 modules.

CAS 290 - Advanced Desktop Publishing. An application focused course designed to introduce students to advanced computer skills related to communications using desktop publishing. This course is taught in three stand alone modules. Topics include Microsoft Word, Microsoft PowerPoint presentations, and Microsoft Publisher. Pre-requisite: CAS 190 or CAS 190B, or permission of course coordinator. This is a variable credit course. One hour theory per module. Total credit of 3 hours for completion of all 3 modules.

CAS 300 – Electronic Publishing. Electronic Publishing is a computer applications course designed to introduce students to the history of the World Wide Web (WWW) as one of the major components of the Intranet. Students will gain an understanding of the evolution of electronic publishing as well as knowledge and skills on how to create HTML documents and publish electronically. Emphasis will be placed on writing style, design and layout of electronic documents. Prerequisites or co-requisites: Evidence of successful completion of an introductory level computer course or by permission of instructor. 3 hours theory. Credit: 3 hours.

CAS 302 – Research in an Electronic Environment. This course focuses on the development of research skills and methods facilitating the electronic research process including design and implementation of search strategies using electronic databases, and critical analysis and evaluation of information resources. Course activities include selection of the most appropriate database, the development of search terms/phrases using keywords, truncation, and Boolean operators, and use of reference management programs. 3 hours theory. Credit: 3 hours.

CAS 390- Advanced Data Applications. An application focused course designed to introduce students to upper-level data manipulation. This course is taught in three stand-alone modules. Topics include advanced Microsoft techniques with emphasis on spreadsheet design. Microsoft Excel data analysis and Microsoft Access as a relational database. Pre-requisites: CAS 190, CAS 190C, or by permissions of instructor. This is a variable credit course. One-hour theory per module. Total course credit of 3 hours for completion of all three modules.

HEALTH

HEA 110 – Health and Wellness. This course covers basic concepts of personnel health including the health illness continuum, major public health issues and safety. An emphasis is on personal assessment and responsibility for health, community resources available, appreciation for diversity in belief systems, and the relationship of the mind, body and spirit to quality of life. 3 hours theory. Credit: 3 hours.

HEALTH SERVICES LEADERSHIP AND MANAGEMENT

HSL 300 - Introduction to Health Services Organizations. This course is designed to develop the student's understanding of health care organizations and the delivery of health services in the United States. Explores historical background, functions, interrelationships and future role of segments of the health services industry. Prerequisite or corequisites: Prerequisites or corequisites: Admission to Health Services Management Program or permission of course faculty. 3 hours theory. Credit: 3 hours.

HSL 302 - Methods for Health Services Research and Evaluation. Provides an introduction to basic methods for undertaking research and program evaluation with health services organizations. It will include analysis of evaluation models, concept of a program, program measurement, causality in program evaluation, internal and external evaluation, process and outcome evaluation, and evaluation strategies. Prerequisites or corequisites: Math 310 and HSL 300 or permission of course faculty. 3 hours theory. Credit: 3 hours

HSL 303 - Health Services Supervision. Addresses the problems of management of the small working unit within a larger health services organization. Focus will be on the functions and responsibilities associated with the direct management of people in service delivery settings. Motivation, discipline, performance appraisal, communications, monitoring, and other human resource function are targeted. Prerequisites or corequisite: HSL 300 or permission of course faculty. 3 hours theory. Credit: 3 hours

HSL 306 - Healthcare Economics. An introduction to the economics of healthcare with an exploration of the supply and demand for services in a politically driven market. Addresses the impact of healthcare economics on the delivery of healthcare to clients. Prerequisites or corequisite: HSL 300 or permission of course faculty. 3 hours theory. Credit: 3 hours.

HSL 320 – Health Care Informatics. An introduction to informatics in health care. Informatics deals with data, information, and knowledge in health care which are multidisciplinary and complex. Computerized information systems allow the management of health care information in new ways and permit integration and structuring of knowledge. The ability to both access and assess software, hardware, data storage tools, and information sources is crucial for health care providers as well as the legal and ethical issues in digital knowledge access. Prerequisite or corequisite: HSL 300 or permission of course faculty. 3 hours theory. Credit: 3 hours

HSL 330 - Human Resource Management. Examines the organizational structure with emphasis on manpower management involved in recruitment, selection, training, personnel assessment, wage and salary administration. Prerequisite or corequisite: HSL 300 or permission of course faculty. 3 hours theory. Credit: 3 hours.

HSL 340 - Healthcare Marketing & Public Relations. A study of theories, principles, and concepts of healthcare marketing management and public relations with an emphasis on the marketing mix of product, price, place, and promotion. Prerequisite or corequisite: HSL 300 or permission of course faculty. 3 hours theory. Credit: 3 hours.

HSL 341 – Issues in Performance Improvement. Understanding the concepts and tools of performance improvement is critical to managerial success. This course will address the concepts of PI and the essential tools of measurement. Prerequisites or corequisite: HSL 300 or permission of course faculty. 3 hours theory. Credit: 3 hours

HSL 350 – Leadership in the Health Service Industry. This course expands the student's knowledgebase of the theories of leadership and emerging trends as they relate to the provision of health services. The course uses research-based tools and best practices designed to develop the student's competencies in transformation, execution and people skills. Prerequisite or corequisite: HSL 300 or permission of course faculty. 3 hours theory. Credit: 3 hours.

HSL 360 – Internship. A practicum that provides the student with the opportunity to apply first level management/leadership concepts including group dynamics and communication. The student will also observe the organizational structure, philosophy, personnel interrelationships, and current challenges of the organization under the direction of a preceptor and faculty member. Prerequisite or corequisite: HSL 300 and HSL 350. 9 hours lab. Credit: 3 hours.

HSL 400 - Organizational Dynamics and Communications. An in depth study of various types of health service organizational structures, both formal and informal, with special emphasis on the behavior of people within those structures. The effect of organizational structure on communication among participants and the impact on organizational functioning will be a major facet of the course. Prerequisite or corequisite: HSL 300 or permission of course faculty. 3 hours theory. Credit: 3 hours

HSL 402 - Healthcare Policy and Planning. Emphasizes the relationship between the politics of healthcare and the health policymaking process. The roles of government, bureaucratic agencies, organizations, consumers and health care providers in the shaping, development, and implementation of health policy are addressed. Prerequisite or corequisite: HSL 300 or permission of course faculty. 3 hours theory. Credit: 3 hours

HSL 403 - Current Issues in Health Services Management. Exploration of trends and issues related to contemporary healthcare practice/administration. Issues and solutions are addressed by applying professional standards that incorporate ethical and legal principles, cultural and social concepts and an understanding of the health policymaking process. Prerequisite or corequisite: HSL 300 or permission of course faculty. 3 hours theory. Credit: 3 hours.

HSL 406 - Long-Term Care Management. A comprehensive overview of long-term care as it exists today, the changes taking place in the continuum now and in the future, and the skills necessary to effectively manage a long-term care facility. Analyzes the role of long-term care facilities, nursing homes, home health organizations, and various organizations that deal with chronic healthcare concerns. Prerequisite or corequisite: HSL 300 or permission of course faculty. 3 hours theory. Credit: 3 hours.

HSL 411 – Legal and Ethical Issues. An exploration of the relationship between the law and ethics as it impacts the practice of health professionals and the management of health services. It introduces the basic concepts of judicial structure and the tenants of legal function as they impact health care. Prerequisite or corequisite: HSL 300 or permission of course faculty. 3 hours theory. Credit: 3 hours

HSL 440 – Management of Medical Group Practice. Medical groups have distinctive organizational characteristics and structures that require a unique application of management. Financial arrangement, legal constraints, referral practices, employee relationships and other issues are subjects for this course. Prerequisite or corequisite: HSL 300 or permission of course faculty. 3 hours theory. Credit: 3 hours

HSL 450 – Management Problems in the Health Services Industry. This is an independent study course requiring the student to work independently researching and writing with minimal interaction with the instructor. The course is designed to develop the student's research and writing skills related to health services problems and resolutions. The student will use Health Service Management theories, concepts, and practices to research and write a report presenting a potential resolution for the identified management problem. Prerequisites or corequisites: HSL 300, ENG 402 or permission of course faculty. 3 hours theory. Credit: 3 hours.

HSL 460 – Capstone Project. This project represents the compilation of all the student's skills. It is a major paper on a subject of interest to the student. It will be guided by a panel of faculty and community members and include a formal presentation of its finding. Prerequisites or corequisites: HSL 300, HSL 403 or permission of course faculty. 3 hours theory. Credit: 3 hours.

HUMANITIES/FINE ARTS/MATH

HUM 130 - Drama. Introduces the art of the actor, including pantomime and improvisations, vocal and physical techniques for self-expression and performance situations. 3 hours theory. Credit: 3 hours.

HUM 200 - Leadership Development Studies. This course explores basic principles of leadership through the integration of selections from The Great Books, classic films as well as excerpts from more contemporary writings, speeches, biographies and movies. Topics include conflict resolution, accountability, ethics, decision making, goal setting, time management, team building, delegating and empowerment, articulating a vision, volunteerism as a leadership role, initiating change and concepts of research consumerism. Pre or corequisites: PSY 101 and ENG 101. Associate Degree seeking students must have completed the first year of class prior to enrollment or obtain special permission from the course coordinator. 3 hours theory. Credit: 3 hours.

HUM 220 - Music. A survey of music of non-music majors. Includes a study of music elements, the development of music from the middle ages to present day and the analysis of music literature. 3 hours theory. Credit: 3 hours.

HUM 310 – Art. A survey of art for non-art majors. Includes a study of major artists and artistic styles in the history of art. Emphasis on art appreciation and reflections of society. 3 hours theory. Credit: 3 hours.

MAT 161 - College Algebra. The course provides an integrated technological approach to algebraic topics used in problem solving. Emphasis is placed on equations and inequalities; polynomial, rational, exponential and logarithmic functions; and graphing and data analysis/modeling. 3 hours theory. Credit: 3 hours

MAT 310 - Statistics. An introductory course in statistics. Content covered includes averages, measures of data spread, correlations, rules of probability, discrete probability distributions, continuous probability distributions, confidence intervals, and applications. 3 hours theory. Credit: 3 hours.

MEDICAL ASSISTANT

MED 101 - Medical Assisting I. Upon completion of this course, student should be able to demonstrate skills in effective verbal and written communication and telephone technique, reception of patients, arranging appointments, maintaining the medical record, computer data base entry, handling mail, making travel arrangements, and describing the laws that govern the practice of medicine. Pre or corequisites: HSC 190, HSC 101. 4 hours theory, 6 hours lab. Credit: 6 hours.

MED 102 - Anatomy and Physiology for Medical Assisting. Upon the completion of this course, medical assisting students should understand the basic concepts of biological organization, cell morphology and physiology, body organization and planes. The course encompasses all the body systems. The student should also understand the mechanism of disease and be able to discuss the common diseases associated with each body system and be able to assess signs and symptoms of those diseases. Pre or corequisites: HSC 101. Permission of Program Coordinator required to register for this course. 3 hours theory. Credit: 3 hours.

MED 110 - Medical Assisting II. Upon completion of this course, students should be able to identify and explain medical aseptic practices, prepare sterile supplies and equipment needed to assist in surgical procedures using aseptic technique, take vital signs, prepare and administer medications safely and accurately, assist the physician in the physical examination, cite laboratory rules of safety, demonstrate basic knowledge of the simple laboratory tests done in the physician's office by performing the tests with accuracy, speed, personal integrity and complete honesty, perform phlebotomy procedures and demonstrate recording of electrocardiograms. Prerequisite: MED 101, MED 102. 6 hours theory, 12 hours lab. Credit: 10 hours.

MED 111 - Business Applications. This course is designed to offer the medical assisting student an opportunity to learn the basic skills needed to manage a clinic office. The following topics are covered at an entry level competency; using and maintaining office equipment, managing office supplies, processing insurance claims, bookkeeping and banking, billing and collections, and accounts payable, payroll and contracts. Prerequisite: MED 101 and 102. Permission of Program Coordinator required to register for this course. 3 hours theory, 3 hours lab. Credit: 4 hours.

MED 120 - Medical Assisting Externship and Medical Transcription. This course is an externship in Medical Assisting. Each student is assigned to a physician's office or clinic. Students also complete an introductory course in medical transcription. Upon completion of this course, students should be able to perform the duties of the Medical Assistant as they apply to the assigned office. Prerequisites: All courses in the Medical Assistant Diploma program. 2 hours theory, 13 hours lab. Credit: 6 hours.

MED 230 - Medical Assistant Practicum. This course is designed to give students an opportunity to complete an internship in a specialty area of practice. Primarily a clinical course with weekly seminars. Pre or Corequisite: All other courses in the associate degree in the Medical Assistant program. 9 hours clinical lab. Credit: 3 hours.

MEDICAL IMAGING

CAT 301 - Introduction to CT and CT Physics. Provides the Radiologic technologist a general overview of the computed tomography environment (instrumentation and physics). Focus will be placed on system operations and components, image processing and display, image quality, and artifacts in computed tomography. Specific emphasis will be on terminology, data acquisition components, tissue attenuation conversions, image manipulation, and factors controlling image resolution. 3 hours theory. Credit: 3 Hours

CAT 303 - CT Procedures and Protocols. This course will take the student's knowledge of CT technology and relate with day-to-day tasks encountered in the CT department. Image production will be discussed in detail, with emphasis on image manipulation for various protocols. Quality management, radiation protection, pharmacology, patient care, and procedure protocols will be discussed to provide the student with a firm knowledge base of all aspects of the CT environment. 3 hours theory. Credit: 3 hours.

CAT 304 - Computed Tomography Clinical Applications. This course provides the opportunity to apply knowledge gained from classroom instruction to the computed tomography clinical setting. Emphasis is placed on patient care and positioning, scanning procedures, and image production in computed tomography. Upon completion, students should be able to assume a variety of duties and responsibilities within the computed tomography clinical environment and will meet the necessary requirements to apply to take the ARRT Computed Tomography registry examination. 18 hours lab. Credit: 6 hours.

MRI 301 - Introduction to MR and MR Physics. This course provides the Medical Imaging Technologist with a general overview of Magnetic Resonance Imaging (MR) instrumentation and physics. Focus will be placed on system operations and components, image processing and display, image quality, and artifacts in MR. Specific emphasis will be placed on terminology, data acquisition components, tissue attenuation conversions, image manipulation, and factors controlling image resolution. 3 hours theory. Credit: 3 Hours

MRI 303 - MRI Procedures and Protocols. This course will take the Medical Imaging student's knowledge of MR technology and relate it with day-to-day tasks encountered in the MR Department. Image production will be discussed in detail with emphasis on image manipulation for various protocols. Quality management, magnetic safety, pharmacology, patient care, and procedural protocols will be discussed to provide the student with a firm knowledge base of all aspects of the MR environment. 3 hours theory. Credit: 3 Hours

MRI 304 - Magnetic Resonance Imaging Clinical Applications. This course provides the opportunity to apply knowledge gained from classroom instruction to the magnetic resonance imaging clinical setting. Emphasis is placed on patient care and positioning, scanning procedures, and image production in magnetic resonance. Upon completion, students should be able to assume a variety of duties and responsibilities within the MR clinical environment and will meet the necessary requirements to apply to take the ARRT Magnetic Resonance Registry Exam. 18 hours lab. Credit: 6 Hours

MIS 400 - Medical Imaging Special Procedures and Quality Control. This course will focus on special procedure imaging to familiarize the Medical Imaging Manager with all aspects of the department, including quality assurance and quality control. Areas studied include, but are not limited to, interventional radiology, surgery, and departmental specialty areas, which will be looked at from scheduling, maintenance, and manpower issues along with technological advances in the field. Admission to the program, or permission of faculty. 3 hours theory. 3 credit hours.

MIS 450 - Imaging Management Internship

This course is designed as a practicum that provides the student with the opportunity to apply first level management/leadership skills including group dynamics and communication. The student will also observe the organizational structure, philosophy, personnel interrelationships, and current challenges of the organization under the direction of a preceptor. HSM 300 & 303. 9 hours practicum. 3 credit hours.

NATURAL/PHYSICAL SCIENCES

BIO 100 - Medical Terminology. This course allows students to become familiar with terminology used in the healthcare field. Students learn prefixes, suffixes, and root words that have application to the medical field. This course is designed as a web-based course and requires students to be highly motivated and self-directed. All testing is conducted on campus. 1 hour theory. Credit: 1 hour.

BIO 101 - General Biology I. As study of the fundamental principles and concepts of biology, topics will include: a study of history, philosophy, and methodology of science. This includes a view of basic biological chemistry, metabolism, energy, enzymes, photosynthesis, and cellular respiration. The course also includes the study of genetic basis of life, Mendelian and chromosomal patterns of inheritance, DNA structure and function, biotechnology, genomics, and other related topics. Upon completion the student should be able to demonstrate understanding of life at the molecular and cellular level. Lab reinforces and demonstrates theory content. 3 hours theory, 3 hours lab. Credit 4 hours.

BIO 102 - General Biology II. A continuation of BIO 101. Topics include: biodiversity of organisms, taxonomy, biology of prokaryotes, biology of plants, animals, and ecology. The course also includes a general overview of human body, structure, function, and other related topics. Upon completion the student should be able to demonstrate understanding of life at the organismal and ecological level. Lab reinforces and demonstrates theory content. 3 hours theory, 3 hours lab. Credit 4 hours.

BIO 150 – Nutrition for Healthy Living. Nutrition for Healthy Living is designed to provide students with an understanding of the fundamentals of nutrition and how these fundamentals relate to the promotion and maintenance of human health. Understanding of the essential nutrients, their function, roles in the body, food sources, and cultural aspects provide the basis for an understanding of the role of nutrition throughout the life cycle. 3 hours theory. Credit: 3 hours.

BIO 190 - Principles of Microbiology. Introduction to basic concepts of structure, classification of growth patterns and control of micro-organisms; fundamentals of infection, disease, host immune responses and clinical application of principles. Laboratory emphasizes microbiological techniques. 3 hours theory, 3 hours lab. Credit: 4 hours.

BIO 210 - Human Anatomy and Physiology I. A study of the structure and function of human organ systems including basic inorganic and organic chemistry, the cell and histology, cellular energetics, body organization, skeletal system, integumentary system, muscular system, nervous

system and general homeostasis. Laboratory involves dissection and physiological measurements. 3 hours theory, 3 hours lab. Credit: 4 hours.

BIO 220 - Human Anatomy and Physiology II. A continuation of Biology 210 including the cardiovascular system, immune system, respiratory system, urinary system, digestive system, endocrine system, reproductive system, embryology and genetics. Laboratory involves dissection and physiological measurements. Prerequisite: Biology 210. 3 hours theory, 3 hours lab. Credit: 4 hours.

BIOLOGY 240 – General Genetics. General Genetics will consider basic principles of heredity, extensions and modifications of basic principles, the structure of DNA and chromosomes, the process of DNA replication, transcription and translation, the regulation of gene expression in prokaryotes and eukaryotes, bacterial and viral genetics, mechanisms of gene mutation and DNA repair, and applications of recombinant DNA technology. Pre or Co-requisites: Biology 101 or Biology 190 or permission of Instructor. 3 hours theory, 3 hours Recitation. Credit: 4 hours.

BIO 310-Cross Sectional Anatomy and Pathophysiology. This course will provide the Medical Imaging Technologist with the knowledge to identify anatomy in a cross sectional image. The student will be able to relate these views to both normal and abnormal structure, function, and processes demonstrated. Comparison will be made to common planar anatomy to aid in demonstration. Pathology will be intertwined into the course of study. 4 hours theory. Credit: 4 Hours

CHM 090 - Foundations In Chemistry. Topics presented during the Foundations In Chemistry course include the basic principles of the structure, properties, and transformations of matter. Based on the understanding that these fundamentals are crucial to the properties and processes in biology, the environment, and materials, Foundations In Chemistry provides a broad background knowledge of chemical and physical concepts. The student will learn new terminology, chemical concepts, and problem solving. This course is a web enhanced course and is intended to fulfill a pre-requisite for the admission to programs at Cabarrus College. Any other transferability of these semester hours is neither written nor implied. This course does not carry any college course credit. 45 contact hours. Credit: 0 hours.

CHM 101-General Chemistry I. Study of the fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Lab reinforces and demonstrates theory content. Prerequisite: High school chemistry or CHM 090. 3 hours theory, 3 hours lab. Credit: 4 hours.

CHM 102 - General Chemistry II. A continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Lab reinforces and demonstrates theory content. Prerequisite: CHM 101. 3 hours theory, 3 hours lab. Credit: 4 hours.

NURSING

NSG 110 - Fundamentals of Nursing. Introduces the student to the concept of the client as a system composed of five interacting variables: physiological, psychological, sociocultural, developmental, and spiritual. These five variables function in the relationship with the environment, which are the internal and external factors and stressors that influence the client and can affect the system's stability. The course explores use of primary, secondary and tertiary prevention and modalities to assist client systems to retain, attain, and maintain optimal wellness. Prevention modalities will be discussed in the context of the nursing process. Students will demonstrate use of critical thinking through incorporation of evidenced-based practice, use of informatics, and communication skills as they begin to learn the professional role of the Associate Degree Nurse. Prerequisite: Completion of an NAI course within the past year or current listing on the North Carolina NAI Registry; Pre- or Co-requisites: BIO190, BIO210, PSY150, BIO 100. 3 hours theory, 6 hours lab. Credit: 5 hours.

NSG 120 - Acute Care Nursing. Acute Care Nursing is designed to guide students in strengthening their ability to apply the nursing process to clients with basic acute care conditions. The course introduces the student to assessment techniques for each of the five variables that compose the client system. Students will utilize concepts of critical thinking, health promotion, teaching-learning principles, evidence-based practice and communication as they begin to practice client-centered care within the parameters of individual knowledge and experience. Prerequisite: NSG 110. Pre-or co-requisite: BIO 150 and BIO 220 and PSY 101. 3 hours theory, 9 hours lab. Credit: 6 hours.

NSG 130 - Mental Health Nursing. This course fosters the development of nursing knowledge related to mental health concepts. Students apply the nursing process to care for those with needs for primary, secondary, and tertiary prevention in order to promote health for stability of the client system. The course emphasizes utilization of therapeutic communication and critical thinking to assist clients with mental health needs. Students demonstrate incorporation of current evidence-based practice, communication skills, and informatics as part of the mental healthcare team. Prerequisite: NSG 120. 3 hours theory, 6 hours lab. Credit: 5 hours.

NSG 150 - Pharmacology and the nursing process. Designed to strengthen the student's confidence related to the specifics of pharmacology based on drug classifications. The student will apply the steps of the nursing process to the discussions regarding care of the client receiving pharmacotherapy. Discussions will include the specific assessment and evaluation data needed for different drug classifications. The impact of physiological, psychological, sociocultural, developmental, and spiritual variables on decision-making related to pharmacotherapies will be explored. Students will also discuss current issues and trends related to pharmacology. Prerequisites: NSG 110 or permission of instructor. 2 hours theory. Credit: 2 hours

NSG 210 - Family Health Nursing I. This course introduces the student to the childbearing client and how the interacting variables affect the family system. This course includes holistic nursing care of the diverse childbearing family in a variety of settings. Incorporation of evidence-based practice and the use of informatics are demonstrated through classroom and clinical experiences. Prerequisite: NSG 130. Pre or corequisite: SOC 101, ENG 101, NSG 211. 2 hours theory, 3 hours lab. Credit: 3 hours.

NSG 211 - Family Health Nursing II. This nursing course is constructed to continue the exploration of family centered concepts. Components include holistic nursing care of pediatric, adult

and aging populations with a focus on health promotion for the family and the individual members. Incorporation of evidence-based practice and the use of informatics are demonstrated through classroom and clinical experiences. Prerequisite: NSG 130. Pre or co requisite: SOC 101, ENG 101, NSG 210. 3 hours theory, 9 hours lab. Credit: 6 hours.

NSG 220 - Complex Nursing. This course focuses on nursing care of the adult client experiencing complex, acute and chronic health alterations. Emphasis is on wholistic health care and application of the nursing process to clients needing primary prevention and those whose normal lines of defense have been invaded to the extent secondary and tertiary prevention are necessary. Concepts include; responses to alterations in neurologic and sensorineural function, gas exchange and respiratory function, cardiovascular, circulatory, and hematologic function, endocrine, and renal function. Various methods are used in the clinical setting to guide the student to use critical thinking, assessment, and decision-making skills in preparation for the professional role of the Associate Degree Nurse. Prerequisite: NSG 211. 5 hours theory, 12 hours lab. Credit: 9 hours

NSG 230 - Nursing Practicum. This course is designed to facilitate the transition from student to beginning practitioner in the discipline of nursing. This transition will be facilitated through the discussion and clinical application of evidenced-based practice, quality improvement strategies, informatics and concepts of culturally sensitive client care management in the health care system. The student is assigned a clinical nurse preceptor with whom they will practice the role of a beginning staff nurse as a multidisciplinary team member in today's healthcare environment. Prerequisite: HUM 200. Pre or co requisites: NSG 220. 1 hour theory, 6 hours lab. Credit: 3 hours

NSG 300 - Nursing in Society. Examines the evolution of professional nursing, the health care system and health care trends influencing nursing practice. Explores functions, interdisciplinary relationships and the future role of professional nursing. Prerequisites or corequisites: Admission to program. 3 hours theory. Credit: 3 hours.

NSG 301 - Health Assessment for the Registered Nurse. Holistic health assessment of culturally diverse clients across the lifespan. Includes comprehensive health assessment and communication of health assessment findings. Prerequisites/corequisites: NSG 300, and an unrestricted, active license to practice as an RN. 3 hours theory and 3 hours lab. Credit: 4 hours.

NSG 303 - Healthcare Administration and Leadership. Focuses upon the concepts of nursing leadership essential to interacting effectively with individuals, groups and organizations. Includes principles of group dynamics, organizational behavior, and concepts of conflict management and change theory. Prerequisite/Co-requisite: NSG 300 & NSG 307 (must be taken concurrent with NSG 307) 3 hours theory. Credit: 3 hours.

NSG 305 - Healthcare Policy & Economics. This course emphasizes the relationship between the politics of healthcare and the impact of economics on healthcare. Explores the roles of government, bureaucratic agencies, organizations, consumers and health care providers in the shaping, development and implementation of health policy. Prerequisite/Co-requisite: NSG 300 3 hours theory. Credit: 3 hours.

NSG 307 - The Practice of Professional Nursing I. Practicum that provides the student the opportunity to gain additional theoretical knowledge and to apply leadership concepts and theories from NSG 303. Learning experiences are individualized and guided by selected preceptor and course faculty. Prerequisites/Corequisites: NSG 300, NSG 303 and an unrestricted, active license to practice as an RN(must be taken concurrent with NSG 303) . 9 hours practicum. Credit: 3 hours.

Nursing 310 - Holistic Nursing. This course emphasizes a holistic view of nursing practice which embraces the nurse,patient, and various practice environments. Holistic nurses assist others toward the wholeness inherent within them. Health involves the harmonious balance of body, mind, and spirit in an ever-changing environment. A holistic practice will enable nurses to assist people to assume personal responsibility for achieving health. Prerequisites: Registered nurse or enrolled in A.D.N. program. Co-requisite: NSG 300 or permission of instructor. 3 hours theory. Credit: 3 hours.

NSG 401 - Community Health Nursing. Nursing management of culturally diverse individuals, families, and aggregates within communities. Emphasis on health promotion, risk reduction, population-based care and epidemiology. Prerequisites: NSG 300. Corequisite: NSG 410. (must be taken concurrent with NSG 410) 3 hours theory. Credit: 3 hours.

NSG 403 - Current Issues in Nursing. Exploration of trends and issues related to contemporary nursing practice. Issues and solutions are addressed by applying professional nursing that incorporate ethical and legal principles, cultural and social concepts, and an understanding of the health policymaking process. Prerequisite: NSG 300. 3 hours theory. Credit: 3 hours.

NSG 405 - Pharmacology for the Registered Nurse. This comprehensive course emphasizes the relationship between pharmacological science and the physiological processes in the human body. Classifications of utilized drugs for various disease states are explored. Prerequisite: NSG 300. 4 hours theory. Credit: 4 hours.

NSG 407 - Nursing Knowledge and Research. Students are introduced to the research process and strategies that promote the application of research findings. Students are guided to be consumers of research and to identify research problems in professional nursing practice. Prerequisite: NSG 300. Co-requisite: MAT 310. 3 hours theory. Credit 3 hours.

NSG 410 - The Practice of Professional Nursing II. Practicum that provides the student the opportunity to gain additional theoretical knowledge and to apply community health nursing concepts and principles from NSG 401. Learning experiences are individualized and guided by selected preceptor and course faculty. Prerequisite: NSG 300. Co-requisite: NSG 401 and an unrestricted, active license to practice as an RN. 9 hours practicum. (must be taken concurrent with NSG 401). Credit: 3 hours.

OCCUPATIONAL THERAPY ASSISTANT

OTA 101 – Introduction to Occupational Therapy. This course presents a comprehensive overview of the occupational therapy profession, various settings, medical conditions and populations with which COTA's work. Topics discussed include the history and philosophy of occupational therapy, the Occupational Therapy Practice Framework Domain and Process, role delineation of the

OTR and COTA and professional organizations. The roles of the multidisciplinary team are introduced as well as basic legal and ethical principles. The course explores the delivery of holistic, evidence based practice and documentation. The Level I Number One fieldwork experience consists of thirty hours and is designed to allow the student to observe these concepts as they begin to learn the role of the entry level occupational therapy assistant. Pre or corequisites: OTA 102, BIO 210, ENG 101, HSC 190 and HSC 101 2 hours theory. 3 hours lab. Credit: 3 hours.

OTA 102 – Activity Analysis Application to Occupation. This course is designed to guide students in basic skills with activity analysis, adaptations and gradation skills for a variety of disabilities. Basic and instrumental activities of daily living tasks, therapeutic exercise and crafts are used to increase the student’s working knowledge and application of the Occupational Therapy Practice Framework as applied to activity analysis. The importance of client centered, purposeful and meaningful intervention is emphasized. Pre or corequisites: OTA 101, BIO 210. 2 hours theory, 3 hours lab. Credit 3 hours.

OTA 112 - Fundamentals of Occupations. This course introduces concepts and techniques essential to the practice of occupational therapy assistant. Students gain an understanding of the theoretical basis of occupational therapy and analysis of occupations and roles. Current frames of reference and models of practice are explored with emphasis placed on therapeutic application in the areas of activities of daily living, education, work, play, leisure and social participation. Students will complete competencies for occupational therapy assistant practitioners and have opportunities for practical application in the classroom and laboratory setting. Students fabricate static splints and demonstrate a piece of adaptive equipment. Prerequisites or corequisites: OTA 101, OTA 102, OTA 114, BIO 220. 2 hours theory, 3 hours lab. Credit: 3 hours.

OTA – 114 Physical Dysfunction. The focus of this course is on the major diagnostic categories seen in physical disability practice. Theoretical models, assessment and treatment interventions and documentation relative to neurological, biomedical, developmental and rehabilitative approaches in occupational therapy practice are explored. A guided Level I Number 2 fieldwork experience provides a total of 30 hours in a setting for students to observe the role of an occupational therapy practitioner. Prerequisites: OTA 101 & 102, Bio 210, Psy 150, HSC 101, HSC 190. Co-requisites: OTA 112 and BIO 220 6 hours theory, 3 hours lab. Credit: 7 hours

OTA 116 - Kinesiology This course is designed to explore planes, axes, movement of the body, analysis of functional tasks, classification of joints and gross muscle function. A strong emphasis is placed on the upper body with a focus on bony landmarks, prime movers, innervations, actions, origins, and insertions. The occupational therapy practice framework and evidence based research will be incorporated in classroom and learning experiences. Prerequisites: OTA 112 and 114. 3 hours theory. Credit 3 hours.

OTA 201 - Therapeutic Group Applications. Therapeutic Group Applications is designed to guide students in strengthening their ability to apply group leadership skills to clients with acute and chronic conditions of all ages. The course introduces students to the clinical reasoning, communication skills and documentation required for planning, implementing and facilitating groups of all types. Various methods are used in the clinical setting to guide the student to use critical thinking, assessment and

decision making skills in preparation for the professional role of the occupational therapy assistant. Students demonstrate incorporation of therapeutic use of self, communication skills and treatment intervention through classroom and laboratory clinical experiences. Prerequisites: Completion of first 3 semesters of OTA program Corequisites: OTA 202, OTA 203, Hum 200 2 hours theory, 1 hour lab. Credit: 3 hours.

OTA 202 - Mental Health Concepts & Techniques for the Occupational Therapy Assistant

This course fosters the development of OTA knowledge related to mental health concepts. Theoretical principles used in psychiatric practice, the DSM IV diagnostic classification system, current psychosocial treatment methods; appropriate patient treatment intervention and documentation are emphasized in this course. A Level I Number Three fieldwork experience provides a total of 30 hours of direct observation and interaction in a clinical setting. Resume writing, interview skills and current state licensure requirement are also emphasized. Pre or Co Requisites: Completion of all first year OTA courses & OTA 201 and 203. 2 hours theory, 3 hours lab. Credit: 3 hours

OTA 203 - Assessment and Treatment Planning

In this course the student learns to perform various standardized and nonstandardized assessments which are allowed under the supervision of an OTR. The focus is on occupation-based practice in the areas of basic and instrumental activities of daily living, sensory systems, functional movement patterns, cognition and visual perceptual skills. Students also relate patient/client performance to therapeutic treatment goals identifying the necessary changes or needed updates to treatment plans. Students will continue to gain knowledge of professional ethics, documentation, behavior, OTR/COTA role delineation and current and future practice. Prerequisites: Completion of first 3 semesters of OTA program. Corequisites: OTA 201, OTA 202, Hum 200, and Psy 210. 1 hour theory, 3 hour lab. Credit: 2 hours

OTA 206 – Level II Fieldwork #1

This is a full time, eight week Level II clinical experience. Students are required to complete 40 hours weekly for the 8 week session to fulfill objectives of Level II #1 fieldwork. This course is designed to facilitate the transition from student to entry level practitioner in the discipline of occupational therapy assistant. Each student is assigned a fieldwork supervisor with whom they will practice and demonstrate the role of occupational therapy assistant as a multidisciplinary team member. Upon completion of this course each student will demonstrate entry level competence in occupational therapy assistant within the fieldwork setting that they are assigned. Current health records completed as requested by the college and facility of placement. Prerequisites: All courses in the OTA program. 320 Contact Hours. Credit: 6 hours.

OTA 208 – Level II Fieldwork #2

This is a full time, eight week Level II clinical experience. Students are required to complete 40 hours weekly for the 8 week session to fulfill objectives of Level II #2 fieldwork. Each student is assigned a fieldwork supervisor with whom they will practice and demonstrate the role of occupational therapy assistant as a multidisciplinary team member. Upon completion of this course each student will demonstrate entry level competence in occupational therapy assistant within the fieldwork setting that they are assigned. Current health records completed as requested by the college and facility of placement. Prerequisite: OTA 206. 320 Contact hours. Credit: 6 hours.

SOCIAL/BEHAVIORAL SCIENCES

PHL 310 – Ethics in Healthcare. Examines health within the practical arena and includes the study of legal aspects of healthcare and principles of ethical decision. Focuses on health policies, advocacy, and consumer protection within budget and policy priorities and care giving moving from the private to the public realm. 3 hours theory. Credit: 3 hours

PSY 101 – General Psychology. An introduction to the scientific study of mental processes and behavior of humans and other animals. The student will learn, understand and apply basic psychological principles. Emphasis is placed on increasing the understanding of the science of human behavior, learning theory, personality development, abnormal behavior, and social behavior. 3 hours theory. Credit: 3 hours.

PSY 150 – Human Growth and Development. This course will provide a study of the principles, processes and theories of human growth and development across the life span, from conception through old age. Emphasis will be placed on intellectual, physical, social and religious dimensions; transitional life tasks, and faulty biological, psychological, and sociological development. 3 hours theory. Credit: 3 hours.

PSY 210 - Abnormal Psychology. A comprehensive study of the major conceptualizations in psychopathology. This includes an examination of the theories of psychopathology, classification and interdisciplinary assessment techniques and various treatment approaches. The course also looks at the social, legal and ethical issues of abnormal behavior. Prerequisite: PSY 101. 3 hours theory. Credit: 3 hours.

SOC 101 – Introduction to Sociology. This course gives the student a broad overview of the science of sociology. Students will learn the major theoretical components that form sociology. Upon completion of this class students should know the main theories of sociology and be able to relate sociological concepts to real world experiences. 3 hours theory. Credit: 3 hours.

SOC 203 - Marriage and Family. This course examines the social institutions of marriage and family. Topics will include aspects of the family from mate selection, marriage, parenthood, family conflict and change, diverse lifestyles, divorce and remarriage. 3 hours theory. Credit 3 hours.

SOC 313 - Issues in Diversity. A comparison of diverse roles, interests, opportunities, contributions, and experiences in social life. Topics include race, ethnicity, gender, sexual orientation, class, and religion. Upon completion, students will be able to analyze how cultural and ethnic differences evolve and how they affect personality development, values, and tolerance. 3 hours theory. Credit: 3 hours.

SURGICAL TECHNOLOGY

SRG 101 - Introduction to Surgery. This course is designed to offer students an opportunity to develop an understanding of the principles of operating room techniques and acquire fundamental skills essential in the operating room. This includes orientation to the surgical environment, legal/ethical issues and basic duties of the surgical technologist. There is also the study of suture, needles, aseptic technique, wound healing, preparation of supplies, sterilization, gowning and gloving and instrumentation in the operating room. Basic principles of electricity and physics are included. Pre or corequisites: SRG 102, BIO 190, ENG 101, HSC 101. 3 hours theory, 9 hours lab Credit: 6 hours.

SRG 102 - Anatomy and Physiology. Upon completion of this course, diploma students of the Surgical Technology program should understand the basic concepts of biological organization, cell morphology and physiology, body organization and planes. This course encompasses all the body systems. This course does not meet the Anatomy and Physiology requirements for the associate degree program. Pre or corequisites: SRG 101. 3 hours theory. Credit: 3 hours.

SRG 110 - Surgical Procedures and Clinical I. This course is a continuation of the study of the care of the surgical patient. General and specific operative procedures include areas from abdominal to gynecological and thoracic surgeries. Also included is anesthesia, care of specimens and emergency procedures. This course provides operating room experiences in the affiliating medical center under the supervision of the instructor and operating room nurse educator. Prerequisites: SRG 101, 4 hours theory, 15 hours lab. Credit: 9 hours.

SRG 120 - Surgical Procedures and Clinical II. This course offers students an opportunity to study specific operative procedures in areas including: pediatric, neurological, orthopedic, cardiac and plastic surgeries. Areas such as ear, nose and throat, labor and delivery, burns, radiation therapy robotics and diagnostic procedures during surgery are covered as well as the care of the surgical patient in the recovery room. This course provides operating room experience in the affiliating medical center under the supervision of the instructor and operating room nurse educator in both the main operating room and ambulatory surgery center. Prerequisite: SRG 110. 3 hours theory, 9 hours lab. Credit: 6 hours.

SRG 230 - Surgical Internship. This course is designed to give the associate degree level surgical technologist an opportunity to complete an internship in a specialty area of surgical practice. This is primarily a clinical course with classroom seminars. Pre or corequisite: All other courses in the associate degree in surgical technology program. 1 hour theory, 6 hours lab. Credit: 3 hours

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