

# CABARRUS COLLEGE *of* HEALTH SCIENCES



Catalog  
2010-11

CABARRUS  
COLLEGE  
*of*  
HEALTH SCIENCES

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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, DHA, R.N.  
Chancellor

**CABARRUS COLLEGE OF HEALTH SCIENCES**  
**ACADEMIC CALENDAR**  
 Diploma/Degree Programs  
 2010–2011

**FALL SEMESTER**

Fall semester tuition due.....	August 5, 2010
Annual Adjunct Faculty Meeting/Orientation.....	August 10, 2010
Fall Orientation.....	August 17, 18 & 19, 2010
Registration ends and classes begin.....	August 23, 2010
End of Drop/Add.....	August 27, 2010
CAAP Test.....	August 30, 2010
CAAP Test.....	September 2, 2010
Labor Day Holiday.....	September 6, 2010
Classes resume.....	September 7, 2010
Fall Break.....	October 11 & 12, 2010
Classes resume.....	October 13, 2010
*Last day to drop course without academic penalty.....	October 27, 2010
Pre-registration for spring semester (enrolled students).....	November 8–November 15, 2010
Intent to Graduate Forms due (May 2011).....	November 15, 2010
Thanksgiving Holidays.....	November 24, 25 & 26, 2010
Classes resume.....	November 29, 2010
Finals exams and evaluation.....	December 13-17, 2010
Winter Commencement.....	December 17, 2010

**SPRING SEMESTER**

New Years Holiday.....	December 31, 2010
Spring semester tuition due.....	January 5, 2011
Spring Orientation.....	January 5-6, 2011
Registration ends and classes begin.....	January 10, 2011
End of Drop/Add.....	January 14, 2011
Dr. Martin Luther King, Jr. Holiday.....	January 17, 2011
CAAP Test.....	January 24, 2011
CAAP Test.....	January 27, 2011
Spring Break.....	March 7-11, 2011
Classes resume.....	March 14, 2011
*Last day to drop course without academic penalty.....	March 23, 2011
Pre-registration for summer sessions (enrolled students).....	March 21–25, 2011
Pre-registration for fall semester (enrolled students).....	March 28–April 1, 2011
Intent to Graduate Forms due(December 2011).....	April 1, 2011
Good Friday Easter Holiday.....	April 22, 2011
Final exams and evaluation.....	May 2-6, 2011
Spring Commencement.....	May 10, 2011

### **SUMMER SESSION I**

Summer session I tuition due.....	May 5, 2011
Summer I Orientation.....	May 12, 2011
Registration ends and classes begin.....	May 16, 2011
End of Drop/Add.....	May 20, 2011
Memorial Day Holiday.....	May 30, 2011
Classes resume.....	May 31, 2011
*Last day to drop course without academic penalty.....	June 7, 2011
Summer Session I Ends.....	June 24, 2011

### **SUMMER SESSION II**

Summer session II tuition due.....	June 15, 2011
Freshman Adventure.....	June 20 - 24, 2011
Summer II Orientation.....	June 23, 2011
Registration ends and classes begin.....	June 27, 2011
End of Drop/Add.....	July 1, 2011
July 4 Holiday.....	July 4, 2011
Classes resume.....	July 5, 2011
*Last day to drop course without academic penalty.....	July 19, 2011
Summer Session II Ends.....	August 5, 2011

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.

## 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**

National League for Nursing Accrediting Commission, Inc.  
3343 Peachtree Road NE, Suite 500  
Atlanta, Georgia 30326  
Phone: 404.975.5000  
Fax: 404.975.5020

### **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 Diploma program is accredited by**

The Commission on Accreditation of Allied Health Education ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

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: 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)  
Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA)  
6 West Dry Creek Circle, Suite 110  
Littleton, CO 80120-8031  
(303) 694-9262



## **PUBLICATION ACCURACY**

Please note that this catalog is intended for information purposes only and is accurate as of the date of publication. 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. The College 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. The catalog does not establish contractual relationships.

## **NOTICE OF COMPLIANCE WITH FEDERAL LAW**

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.

Cabarrus College complies with the Higher Education Act of 2008.

## **NONDISCRIMINATION**

It is the Cabarrus College of Health Sciences Governing Board policy to provide equal educational opportunity for all students. The College will not unlawfully discriminate on the basis of race, color, creed, religion, national origin, gender, marital status, disability, sexual orientation, age or any other reason not related to the student's individual capabilities. Cabarrus College of Health Sciences uses a competitive admission process.

Any questions regarding requests for reasonable accommodation should be made to the Director of Student Affairs.

## **RIGHT-TO-KNOW STATEMENT**

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

- Cabarrus College graduation rates may be obtained from the Dean for Institutional Research and Planning
- Information on crime statistics is available online at [www.cabarruscollege.edu](http://www.cabarruscollege.edu).
- Information on Financial Aid is available upon request from the Financial Aid Office.



## **GRADUATION RATE DISCLOSURE STATEMENT**

Our data shows that 38% of the first time, full time degree/diploma seeking college students who entered Cabarrus College of Health Sciences in fall 2003 graduated with a diploma or degree as of June 2006. In addition, for all degree seeking students entering Cabarrus College of Health Sciences for the first time in fall 2006, 47% graduated with a diploma or degree by June 2008 (graduated in 2 years) and this percentage grew to 65% by June 2009 (graduated within three years).

## **CLINICAL AFFILIATIONS**

Cabarrus College of Health Sciences has formal clinical arrangements with over 100 healthcare agencies in its service region. These agencies include acute care organizations, physician office practices, 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, Cabarrus Family Medicine, 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.

## 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 (Health Services Leadership & Management, Medical Imaging and Nursing) so it can achieve an even higher level of excellence in health sciences education.

With the growing needs of the healthcare 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. In this same year, the Associate in Science Program the first students enrolled in the newly created Associate in Science program.

In January 2005 the certificate program in Computed Tomography was offered, which was later expanded to include a certificate in MRI, and a Bachelor of Science degree in Medical Imaging.

The Upsilon Mu Chapter of Sigma Theta Tau International Honor Society of Nursing was chartered at Cabarrus College in 2008.

The 2009-2010 academic year was the first in which unduplicated enrollment exceeded 500 students. The Pre-Nursing Track of the Associate in Science program enrolled students for the first time in the Fall 2009 semester. The first winter commencement was held in December 2009 in Hamrick Theatre at CMC-NorthEast. Forty-five graduates participated in this event. In 2009-10 a grant was received from NCICU to expand the Guided Study Session Program. Scholar 360 also was introduced as our online learning platform. Also in 2010, the BSN program began offering more courses online, with the goal of offering the entire program online in Spring 2011, pending approval by the Southern Association of Colleges and Schools (SACS).

## QUALITY ENHANCEMENT PLAN

After careful research and consideration, Cabarrus College faculty, staff, and student body representatives identified Enhancing Cultural Competence in Healthcare Delivery as the focus of our Quality Enhancement Plan. Cultural competence is a central aspect of the learning experience for all programs at Cabarrus College. Cultural competence takes time to develop, and is best learned through cultural encounters and critical reflection. Faculty and staff determined that learning activities integrated throughout the curriculum and reflective writing exercises that culminate with a structured service learning experience would best foster our students' cultural competence development. With this plan, we believe we have successfully constructed a bridge between classroom knowledge and application in community settings, which over time will enhance our students' cultural competence.



CABARRUS COLLEGE  
OF HEALTH SCIENCES

## **MISSION**

Cabarrus College of Health Sciences creates progressive educational experiences that enable learners to be knowledgeable, skillful and competent health science professionals.

## **VISION**

To provide an exceptional health sciences learning environment.

## **CORE VALUES**

### **CARING**

- Communicating in a positive and courteous manner
- Treating everyone with dignity and respect
- Providing a personal touch to everything we do

### **COMMITMENT**

- Striving to be the best in all we do
- Being passionate about learning and striving for educational excellence
- Taking pride in our College

### **TEAMWORK**

- Being positive and shouldering one's own share of the responsibilities
- Valuing diversity
- Respecting opinions different from one's own

### **INTEGRITY**

- Holding oneself to the highest ethical and academic standards
- Respecting the privacy and confidentiality of others
- Being honest and objective at all times

# ACADEMIC PROGRAMS

## LOUISE HARKEY SCHOOL OF NURSING

### **Bachelors of Science in Nursing (RN to BSN) Online**

The BSN program is designed for registered nurses wanting to expand their skills in nursing and prepare for career advancement. The program can be completed in two years.

### **Associate of Science Degree in Nursing (ADN)**

Established in 1942, the associate degree in nursing is a two year program that offers clinical experiences beginning the first semester. Graduates of the Associate of Science Degree in Nursing have a 93% pass rate on the NCLEX for the past three years.

## HEALTH SCIENCES DEGREE PROGRAMS

### BACHELOR'S DEGREE

#### **Bachelor of Science in Health Services Leadership & Management**

The BSHSLM program focuses on developing the leadership and managerial skills of healthcare professionals to prepare them for management level positions in healthcare. An associate degree in a healthcare related field or an associate degree with work experience in healthcare is required.

#### **Bachelor of Science in Medical Imaging**

This program has two tracks: Clinical (CT and MRI) and Radiology Management. The program is designed for imaging professionals with an associate degree in an imaging related field who hold ARRT registration or eligibility.

## ASSOCIATE'S DEGREE AND DIPLOMA

#### **Medical Assistant (Associate of Science Degree and Diploma)**

The Medical Assistant program offers an two year associate degree and one year diploma. Medical assistants perform both clinical and administrative duties in the healthcare setting. Responsibilities include updating and filing medical records, performing basic laboratory procedures and educating patients.

#### **Occupational Therapy Assistant (Associate of Science Degree)**

The Occupational Therapy Assistant program offers a two year associate degree. 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.

#### **Surgical Technology (Associate of Science Degree and Diploma)**

The Surgical Technology program offers a two year associate degree and one year diploma. Surgical technologists work closely with surgeons, registered nurses and anesthesiologists to

provide the best possible care for patients in surgery. They perform tasks ranging from maintaining aseptic conditions and preparing patients for surgery to actually assisting during surgical procedures.

## **ASSOCIATE IN SCIENCE DEGREE**

The Associate in Science program offers three enrollment tracks: Life Sciences, Pre-Nursing and Pre-Professional.

### **Life Sciences**

The Life Sciences track offers students a curriculum of courses that prepares them for transfer into four year degree programs leading to degrees such as pre-medicine or pre-veterinary.

### **Pre-Nursing**

The Pre-Nursing track is a 28 semester-hour block of classes that, if completed successfully, guarantees admission to the Associate of Science Degree in Nursing. Successful completion includes a minimum grade of “B” in specified courses and a minimum cumulative GPA of 3.00 on all course work at Cabarrus College. Additional requirements for guaranteed admission are described under Pre Nursing Track: Associate in Science Program. The coursework required to complete this track can be completed in two semesters.

### **Pre-Professional**

The Pre-Professional track offers coursework that is excellent preparation for admission to a clinical program at Cabarrus College, or another institution.

## ADMISSION

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), academic and professional references, and an essay. To ensure consideration for the Fall semester, the application 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.

### REQUIRED APPLICATION INFORMATION

The College considers all applicants without regard to age, race, creed, color, religion, sex, marital status, disability, sexual orientation, or national origin and does not knowingly practice discrimination in its recruiting, admission, progression, graduation, withdrawal policies or in any other activities affecting students.

NOTE: According to North Carolina statutes, previous conviction of certain misdemeanors or felonies may make the applicant ineligible for licensure and/or certification in selected health care fields.

For admission to the College, all applicants must submit:

- a completed application and required nonrefundable application fee (\$50)
- evidence of US Citizenship, a current Permanent Resident Card, or a current I-551 card from the Department of Immigration and Naturalization Services
- an official transcript showing evidence of any college level credit earned or attempted

Each academic program has admissions requirements in addition to the general requirements listed above. These requirements are listed in this catalog with the individual program curriculum information.

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

NOTE: An official transcript is delivered in a sealed envelope. Transcripts that are mailed from another college are considered official. Hand carried transcripts are official unless the envelope is opened prior to receipt. Faxed transcripts are considered unofficial and may be used as working documents only.

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 to verify language proficiency.



## **PRE-ENROLLMENT REQUIREMENTS**

All students accepted to the College must submit the following prior to enrollment:

- non-refundable tuition deposit.
- a negative drug screen from a certified lab within 30 days prior to the first day of the semester.
- signed Consumer Release form and acceptable criminal background check (See section below).
- evidence of health insurance coverage. Health insurance coverage must be maintained while enrolled at the College. Students enrolled in 6 or less non-clinical credit hours will be exempted from this requirement.
- 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.
- verification of required immunizations (See section below).
- meet the student code of conduct and physical and emotional standards (page 77-79).
- evidence of current American Heart Association Healthcare Provider CPR certification before enrolling in any clinical course leading to a diploma or degree.

Some health and immunization requirements must be updated annually. Students should contact their advisor to ensure that all requirements are satisfied each semester.

## **BACKGROUND AND SANCTIONS CHECKS**

Prior to official enrollment Cabarrus College will require 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.
- Additional background or sanction checks may be requested at the discretion of the College.

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.

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.

## REQUIRED IMMUNIZATIONS

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 the following immunizations: DTP, or TD or Tdap; polio (3 doses); MMR (after first birthday); measles/rubella (MR) after first birthday; measles (2 doses after first birthday); mumps (2 doses); rubella; and Hepatitis B (3 doses). Please refer to the immunization guidelines available from the Office of Admissions for more specific information.

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

- Hepatitis B vaccine (3 doses).
- Hepatitis A/B combination series.
- Varicella (chicken pox).
- Two-Step TB Skin Test (Must be administered within six months of the first day of the semester for new students and updated annually).

## READMISSION

Students who withdraw from any program may be eligible for readmission within one year of the withdrawal date using an abbreviated application process. Students requesting readmission must submit the required Application for Readmission and required nonrefundable application fee.

Students exceeding the one year time frame must submit a new application to Cabarrus College. The following will be used in considering readmission:

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

Individuals readmitted must meet standards required of the course/program in which they are to be enrolled. Readmitted students will pay tuition according to the current tuition and fee schedule.

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

- non-refundable tuition deposit.
- a negative drug screening from a certified lab within 30 days prior to the first day of the semester.
- signed Consumer Release form and acceptable criminal background check.
- evidence of health insurance coverage. Students enrolled in 6 or less non-clinical credit hours will be exempted from this requirement.
- completed Pre-Enrollment Medical Examination form.
- verification of required immunizations.
- meet the student code of conduct and physical and emotional standards (page 77-79).

- current American Heart Association Healthcare Provider CPR (if clinical program)
- evidence of completion of a nursing assistant course within the last year or be on the current N.C. NA I registry prior to beginning the first nursing course.

The College complies with the Higher Education Act of 2008 by entitling readmission to students to the program of enrollment prior to the call to duty.

- The student's absence from enrollment must be necessitated by reason of service in the uniformed services.
- The cumulative length of absence and all previous absences for service must not exceed five years. The College reserves the right to extend the allowable length of absence when circumstances necessitate.
- Service members who have a dishonorable or bad conduct discharge are not entitled to readmission under the Higher Education Act of 2008, although they may still be eligible for readmission to the College.
- The student must be in good standing with the College at the time of absence due to service in the uniformed services.
- The student must submit notification of intent to re-enroll upon completion of the period of service and complete all readmission requirements by March 1 for the fall semester readmission and by October 1 for spring semester readmission to allow the College sufficient time to assign clinical space if applicable.
- The student must meet the criteria outlined in the readmission policy to be considered for readmission.

## **NON-DEGREE ENROLLMENT**

Cabarrus College of Health Sciences provides opportunities for students to enroll with a non-degree status in general education courses. Enrollment is 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 payment 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 completed. It is available in the Office of Admissions or online at [www.cabarruscollege.edu](http://www.cabarruscollege.edu). Contact the admissions office at 704-403-1556 for more specific information.

## **CONCURRENT ENROLLMENT (FOR HIGH SCHOOL STUDENTS)**

Concurrent enrollment is offered to 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 submit a completed Application for Non-Degree Enrollment, nonrefundable application fee and meet the following admission requirements:

- present evidence of US Citizenship, a current Permanent Resident Card or a current I-551 Card;

- submit evidence of all immunizations and/or health information required by the College;
- complete the junior year of high school prior to the semester in which the student desires enrollment;
- attain a preferred minimum cumulative grade point average of 3.0 in high school;
- attain a 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 take concurrent enrollment courses pay tuition and fees according to the College’s current tuition and fee schedule.

## **CHANGE OF MAJOR OR PROGRAM WITHIN MAJOR**

Applications for change of major can be made by the established application deadlines for each semester (March 1 for the fall and October 1 for the spring). Applications for change of major are considered on a competitive basis. Criteria for change of major requests include: meeting the minimum standardized test score requirement; academic history (high school and college); grades in science and math courses; grades in courses enrolled in at Cabarrus College, specifically science and math courses; academic and work ethic references; and the written essay. It is the student’s responsibility to ensure that they meet all admissions criteria.

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. Please note that admission into one program does not guarantee admission into another program.

## **DISABILITY SERVICES FOR ENROLLING STUDENTS**

The College assures compliance with the Americans with Disabilities Act of 1990 in all activities affecting students. The College does not discriminate against qualified applicants with disabilities and will provide reasonable accommodations as required by law. 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 Accommodations form available through Student Affairs Director). The Request for Accommodations form must be submitted to College Administration for evaluation. 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.

## **ACT TESTING**

Cabarrus College of Health Sciences regularly offers the Residual ACT (the 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 or go online to [www.cabarruscollege.edu](http://www.cabarruscollege.edu).

# TRANSFER CREDIT AND ADVANCED PLACEMENT

## TRANSFER CREDIT

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

- Courses must have the same semester hour (or equivalent quarter hour) credit;
- Courses must have the equivalent content as determined by catalog course description or evaluation by the registrar and 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 four years old and physical and biological science courses over five years old are not considered for transfer credit. If courses fall outside the timeframe, credit may be received by examination or on a case-by-case basis as a result of current experience in the discipline.
- Transfer credit will be considered for international courses/degrees and for military services schools provided that the student utilizes an acceptable professional organization (e.g., American Council Education (ACE) Guide to the Evaluation of Educational Experiences in the Armed Services, World Education Services (WES)) for evaluation of/conversion to college credits.
- Transfer credit for the HUM ELECT is limited to the type of humanities courses offered at Cabarrus College: ENG 210 World Literature I, HUM 130 Drama, HUM 200 Leadership Development Studies, HUM 220 Music Appreciation, HUM 310 Art and REL 210 World Religions. All courses that are approved for the HUM ELECT transfer credit must have a cultural, historical/human element in the course description (or in the course objectives or Syllabi).

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

- course description and/or course syllabus if the course has not previously been deemed “transferable” by departmental faculty evaluation
- results of pre-entrance tests/achievement tests given at previous institution
- progress evaluation by a program official of 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 new students is prepared by the Registrar after the tuition deposit has been paid. This plan will incorporate any transfer credits and the remaining courses needed for completion of the program.

All transfer credits and curriculum plans must be finalized by the Registrar by the end of the first semester of enrollment. The student’s signature on the plan indicates agreement to complete the prescribed courses as planned at the College. Provisions for exceptions to this may be made only with approval of the Registrar.

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. The minimum must include at least 50% of the credit hours in the major.

For a student enrolled at the College, transfer credit will be awarded only if approval from the Registrar is obtained prior to dual enrollment in another college.

Transfer students will be required to complete college orientation prior to matriculation.

## **BLOCK TRANSFER CREDIT FOR ALLIED HEALTH DIPLOMA GRADUATES**

Allied Health Diploma Students applying to baccalaureate 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 Program Chair 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 but not to exceed the following:
    - HSLM-60 credit hours
    - BSMI-60 credit hours
    - BSN-61 credit 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 outside the scope of the program curriculum 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)

**Required Course**

ENG 102 - Composition II

**Social/Behavioral Sciences**

SOC 101 - Introduction to Sociology

PSY 101 - Introduction to Psychology

**Humanities/Fine Arts**

SPH 101 - Public Speaking

HUM 200 - Leadership Development Studies

HUM 220 - Music

ENG 201 - World Literature

**Natural Science/Mathematics**

HSC 190 - Computers for Healthcare

MATH 161 - College Algebra

BIO 190 - Microbiology

- 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.

Faxed transcripts are considered unofficial and may be used as working documents ONLY. Official transcripts are necessary before enrollment.

## **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;
- an official transcript from an approved practical nursing education program;
- an official transcript showing evidence of successful completion of either high school or college level algebra I, algebra II and, geometry or a math with algebra II as a prerequisite;
- a current, unrestricted North Carolina practical nurse license; or a license from a state that

is a Compact State with North Carolina, as identified on the North Carolina Board of Nursing website ([ncbon.org](http://ncbon.org)).

- evidence of completion or 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);
- acceptable scores on either the SAT I or ACT;
- two references that speak to academic abilities and/or work ethic; and
- a score of 70 on the NLN ACE I PN-RN to receive credit for NSG 110.

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 exams 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.

## **GENERAL EDUCATION**

### **PHILOSOPHY**

General education provides a diverse knowledge and skill base that serves as a foundation for lifelong learning and citizenry, regardless of a student’s major.

### **PROGRAM GOALS**

- Provide a slate of courses that will allow students to meet the general education requirements specified by their program as appropriate to the degree level.
- Provide courses that will satisfy accreditation guidelines of a minimum of one course in each of the following areas for all graduates: humanities/fine arts; social/behavioral sciences; and natural science/mathematics.
- Provide courses that introduce, reinforce and/or promote application of the general education core concepts of Communication, Collaboration, Critical Thinking and Contemporary Issues.
- Recruit and promote consistency of faculty who are prepared at the master’s or higher level in the subject area or who demonstrate expert knowledge.
- Develop general education courses that are collegiate level and transferable to other colleges and universities.

### **GENERAL EDUCATION CORE CONCEPTS**

In keeping with the mission and goals of the College, four concepts embody the general education knowledge and skills required of all Cabarrus College graduates. These four core concepts are embedded in and reinforced throughout required coursework within each academic program. These core concepts include:

Communication – The College endeavors to enhance students' effective use of the English language and other forms of expression essential to success in college and in the professional work setting by having them a) read and listen critically, b) write and speak thoughtfully, clearly, coherently and persuasively, and c) utilize communication technology effectively.

Collaboration – The College endeavors to enhance the development of students' understanding of self and colleagues by having them a) examine the theories and processes of social and behavioral sciences to discover, explain, and predict human behavior and social systems, and b) study the interdependent nature of the individual, family, and society in shaping human behavior.

Critical Thinking – The College endeavors to enhance students' ability to think critically by having them a) collect, analyze and interpret data from reliable resources for consistency, relevance and

accuracy, b) advance an interaction or response drawn from the investigative process, c) develop and implement an action, and d) evaluate the response and outcomes of the action.

Contemporary Issues - The College endeavors to enhance students' understanding of how health sciences studies contribute to the management of problems in the contemporary world. Students are asked to examine the social consequences of scientific and technological discoveries and the ethical issues arising from their use.

### **GENERAL EDUCATION REQUIREMENTS**

In addition to developing core concept knowledge and skills, Cabarrus College students also are required to successfully complete the following general education coursework:

In associate degree programs, students must complete a minimum of 15 semester hours of general education coursework, with at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, natural sciences/mathematics.

In baccalaureate programs, students must complete a minimum of 30 semester hours of general education coursework, with at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, natural sciences/mathematics.

Diploma students must complete a minimum of 6 semester hours of general education coursework.

General education coursework is optional in certificate programs.

Students with questions about general education coursework should meet with their advisor, the Registrar, or the General Education Program Chair.

# ACADEMIC DEGREE PROGRAMS

## LOUISE HARKEY SCHOOL OF NURSING

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

### BACHELOR OF SCIENCE IN NURSING DEGREE (RN to BSN)

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

### MISSION

The mission of the BSN Completion Program is to prepare graduates to competently work in partnership with individuals, families, communities, and populations to promote health locally and globally by providing educational experiences to meet the expectations of the nursing profession and the population we serve.

### PHILOSOPHY

Nursing is a humanitarian profession dignified by and identified with compassion and reverence for life. Nursing demonstrates its unique professional practice through the application of the nursing process which utilizes critical thinking in applying knowledge, skills, appreciations and attitudes drawn from humanities and biological, physical, mathematical, and behavioral sciences. Professional obligations are fulfilled through interdisciplinary collaboration to achieve patient outcomes of health promotion and disease prevention. The nurse functions both independently and collaboratively to accomplish the goals of nursing.

Graduates of the baccalaureate nursing program are expected to demonstrate competencies consistent with being a critical thinker, a culturally competent person, a politically aware professional, a practitioner whose actions are consistent with professional legal and ethical standards, an effective communicator, a competent provider of health care, and a person who exemplifies a positive image. Graduates demonstrate a life-long learning quest for knowledge and growth.

### 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.
- 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.
- Communicate effectively through oral and written communications with patients, colleagues, faculty, and members of the healthcare team.

- Practice nursing in compliance with legal, ethical, and professional standards.
- Demonstrate a personal commitment to professional nursing practice and lifelong personal and professional development.

## 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 Elective	3
Elective I	200 level or above	3
Elective II	200 level or above	3

#### Program Requirement

Course #	Course Title	Credit Hours
ENG 302	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
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#### Major Nursing Courses

Course #	Course Title	Credit Hours
NSG 300	Nursing in Society	3
NSG 301	Health Assessment	4
NSG 303	Nursing Administration and Leadership	3
NSG 305	Health Policy	3
NSG 313	Nursing Informatics	3
NSG 401	Health and Populations	3
NSG 403	Current Issues in Nursing	3
NSG 405	Pharmacology	3
NSG 407	Nursing Research	3
NSG 410	Health and Populations Service Learning Project	4
	TOTAL	32

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

BSN completion program students may earn a minor in health services leadership & management (HSLM) by completing 12 semester hours of HSLM major courses. HSL 300, HSL 320, HSL 330 and HSL 400 are the preferred courses to earn a HSLM minor.

## ADMISSION

An application is considered based on academic history, a written essay and two references. Each application is carefully considered based on its entirety.

The current requirements for consideration in the Cabarrus College Health Sciences RN-BSN Online program are as follows:

- Completion of a Registered Nurses associate degree program prior to beginning enrollment.
- A minimum cumulative GPA of 2.5 in all post-secondary coursework.
- Current unencumbered and active license to practice as a Registered Nurse in North Carolina. This requirement must be met by the time of enrollment in the first nursing course.
- Official copies of all post-secondary attempted or completed.
- Proof of having completed high school or college level Algebra I, Algebra II, geometry, and a math with Algebra II as a prerequisite.
- Completion of the RN-BSN application located online at [www.cabarruscollege.edu](http://www.cabarruscollege.edu).
- Additional information on admission requirements and how to apply is available at [www.cabarruscollege.edu](http://www.cabarruscollege.edu).

Written Essay:

We ask that you help us get to know you better through a required written essay. Please read the essay requirements carefully, and please limit your responses to the lengths we've indicated.

Prepare your essays carefully. The Admissions Committee considers your responses to the essay questions important in the selection process. Please respond fully and concisely using double line spacing in a 12 size font. Essays should be no longer than 300-500 words. All essays should either be copy and pasted into the window provided or saved as a Microsoft Word doc., docx., or pdf. document and uploaded to your application.

Please submit a written essay which includes the following:

1. A description of your professional short and long-term goals.
2. A description of why you feel Cabarrus College of Health Sciences RN-BSN program will help you meet these goals.

OPTIONAL: You may also provide a letter addressing any additional information that you wish the Admissions Committee to consider in making a decision about your application.

Including, but not limited to:

- Information regarding community service
- Elaboration of any special skills/attributes you would bring to the program(e.g. foreign language fluency, international experience; health care experience, leadership experiences, etc.)
- Explain why you withdrew from enrolled courses, or explain academic performance if less than satisfactory



- If you have previously applied to the School of Nursing and were denied acceptance, identify improvements to your professional or academic portfolio since last application.

Submit letters to:

Cabarrus College of Health Sciences

Admissions Office

401 Medical Park Drive

Concord, NC 28025

## REQUIRED REFERENCES

Two letters of reference are required from persons who can attest to your academic and professional skills and ability, i.e. immediate supervisor, instructor, or professor.

One of the recommendations should come from your immediate supervisor and the other from a person who can attest to your academic ability, i.e. instructor, professor. If you are currently enrolled in an ADN program both of your references should be provided by academic persons who are familiar with your ability, i.e. instructors, professors. If you graduated within the past 2 years one of your references must come from an instructor or professor who is familiar with your academic ability. Please note that an application is not considered complete until we have received both recommendations.

## ASSOCIATE OF SCIENCE IN NURSING

### MISSION

To prepare graduates for employment as beginning registered nurses in acute, ambulatory and long term care facilities and prepare them for lifelong learning.

### 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.

## **PROGRAM GOALS**

- 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
BIO 210*	Human Anatomy & Physiology I	4
PSY 150*	Human Growth & Development	3
BIO 100*	Medical Terminology	1
	<b>TOTAL</b>	<b>17</b>

#### 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
	<b>TOTAL</b>	<b>16</b>

#### Summer Session

COURSE #	COURSE TITLE	CREDIT HOURS
NSG 130**	Mental Health Nursing	5
ENG 101	English Composition I	3
	<b>TOTAL</b>	<b>8</b>

#### Fall Semester

COURSE #	COURSE TITLE	CREDIT HOURS
NSG 210**	Family Health Nursing I	3
NSG 211**	Family Health Nursing II	6
SOC 101	Introduction to Sociology	3
HUM	Humanities Elective	3
	<b>TOTAL</b>	<b>15</b>

#### Spring Semester

COURSE #	COURSE TITLE	CREDIT HOURS
NSG 220**	Complex Nursing	9
NSG 230**	Nursing Practicum	3
Elective		3
	<b>TOTAL</b>	<b>15</b>

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
<b>TOTAL</b>		<b>17</b>

### Summer Session

COURSE #	COURSE TITLE	CREDIT HOURS
ELECTIVE		3
ENG 101	English Composition I	3
<b>TOTAL</b>		<b>6</b>

### 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
<b>TOTAL</b>		<b>16</b>

### Spring Semester

COURSE #	COURSE TITLE	CREDIT HOURS
NSG 130**	Mental Health Nursing	5
NSG 210**	Family Health Nursing I	3
SOC 101	Introduction to Sociology	3
HUM	Humanities Elective	3
<b>TOTAL</b>		<b>14</b>

### Summer Session

COURSE #	COURSE TITLE	CREDIT HOURS
NSG211**	Family Health Nursing II	6
<b>TOTAL</b>		<b>6</b>

### Fall Semester

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

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

\*Program requirement

\*\* Major requirement

## 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.

## ADMISSION

For admission into the Associate of Science Degree Nursing (ADN) program, applicants must meet the general college admission requirements and must submit:

- an official transcript showing evidence of high school or college level Algebra I, Algebra II, either geometry or a math with Algebra II as a prerequisite, chemistry, and biology with a preferred minimum grade of “C”
- Minimum suggested standardized test scores:
  - SAT scores of 480 – critical reading and 440 – math OR
  - ACT composite score of 19
- evidence of high school class rank (should rank in upper half of class)
- two references that speak to academic abilities and/or work ethic. If applicant has previously been enrolled in another nursing program within the last five years, then one reference MUST be from a program official at the institution attended
- evidence of completion of a state approved nursing assistant course within the last year or be on the current N.C. NA I registry prior to beginning the first nursing course. A list of state approved programs is available at [www.ncnar.org](http://www.ncnar.org).

## **HEALTH SCIENCE BACHELOR'S DEGREE PROGRAMS**

### **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 facilities, and a variety of other health services organizations.

#### **MISSION**

The HSLM program provides progressive health services educational experiences that enable students to acquire the necessary analytical, communication and interpersonal skills to become effective healthcare leaders.

#### **PHILOSOPHY**

Health services leadership and management education is a process that supports the development of the learners' skills in preparation for a career in health services management. The student will be gaining new knowledge, skills, and attitudes that will encourage the learner to gain new behaviors and develop critical thinking skills. This educational process is continuous and goes beyond formal learning with the learner assuming responsibility for his or her own education.

The health services manager behaves in a dignified manner and shows compassion and caring for other human beings of all ages, cultures, and backgrounds. These attributes are necessary for a holistic approach in meeting the needs of an individual and their family. Health services managers need to demonstrate the ability to act as a member of the healthcare team to support promotion and maintenance of health, the prevention of disease, and the care and rehabilitation of the sick.

#### **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:

- Demonstrating knowledge of the factors that condition and affect leadership and management practice in health service delivery.
- Developing coaching, collaboration, and communication skills essential for effective health services leadership.
- Applying 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. 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 302	Professional Research and Reporting	3

### Program Requirements:

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

### Major Requirements (Courses may be offered in a hybrid and/or web based format):

Course #	Course Name	Credit Hours
HSL 300	Introduction to Health Services Organizations	3
HSL 302	Methods for Health Services Research and Evaluation	3
HSL 320	Health Care Informatics	3
HSL 330	Human Resources Management	3
HSL 350	Leadership in the Health Service Industry	3
HSL 360	Internship I	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
	<b>SUBTOTAL</b>	<b>60</b>

	Associate Degree credits	60
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	<b>TOTAL</b>	<b>120</b>
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### Program Electives (Courses may be offered in a hybrid and/or web based format):

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

## ADMISSION

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:

- 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
- an official transcript(s) showing evidence of an earned Associate Degree or equivalent diploma in a healthcare related field
- transcript showing a preferred cumulative GPA of 2.5 or above
- documentation of a current, active, unencumbered license or certification in a healthcare discipline, as appropriate
- two letters of reference which speak to academic abilities and/or work ethic, one of which must be from a current supervisor or educational program faculty member
- evidence of at least six months work experience in healthcare or management (preferred prior to enrollment in HSM 300).

## **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 is approximately a two year completion program.

### **MISSION**

The Medical Imaging program at Cabarrus College of Health Sciences will provide the registered/certified Imaging Professional with an opportunity to achieve an Advanced Credential(s) and/or Baccalaureate completion degree. The program will do so through didactic offerings at the college and clinical requirements at the various affiliate hospitals.

### **PHILOSOPHY**

The Medical Imaging Program at Cabarrus College of Health Sciences pursues academic research in class, the clinical or work environment, and life in general. The program has a philosophy towards enrichment developed through a need to advance ones general knowledge base, and a desire to rise to your potential and excel in your life's profession.

### **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 supervisory/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.

## BS COMPLETION DEGREE MEDICAL IMAGING MIXED OPTION—CT

### General Education:

Course #	Course Name	Credit Hours
BUS 310	Introduction to Accounting and Financial management	3
ENG 302	Professional Research and Reporting	3
MAT 310	Statistics	3
SOC 313	Issues in Diversity	3
	One upper division general elective	3

### Program Requirements:

Course #	Course Name	Credit Hours
Ethics Course	(HSL 411 or PHL 310)	3
BIO 310	Cross Sectional Anatomy & Pathophysiology	4
	Program Electives	9

### Major Requirements:

Course #	Course Name	Credit Hours
HSL 300	Introduction to Health Services Organizations	3
HSL 303	Healthcare Supervision	3
HSL 320	Health Care Informatics	3
HSL 400	Organization Dynamics and Communications	3
CAT 301	Introduction to CT & CT Physics	3
CAT 303	CT Procedures & Protocols	3
CAT 304	CT Clinical Application	6
MIS 400	Medical Imaging Special Procedures & Quality Control	3
MIS 450	Imaging Management Internship (capstone)	3
SUBTOTAL		61
Associate Degree Credits		60
<b>TOTAL</b>		<b>121</b>

### Program Electives:

Course #	Course Name	Credit Hours
CAS 302	Research in the Electronic Environment	3
HSL 302	Methods for Health Services Research and Evaluation	3
HSL 330	Human Resource Management	3
HSL 341	Issues in Performance Improvement	3
HSL 350	Leadership in the Health Services Industry	3
HSL 411	Legal and Ethical Issues	3
PHL 310	Ethics in Healthcare	3
	Humanities Elective	3

## BS COMPLETION DEGREE MEDICAL IMAGING MIXED OPTION—MRI

### General Education:

Course #	Course Name	Credit Hours
BUS 310	Introduction to Accounting and Financial management	3
ENG 302	Professional Research and Reporting	3
MAT 310	Statistics	3
SOC 313	Issues in Diversity	3
	One upper division general elective	3

### Program Requirements:

Course #	Course Name	Credit Hours
	Ethics Course (HSL 411 or PHL 310)	3
BIO 310	Cross Sectional Anatomy & Pathophysiology	4
	Program Electives	9

### Major Requirements:

Course #	Course Name	Credit Hours
HSL 300	Introduction to Health Services Organizations	3
HSL 303	Healthcare Supervision	3
HSL 320	Health Care Informatics	3
HSL 400	Organization Dynamics and Communications	3
MRI 301	Introduction to MRI & MR Physics	3
MRI 303	MRI Procedures & Protocols	3
MRI 304	MRI Clinical Applications	6
MIS 400	Medical Imaging Special Procedures & Quality Control	3
MIS 450	Imaging Management Internship (capstone)	3
SUBTOTAL		61
Associate Degree Credits		60
TOTAL		121

### Program Electives:

Course #	Course Name	Credit Hours
CAS 302	Research in the Electronic Environment	3
HSL 302	Methods for Health Services Research and Evaluation	3
HSL 330	Human Resource Management	3
HSL 341	Issues in Performance Improvement	3
HSL 350	Leadership in the Health Services Industry	3
HSL 411	Legal and Ethical Issues	3
PHL 310	Ethics in Healthcare	3
	Humanities Elective	3

## DEGREE REQUIREMENTS FOR MEDICAL IMAGING CLINICAL OPTION

### General Education:

Course #	Course Name	Credit Hours
BUS 310	Introduction to Accounting and Financial Management	3
ENG 302	Professional Research and Reporting	3
MAT 310	Statistics	3
SOC 313	Issues in Diversity	3
	One upper division general elective	3

### Program Requirements:

Course #	Course Name	Credit Hours
HSL 300	Introduction to Health Services Organizations	3
	Ethics Course (HSL 411 or PHL 310)	3
	Program Electives	6
BIO 310	Cross Sectional Anatomy & Pathophysiology	4

### Major Requirements:

Course #	Course Name	Credit Hours
CAT 301	Introduction to Computed Tomography & CT Physics	3
CAT 303	Computed Tomography Procedures & Protocols	3
CAT 304	Computed Tomography Clinical Applications	6
MRI 301	Introduction to MRI & MR Physics	3
MRI 303	MRI Procedures & Protocols	3
MRI 304	MRI Clinical Applications	6
MIS 400	Medical Imaging Special Procedures & Quality Control	3
MIS 450	Imaging Management Internship (capstone)	3
	<b>SUBTOTAL</b>	<b>61</b>
	Associate Degree Credits	60
	<b>TOTAL</b>	<b>121</b>

### Program Electives

Course #	Course Name	Credit Hours
CAS 302	Research in the Electronic Environment	3
HSL 302	Methods for Health Services Research and Evaluation	3
HSL 303	Healthcare Supervision	3
HSL 341	Issues in Performance Improvement	3
HSL 350	Leadership in the Health Services Industry	3
HSL 400	Organization Dynamics and Communications	3
HSL 411	Legal and Ethical Issues	3
PHL 310	Ethics in Healthcare	3
HUM	Humanities Elective	3

## MANAGEMENT OPTION

### General Education

Course #	Course Name	Credit Hours
BUS 310	Introduction to Accounting and Financial Management	3
ENG 302	Professional Research and Reporting	3
MAT 310	Statistics	3
SOC 313	Issues in Diversity	3
	One upper division general elective	3

### Program Requirements:

Course #	Course Name	Credit Hours
Ethics course	(HSL 411 or PHL 310)	3

### Major Requirements:

Course #	Course Name	Credit Hours
HSL 300	Introduction to Health Services Management	3
HSL 320	Health Care Informatics	3
HSL 350	Leadership in the Health Service Industry	3
HSL 400	Organizational Dynamics and Communication	3
HSL 402	HealthCare Policy and Planning	3
HSL 403	Current Issues in Health Services Management	3
MIS 400	Medical Imaging Special Procedures & Quality Control	3
MIS 450	Imaging Management Internship (capstone)	3
	Program Electives	18
	<b>SUBTOTAL</b>	<b>60</b>
	Associate Degree Credits	60
	<b>TOTAL</b>	<b>120</b>

### Program Electives:

Course #	Course Name	Credit Hours
CAS 302	Research in the Electronic Environment	3
HSL 302	Methods for Health Services Research and Evaluation	3
HSL 303	Healthcare Supervision	3
HSL 306	Healthcare Economics	3
HSL 341	Issues in Performance Improvement	3
HSL 330	Human Resource Management	3
HSL 450	Management Problems in the Health Services Industry	3
PHL 310	Ethics in Healthcare	3
HUM	Humanities Elective	3

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	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	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. Students enrolled in the advanced certification program will generate an academic transcript at Cabarrus College, which may be applied to academic programs.

## ADMISSION

For admission to the Bachelor of Science Degree in Medical Imaging, applicants must meet the general college admission requirements and also submit:

- 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
- an official transcript(s) of an earned associate degree or equivalent diploma in one of the primary disciplines in the imaging science
- transcript showing a preferred cumulative GPA of 2.5 or above
- evidence of graduation from an accredited primary disciplined program with current, active registry eligible status with the ARRT
- two letters of reference, one from a current supervisor or imaging faculty member

For admission to the Medical Imaging CT and MRI certificate programs, applicants must meet the criteria for admission to the College and must submit:

- an official transcript showing completion of Algebra I, geometry and Algebra II at the high school or college level
- an official transcript showing completion of an earned associate degree in one of the primary disciplines in the imaging field
- evidence of current, active registry or registry eligible status with ARRT
- two letters of reference

## HEALTH SCIENCE ASSOCIATE DEGREE PROGRAMS

### MEDICAL ASSISTANT ASSOCIATE OF SCIENCE DEGREE AND DIPLOMA

#### MISSION

The Mission of the Medical Assistant Program is to provide an atmosphere for qualified students to develop, enhance, and demonstrate the knowledge, skills and professionalism required to function as an entry-level medical assistant in the ambulatory care setting by providing support, direction and creative learning experiences, and stressing the use of learned ideas and processes in new situations, fostering the development of critical thinking.

#### PHILOSOPHY

The Medical Assistant Program at Cabarrus College of Health Sciences strives to enable medical assisting students to enhance and demonstrate the knowledge, skills and professionalism required by employers and patients, and promote effective, efficient health care delivery by empowering students to take responsibility for their learning, inspiring courage to grow intellectually, cultivating curiosity, providing opportunities for developing relationships, clarifying values, uplifting the spirit and igniting action.

The program stresses the use of learned ideas and processes in new situations which fosters the development of critical thinking. Transfer of this sort is what really determines what has been learned.

#### PROGRAM GOALS

- Recruit, admit, and retain students from diverse backgrounds who have demonstrated specified standards of scholarship and personal character, and focused educational goals.
- Provide the knowledge base, skills, behaviors, values, and competencies necessary to function as an entry-level Medical Assistant practitioner in accordance with nationally accepted standards of roles and functions.
- Prepare students to demonstrate both administrative and clinical skills through interactive and “hands-on” learning in a “real-world” practicum experience.
- Encourage life-long learning, problem-solving, critical thinking and interpersonal communication as a means of achieving personal and professional growth.
- Develop medical assistants that demonstrate the ability and commitment to practice the standards and guidelines of the medical assistant program accreditation and certification standards.

#### **Certification Eligibility:**

The Cabarrus College of Health Sciences Medical Assistant Diploma Program is based on the accreditation standards 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 standards and guidelines are the minimum standards of quality used in accrediting programs that prepare individuals to enter the medical assisting profession. Cabarrus College of Health Sciences was initially accredited in April 2000 and in May 2009 was granted continued accreditation thru 2017. 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**

<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>
ENG 101	English Composition I	3
CAS 190	Computer Technology Applications	3
MED 101**	Medical Assisting I	6
MED 102**	Human Anatomy & Physiology	3
BIO 100*	Medical Terminology	1
	<b>TOTAL</b>	<b>16</b>

**Spring Semester**

<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>
MED 111**	Business Applications	4
PSY 101*	General Psychology	3
MED 110**	Medical Assisting II	10
	<b>TOTAL</b>	<b>17</b>

**Summer Session**

<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>
MED 120**	Medical Assistant Practicum	6
	<b>TOTAL</b>	<b>6</b>

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**

<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>
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
	<b>TOTAL</b>	<b>14</b>

**Spring Semester**

<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>
BIO 150*	Nutrition for Healthy Living	3
BIO 220*	Human Anatomy & Physiology II	4
HUM	Humanities Elective	3
### ##	Elective	3
	<b>TOTAL</b>	<b>13</b>

**Summer Session**

MED 230**	Medical Assistant Internship	3
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Sixty-nine semester hours are required to earn an Associate of Science Degree in the Medical Assistant program.

\*Program requirements      \*\* Major requirements

## ADMISSION

Applicants to the Medical Assistant, Diploma program must meet the General College Admission Requirements and must submit:

- an official transcript showing evidence of either high school or college level Algebra I, either Algebra II or geometry, and biology with a preferred minimum grade of “C”
- an official transcript showing evidence of a keyboarding or typing course with a preferred grade of “C” OR comparable work experience
- Suggested minimum standardized test scores:
  - SAT scores of 430 – critical reading and 380 – math OR
  - ACT composite score of 18 OR
  - ASSET (35 in the Writing section, 37 in the Reading section, and 33 in the Numerical section)
- two references that speak to academic abilities and/or work ethic. If applicant has previously been enrolled in another Medical Assistant program within the last five years, then one reference MUST be from a program official at the institution attended.

Applicants to the Medical Assistant, Associate of Science Degree program must meet the general college admission requirements, requirements for the Diploma in Medical Assisting program and must also submit: An official transcript showing evidence of high school or college level Algebra I, Algebra II, either geometry or a math with Algebra II as a prerequisite, and chemistry with a preferred minimum grade of “C”.

# **OCCUPATIONAL THERAPY ASSISTANT ASSOCIATE OF SCIENCE DEGREE**

## **MISSION STATEMENT**

The Occupational Therapy Assistant (OTA) program strives to graduate students who are competent, caring, and ethical professionals by providing support and educational excellence.

## **VISION STATEMENT**

To provide an exceptional and progressive Occupational Therapy Assistant learning environment.

## **PHILOSOPHY**

The Occupational Therapy Assistant program supports the belief that human beings learn through active interaction with the environment. This philosophy is consistent with the American Occupational Therapy Association Philosophy of Professional Education which states, “Occupational therapy educators use active learning that engages the learner in a collaborative process that builds on prior knowledge and experience and integrates professional academic knowledge, experiential learning, clinical reasoning, and self-reflection.” Visit [www.aota.org](http://www.aota.org) for additional information.

## **PROGRAM GOALS**

- Ensure Academic Excellence: To provide superior classroom instruction that will promote high certification pass rates and program completion and to,
- Promote Student Success: To provide the skills and competencies that will allow graduates to be employed and successful as a generalist in an entry level OTA position.

## **EDUCATIONAL GOALS**

1. Provide a consistent educational framework to support skill and competency based learning.
2. Facilitate individual personal and professional growth so that each student can maximize their strengths and become a successful lifelong learner.
3. Provide observational and practical learning experiences which repeat core curriculum concepts for student retention and application.
4. Facilitate multiple opportunities for students to learn and acquire professional behaviors in a variety of settings.
5. Apply data collection, evidenced based research, and critical thinking skills in laboratory and clinical settings.
6. Promote student creativity, self reflection, and evaluation.
7. Equip each student to pass the NBCOT certification examination with confidence.
8. Prepare each student to be a qualified and professional entry level practitioner for employment in a variety of settings which include; extended care facilities, community based programs, hospitals, school systems, outpatient clinics, and rehabilitation facilities.
9. Develop awareness of the role of culture, social, and ethnic diversity in ethical performance of occupational therapy assistant practice.
10. Provide community service, through OTA student clinical experiences, to sites that currently do not offer occupational therapy.

The curriculum design meets the educational goals through the instruction of basic fundamental skill sets and demonstrated clinical competencies. Initially, fundamentals are introduced, explained, and demonstrated. Students are then asked to demonstrate fundamental skill sets through the completion of competency sheets where they have the opportunity to imitate and repeat the required roles of an occupational therapy assistant.

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

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

## OTA CURRICULUM PLAN – FALL 2010

### Fall Semester

Course #	Course Title	Credit Hours
OTA 110**	Introduction to OT	2
OTA 115**	Level I Fieldwork #1	1
OTA 120 **	Activity Analysis/Application to Occupation	3
BIO 100*	Medical Terminology	1
BIO 210*	Human Anatomy and Physiology I	4
ENG 101	English Composition I	3
CAS 190	Computer Technology Applications	3
<b>TOTAL</b>		<b>17</b>

### Spring Semester

Course #	Course Title	Credit Hours
OTA 130**	Fundamentals of Occupations	3
OTA 140**	Adult Physical Conditions	3
OTA 145 **	Level I Fieldwork #2	1
OTA 150**	Pediatrics in OT	3
PSY 101*	General Psychology	3
BIO 220*	Human Anatomy & Physiology II	4
<b>TOTAL</b>		<b>17</b>

**Summer Session #1**

<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>
OTA 160**	Kinesiology	3
PSY 150*	Human Growth & Development	3
<b>TOTAL</b>		<b>6</b>

**Fall Semester**

<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>
OTA 200**	Pediatric Therapeutic Intervention	2
OTA 210**	Mental Health Concepts/Techniques for OTA	2
OTA 215**	Level I Fieldwork #3	1
OTA 220**	Adult Therapeutic Intervention	3
HUM	Humanities of Student Choice	3
PSY 210*	Abnormal Psychology	3
#### ###	Elective	3
<b>TOTAL</b>		<b>17</b>

## Spring Semester

<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>
OTA 240**	Level II Fieldwork #1	6
OTA 260**	Level II Fieldwork #2	6
<b>TOTAL</b>		<b>12</b>

**Total Program Hours** **69**

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 requirements \*\* Major Requirements

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 addition to successful completion of the NBCOT certification examination. A felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or to attain state licensure.

## ADMISSION

For admission into the Occupational Therapy Assistant Associate of Science Degree program, applicants must meet the general college admission requirements and submit:

- An official transcript showing evidence of high school or college level Algebra I, Algebra II, either geometry or a math with Algebra II as a prerequisite, chemistry, and biology with a preferred minimum grade of “C”.
- Acceptable standardized test scores: Suggested scores: SAT I 480 critical reading and 440 math, or ACT composite score of 19, or ASSET (42 in the writing, 42 in the reading, and 36 in the numerical)
- Evidence of high school class rank (should rank in upper half of class)
- Two references that speak to academic abilities and/or work ethic. If applicant has previously been enrolled in another Occupational Therapy Assistant program within the last five years, then one reference **MUST** be from a program official at the institution attended
- Evidence of at least 25 hours of Occupational Therapy observation is required in three different Occupational Therapy settings.

# **SURGICAL TECHNOLOGY ASSOCIATE OF SCIENCE DEGREE AND DIPLOMA**

## **MISSION**

The Surgical Technology program provides students with the opportunity to develop the skills and knowledge necessary for gaining employment as a surgical technologist, and to become a contributing member of the health care team.

## **PHILOSOPHY**

Surgical Technology is a program which supports the development of the student to function as a member of the surgical team. The focus of the program is to help students gain the knowledge and skills necessary to make critical thinking judgments in stressful situations to produce optimal patient outcomes. This process encourages students to develop an awareness of teamwork, professional responsibilities, and personal accountability. Students will exhibit a professional work ethic that includes compassion for all individuals regardless of ethnicity or cultural background. At the end of the day, Surgical Technologists have the satisfaction of knowing they're a vital part of a healthcare profession that promotes life saving activities.

## **PROGRAM GOALS**

The Surgical Technology program provides students with the opportunity to develop the skills and knowledge necessary for gaining employment as a surgical technologist, and to become a contributing member of the health care team. This will be accomplished by preparing competent entry level surgical technologist in the cognitive, psychomotor, and affective learning domains.

The graduates of the Surgical Technology program will:

- Correlate the knowledge of anatomy, physiology, pathophysiology, and microbiology to their role as a Surgical Technologist.
- Demonstrate a safe level of practice and knowledge as an entry level Surgical Technologist in all specialties.
- Acquire an understanding of legal, ethical, and moral values related to the patient and the Operating Room team during the perioperative experience.
- Demonstrate and integrate principles of surgical asepsis as a part of the perioperative experience.
- Apply knowledge of anatomy and pharmacology to surgical case assignments as well as maintain the surgical environment.
- Value the professional attributes of the Surgical Technologist while applying critical thinking and affective behaviors as means of achieving personal and professional growth.

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 additional coursework 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 National Board of Surgical Technology and Surgical Assisting.

**SURGICAL TECHNOLOGY CURRICULUM PLAN  
DIPLOMA PROGRAM**

**Fall Semester**

<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>
ENG 101	English Composition I	3
SRG 111**	Introduction to Surgery	8
BIO 100*	Medical Terminology	1
BIO 163**	Basic Human Anatomy & Physiology	5
	<b>TOTAL</b>	<b>17</b>

**Spring Semester**

<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>
PSY 101	General Psychology	3
BIO 190*	Principles of Microbiology	4
SRG 121**	Surgical Procedures & Clinical I	9
	<b>TOTAL</b>	<b>16</b>

**Summer Session**

<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>
SRG 131**	Surgical Procedures & Clinical II	6
	<b>TOTAL</b>	<b>6</b>

39 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**

<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>
SOC 101	Introduction to Sociology	3
BIO 210*	Human Anatomy & Physiology I	4
### ###	Social Science Elective	3
MAT 161	College Algebra	3
SRG 211**	Advanced Clinical Practice	3
	<b>TOTAL</b>	<b>16</b>

**Spring Semester**

<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>
BIO 220*	Human Anatomy & Physiology II	4
HUM	Humanities Elective	3
SRG 221**	Surgical Capstone	3
SPH 201	Communication in Business & Professional Life	3
	<b>TOTAL</b>	<b>13</b>

\* Program requirements    \*\* Major Requirements

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



## ADMISSION

Applicants to the Surgical Technology Diploma program must meet the general college admission requirements and must submit:

- an official transcript showing evidence of Algebra I, either Algebra II or geometry, and biology with a preferred minimum grade of “C”
- minimum suggested standardized test scores:
  - SAT scores of 430 – critical reading and 380 – math OR
  - ACT composite score of 18 OR
  - ASSET (35 in the Writing section, 37 in the Reading section and 33 in the Numerical section)
- two references that speak to academic abilities and/or work ethic. If applicant has previously been enrolled in another Surgical Technology program within the last five years, then one reference MUST be from a program official at the institution attended.

For admission into the Surgical Technology Associate of Science Degree program, applicants must meet the general college admission requirements, requirements for the Diploma in Surgical Technology program and must also submit:

- an official transcript showing evidence of high school or college level Algebra I, Algebra II, either geometry or a math with Algebra II as a prerequisite, and chemistry with a preferred minimum grade of “C”

## ASSOCIATE IN SCIENCE DEGREE

### MISSION

The Associate in Science Program at Cabarrus College of Health Sciences has an absolute commitment to educational excellence in the preparation of men and women for careers in the Health Sciences within our region.

### PHILOSOPHY

The Associate in Science Program is provided in an institutional environment recognized for excellence in healthcare 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 transfer into professional clinical programs at Cabarrus College, for completion of the Associate in Science Degree, 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.

## 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*	Computer Technology Applications	3
	<b>TOTAL</b>	<b>17</b>

### 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
	<b>TOTAL</b>	<b>17</b>

### Semester III

Course #	Course Title	Credit Hours
BIO 100*	Medical Terminology	1

BIO 190**	Microbiology	4
HUM	Humanities Elective	3
BIO 240**	General Genetics	4
SPH 201	Communication	3
	<b>TOTAL</b>	<b>15</b>

#### Semester IV

Course #	Course Title	Credit Hours
BIO 150**	Nutrition for Healthy Living	3
BIO 230**	Cell Biology	4
Electives	General Education Elective	8
	<b>TOTAL</b>	<b>15</b>

**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
	<b>TOTAL</b>	<b>15</b>

#### 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
	<b>TOTAL</b>	<b>17</b>

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.

## PRE NURSING TRACK: ASSOCIATE IN SCIENCE PROGRAM

The Pre-Nursing Track of the Associate in Science program is a two-semester, 28 credit hour sequence of classes, that if completed successfully, guarantees admission to the Associate of Science Degree in Nursing. Other requirements for guaranteed admission are described under Pre Nursing Track: Associate in Science Program.

<b>Semester I</b>		
<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>
Elective		3
ENG 101	English Composition I	3
BIO 210	Human Anatomy & Physiology	4
PSY 101	General Psychology	3
BIO 100	Medical Terminology	1
	<b>TOTAL</b>	<b>14</b>

<b>Semester II</b>		
<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>
BIO 190	Microbiology	4
BIO 220	Human Anatomy & Physiology II	4
PSY 150	Human Growth and Development	3
MAT 161	College Algebra	3
	<b>TOTAL</b>	<b>14</b>

Students will be admitted into the Associate Degree Nursing Program at Cabarrus College on a space available basis after the following conditions have been met:

- All courses in the Pre-Nursing Track have been completed by prior transfer credit (for applicable courses) or by completion at Cabarrus College. BIO 100, BIO 210, and BIO 220 must be completed at Cabarrus College (transfer credit is not accepted) with a grade of “B” or higher.
- A cumulative GPA of 3.00 or higher achieved for all courses taken at Cabarrus College.
- evidence of completion of a state approved nursing assistant course within the last year or be on the current N.C. NA I registry prior to enrolling in the first nursing course. A list of state approved programs is available at [www.ncnar.org](http://www.ncnar.org).
- Successful completion of American Heart Association Healthcare Provider CPR.

Students who are not accepted into the Associate Degree Nursing Program at the completion of the Pre-Nursing track may change to the Life Sciences Track to complete an Associate in Science Degree or apply to change their major to another associate degree program at Cabarrus College.

## 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.

## **ADMISSION**

For admission into the Associate in Science Degree (AS) program (Pre-Professional and Life Sciences Tracks), applicants must meet general college admission requirements and must submit:

- an official transcript showing evidence of high school or college level Algebra I, Algebra II, either geometry or a math with Algebra II as a prerequisite, chemistry and biology with a preferred minimum grade of "C"
- minimally suggested standardized test scores:
- SAT scores of 430 – critical reading and 380 – math (score of 480 critical reading and 440 math required for pre-nursing) OR
- ACT Composite score of 18 (score of 19 required for pre-nursing) OR
- ASSET (35 in the writing section, 37 in the Reading section and 33 in the Numerical section). ASSET may not be used for pre-nursing.
- evidence of rank in the upper half of high school class
- two references that speak to academic abilities and/or work ethic.

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.

# CONTINUING EDUCATION

## MISSION

The Continuing Education Department of Cabarrus College provides programs to address the lifelong learning needs of current healthcare professionals and those seeking a career in the healthcare field.

## PURPOSE

The purpose of Continuing Education is to improve the quality of client/patient care by developing and enhancing the healthcare careers of local and regional nurses, other allied health professionals, and those beginning their journey in this rewarding field.

General Guidelines: All Continuing Education classes, unless otherwise noted, have a nonrefundable registration fee. Textbook, supplies, and lab fees are not included in tuition unless so stated.

The tuition and fee structure for continuing education programs is different from that of academic credit programs listed in this catalog. Registration fees for continuing education programs are non-refundable. Go to [www.cabarruscollege.edu/programs/cont\\_ed.html](http://www.cabarruscollege.edu/programs/cont_ed.html) for complete details. Tuition is due three (3) weeks before the first day of class. If the tuition deadline is not met, the participant will be subject to forfeiting his/her place in the class. Tuition is refundable if the applicant submits in writing a request to be withdrawn from the class no less than three (3) weeks (15 business days) prior to the first day of class. If communication is not in writing or if the student does not withdraw prior to fifteen (15) business days before class begins, tuition is NOT refundable.

Continuing Education reserves the right to cancel any class due to low enrollment. Should this occur, the \$50 registration fee along with any tuition paid will be refunded.

Contact Continuing Education for questions, schedules, and upcoming events by calling 704-403-3207.

Courses offered by Continuing Education include Nurse Aide I, Nurse Aide I Review, Nurse Aide II, Medical Coding, Medication Aide, CPR and computer classes.

## NURSE AIDE I

The Nurse Aide I Training Program (NAI) offered through Continuing Education prepares participants to fulfill the minimum requirements necessary for working in the healthcare field as a Nurse Aide I. Upon successful completion of this class, graduates are eligible to take the Nurse Aide I Competency Evaluation at a local test site for an additional fee.

## NURSE AIDE I REVIEW

This program provides a concentrated, focused review. Upon satisfactory completion of the course, participants are prepared to take the Nurse Aide I Competency Evaluation at a local test site for an additional fee.

## **NURSE AIDE II**

The Nurse Aide II program is designed to prepare graduates to perform more complex nursing skills for patients or residents regardless of the setting. This program includes class, laboratory and clinical learning experiences with a focus on complex skills and more invasive procedures including wound care, oxygen therapy, and tracheotomy care to name a few. Upon satisfactory completion of the course and the skill/competency evaluation, the graduate will be eligible for listing with the North Carolina Board of Nursing as a Nurse Aide II. The Nurse Aide II will always work under the supervision and direction of a licensed nurse. This program meets the criteria established by the NC Board of Nursing.

## **NURSE AIDE II – NAI/EMT BRIDGE**

Our community is fortunate to have numerous professionals certified as Emergency Medical Technicians (EMT) who have obtained their NAI training are listed on the NC NAI Registry. Their extensive training and experience serves as a stepping stone to an abbreviated NAI program offered through Continuing Education. This training will prepare participants to seek careers in the field of emergency rescue as well as to provide nursing assistant duties within a healthcare facility. This program meets criteria established by the NC Board of Nursing.

## **CODING PROGRAM**

The coding professional is a specialist who analyzes health records and assigns codes (numbers) to medical data. These codes classify diagnoses and procedures and are used in medical research, insurance claims, reimbursement and healthcare planning.

The coding program is a series of courses leading to a certificate of completion. The purpose is to present beginning coders as well as those with limited experience with a firm foundation in coding. Those who complete the program are prepared to apply for entry-level positions in hospitals, clinics, and other healthcare related organizations. Graduates of this program are eligible for a number of professional certifications that will enhance their careers, including the Certified Professional Coder certification or certifications through the American Health Information Management Association including Certified Coding Specialist and Certified Coding Associate.

## **MEDICATION AIDE TRAINING PROGRAM**

The Medication Aide Training course covers the basic preparation for administration of medications by unlicensed persons in a skilled nursing facility setting. It is designed to prepare persons to take the competency testing required for listing as a Medication Aide in the state of North Carolina.

## **MEDICAL TERMINOLOGY**

This is a beginning study of basic medical terminology used in the science and health science fields. It is ideal for all students in health science occupations or those who will have to communicate with physicians and other medical professionals. This course is designed to provide the student with a basic knowledge and understanding of medical language used by healthcare providers. These words and symbols relate to body systems, anatomical structures, medical diagnoses and procedures. This course is a stand-alone course, not a program for certification. It is a supplementary class for those interested in or needing assistance in these areas. This course is a self-paced independent study.

## **CENTRAL SERVICE TECHNICIAN CERTIFICATION EXAM REVIEW**

This program is designed to provide the training required for Central Service Certification. The course will utilize training guidelines from the American Society for Healthcare Central Service Personnel of the American Hospital Association. Participants gain knowledge of national and international standards for decontamination and sterilization. The principles of microbiology are covered with emphasis on decontamination, disinfection and sterilization, with an overview of medical terminology, fundamentals of human anatomy, proper care and handling of surgical instrumentation, basic surgical instrument identification, inventory control, distribution, purchasing, and healthcare trends.

## **CPR**

The following CPR classes are offered by Cabarrus College:

- Healthcare Provider CPR/AED
- Healthcare Provider CPR/AED Recertification

## **COMPUTER CLASSES**

Writing a letter, analyzing numeric information, using the Internet, and maintaining an updated list of clients are a few of the many tasks which can be done more efficiently with a computer. Continuing Education can assist by providing the basics including how to set up, start, log in, use a word processing document, update a spreadsheet, find information in a database, and access the Internet. Advanced classes can build on the basics and better prepare students for workplace demands, allowing them to create special projects, design a presentation, work with macros, special functions, and create advanced formulas.

Contact Continuing Education at 704-403-3207 for information on costs related to each course offering.



# 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 . . . . . \$5,000 per semester
- 7-11 credit hours . . . . . \$3,480 per semester
- 6 or less credit hours . . . . . \$310 per credit hour
- Each additional credit hour above 16 . . . . . \$310 per credit hour

## General Fees

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

### Computer Fee

- 7 or more credit hours . . . . . \$85 per semester
- 6 or less credit hours . . . . . \$60 per semester

### Student Fee

- Fall and Spring . . . . . \$60 per semester
- Summer . . . . . \$60 per session

## Special Fees

Special fees are applicable when appropriate and are nonrefundable:

- Application Fee for Admission or Readmission . . . . . \$50
- Test Assessment Fee . . . . . \$50
- Credit by Examination Fee
  - Laboratory course . . . . . \$150 per course
  - Non-laboratory course . . . . . \$100 per course
- Intent to Graduate . . . . . \$60 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 . . . . . \$200
- Curriculum Leave Fee . . . . . \$100

## Payment Dates

Fall Semester, 2010 . . . . .	August 5, 2010
Spring Semester, 2011 . . . . .	January 5, 2011
Summer Session I, 2011 . . . . .	May 5, 2011
Summer Session II, 2011 . . . . .	June 15, 2011

### 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.
- Tuition and fees are subject to change each academic year.

## Refund Policy

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

<b>Date on official Withdrawal Form is: . . . . .</b>	<b>% of Tuition Refunded</b>
• On or before the first day of class(es) . . . . .	100%
• Within the first 10% of the semester days enrolled . . . . .	90%
• From 11% to 25% of the semester days enrolled . . . . .	50%
• From 26% to 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 in this publication).

### **Absence from class does not constitute official withdrawal.**

Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive.

If a recipient of a Title IV grant or loan funds withdraws from a school during the semester, the amount of the Title IV grant or loan assistance earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned.

The student must obtain the signature of the Director of Financial Aid on the withdrawal form and the calculation of and return of Title IV funds is determined at that time.

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**

Cabarrus College has an online bookstore at [www.cabarruscollegebooks.com](http://www.cabarruscollegebooks.com) which includes the book list inclusive of book titles, editions and ISBNs. The cost of books is not included in tuition and fees and varies per program. Titles are available in new and used conditions and may be obtained electronically or rented. Books may also be bought back at the end of the semester. Students may use Financial Aid credits to purchase books online.

## **Bookstore Refund Policy**

The online bookstore return policy is determined by Akademos, Cabarrus College's bookstore partner, and may be found at <http://cabarrus.textbookx.com/service/returns.php>.

## **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:

- late fee
- 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;
- withhold 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 that without such funding would otherwise be unable to attend Cabarrus College. 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.

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.

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.
- The total cost of attendance is determined by the financial aid office and may include tuition, fees, room and board, books, transportation, and miscellaneous expenses.
- 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 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 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

- 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 change 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 and Financial 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:

- extended illness or hospitalization of the student
- an accident which incapacitates the student for an extended period of time
- death or extended illness of an immediate family member
- 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 FINANCIAL ASSISTANCE

### Federal Grants

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

**Federal Academic Competitiveness Grant** - Grants awarded to recent high school graduates who meet the requirements of the Federal Pell grant and have completed a rigorous High School Program. Eligibility is based on the FAFSA results, need and credit hours enrolled.

**Federal Supplemental Educational Opportunity Grant (SEOG)** A Federal Supplemental Educational Opportunity Grant (SEOG) is for undergraduates with exceptional financial need; that is, students with the lowest EFCs with priority given to students who receive Federal Pell Grants. SEOG is also a need-based grant that does not have to be repaid.

### North Carolina Grants

**The award amounts are determined by the North Carolina General Assembly and are subject to change based on available funds.**

**North Carolina Legislative Tuition Grant** - The State of North Carolina provides a grant to North Carolina residents who have no previous degree (except a previous bachelors if you are now enrolled in the Associate Degree Nursing or a previous Associate degree if you are now enrolled in a Bachelors level program). You must be enrolled full-time in a North Carolina private college in a degree program. The maximum amount available to students in 2009-2010 was \$1821.00. Students eligible for the program are sent the appropriate forms to verify residency and status. The application is available on the forms link of this website. This is not need based and the FAFSA form is not required.

**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 attending private colleges. Award amounts vary. Eligibility for this program is based on state residency and financial need the FAFSA form is required.

**North Carolina State Student Incentive Grants** - Available to North Carolina residents who have substantial financial need, FAFSA is required.

**North Carolina Education Lottery Scholarship** - Available to North Carolina residents who have financial need and meet all eligibility requirements the FAFSA form is required.

**Service Cancellation Opportunities \*** : These programs require repayment in the form of Service cancellation however if you do not complete your service obligation then these become a loan with a high interest rate:

**\*North Carolina Nurse Scholars Program (NSP)** - A competitive merit scholarship loan program that may be repaid through service cancellation funded by the North Carolina General Assembly. Deadline for submitting an application is May 1. Application available at [www.cfnc.org](http://www.cfnc.org)

**\*Nurse Education Scholarship Loan Program (NESLP)** - Loan amounts range from \$400 to \$5,000 per year. Loan may be repaid through service cancellation. Eligibility is based on financial need and loan application approval. The Financial Aid office selects the recipients, the FAFSA form is required.

**\*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. Eligibility is based on financial need. Deadline for submitting an application is May 1st. Loan may be repaid through service cancellation. Application available at [www.cfnc.org](http://www.cfnc.org)

## Local and Endowed Scholarships

### 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. These scholarships are awarded by the Cabarrus College scholarship committee based on a combination of criteria including Financial Need, Instructor recommendation, Merit, Essay response and club and activity participation as well as program of study.

### Endowed Scholarships

- Louise Harkey Memorial Scholarships
- Dr. John J. & Doris Smerznak Scholarship
- Mary "Gibby" Lee Scholarship
- G. E. Lentz Scholarship
- Jean Tippet partridge Memorial Scholarship
- Caroline Walker Memorial Scholarship
- Dr. Russel Floyd Scholarship
- Anita A. & Terry L. Brown Scholarship
- Kay Linker Pediatric Nursing Merit Scholarship
- Dr. Linny & Joyce Baker Scholarship
- Dr. & Mrs. Thomas T. Long III Scholarship
- NEMC Volunteers Scholarship

- CCHS Student Scholarship
- Beatrice Waddell Calloway Scholarship  
Community Scholarships
- Cabarrus County Medical Society Alliance Scholarship
- Cabarrus Rotary Club Scholarship
- Concord Rotary Club Scholarship
- Voiture Forty & Eight Club Scholarship
- Robert Weaver Scholarship (sponsored by Royal Oaks Optimist Club)

### **Foundation Scholarships**

- Lettie Pate Whitehead Scholarship Fund. This is need based a FAFSA form is required.

### **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
- Foundation for the Carolinas
- The Great 100 Scholarship Program
- North Carolina League for Nursing

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

**VA Benefits:** Cabarrus College of Health Sciences is approved for VA benefits through the NC State Approving Agency. For information on VA benefits please contact the Director of Financial Aid.

**Hope Scholarship** - A tax credit available to eligible students enrolled in the first or second year of an educational program year. Additional information is available at [www.irs.gov](http://www.irs.gov)

**Lifetime Learning Credit** - A tax credit up to \$1,000 of total qualified net tuition and related expenses paid during the tax year



## Loans and Work Study

### **DIRECT LENDING IMPLEMENTED FOR 2010-2011 ACADEMIC YEAR**

**As a result of recently passed legislation, Cabarrus College will begin using the William D. Ford Direct Lending program effective Fall 2010.**

Students and parents will be required to use the Direct Loan program for all federal student and parent loans. The Direct Loan program is funded by the Federal Government, and students and parents will borrow directly from the federal government instead of lending agencies (banks).

All student borrowers (new and returning for the 2010 - 2011 academic year) and all parent borrowers will be required to complete a Master Promissory Note. Please refer to the 2010-2011 Loan Information sheet included in your financial aid award package for specific information on the Direct Loan Program and instructions for completing the new loan process.

The Financial Aid Office is prepared for this change in our federal student loan process, and we look forward to it having a positive impact on the service we provide to our students and parents.

The William D Ford Federal Direct Loan Program provides loans for students and parents to help pay for the cost of a student's education after high school. The lender is the U.S. Department of Education rather than a bank or other financial institution.

- Direct Subsidized Loans are for students with demonstrated financial need, as determined by the FAFSA. No interest is charged while a student is in school at least half-time, during the grace period and during deferment periods. The interest rate for loans disbursed on or after July 1, 2010 is fixed at 4.5%.
- Direct Unsubsidized Loans are not based on financial need; interest is charged during all periods. The interest rate for loans disbursed on or after July 1, 2010 is fixed at 6.8%.
- New students apply on-line at [www.studentloans.gov](http://www.studentloans.gov) and you will use your PIN number from the FAFSA to sign the Master Promissory Note electronically. New students must also complete an "Entrance Counseling" session to receive a Direct Loan. The entrance counseling may be found at [www.studentloans.gov](http://www.studentloans.gov).
- Direct Plus Loans are low-interest loans for parents of dependent students. Interest is charged during all periods, beginning on the date of your loan's first disbursement. Parents cannot have an adverse credit history (a credit check will be done). Parents may apply on-line at [www.dlenote.ed.gov](http://www.dlenote.ed.gov). Parents will also use their PIN number from the FAFSA to sign the Master Promissory Note electronically. The interest rate for Plus loans is 7.9%.

#### **Fees associated with Direct Loans that are first disbursed on or after July 1 2010:**

**Subsidized and Unsubsidized Loans:** 1.0 % Origination fee with an Up-front Interest Rebate of .5%.

**Plus Loans:** 4.0% Origination fee with an Up-front Interest Rebate of 1.5%.

**Academic Year Loan limits as determined by Federal guidelines:**

- Freshman - \$ 5500 - No more than \$3500 of this may be Subsidized Loans
- Sophomore - \$ 6500 - No more than \$4500 of this may be Subsidized Loans
- Junior - \$ 7500 - No more than \$5500 of this may be Subsidized Loans
- Senior - \$ 7500 - No more than \$5500 of this may be Subsidized Loans

If you are an independent undergraduate (as defined by federal regulations) or a dependent student whose parents are unable to secure a PLUS loan, you may borrow additional unsubsidized Direct Loan funds. Academic Year (12 months) Loan Limits:

- First-year undergraduates \$4,000
- Second-year undergraduates \$4,000
- Third-year undergraduates \$5,000
- Fourth-year undergraduates \$5,000

Please find the Cabarrus College code of conduct with respect to Student loans: <http://www.cabarruscollege.edu/resources/financial/CodeofConductEducationLoans.pdf>

**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. The total award depends on level of need and funding level for the College. The FAFSA form is required.

**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 are the deadlines for submitting applications for each of the financial aid programs available?
- What is the cost of attending and what are the policies 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 Affairs 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. Support services of Cabarrus College are listed on our web site.

### COUNSELING SERVICES

Carolinas HealthCare System Employee Assistance Program (CHS EAP)

Because we understand the impact personal problems can have on a person's home life and job performance, we are pleased to offer you and your family the Employee Assistance Program.

Available through Carolinas HealthCare System, this program is designed to help you and members of your family with all types of issues – marital conflicts, financial problems, job stress, emotional, alcohol and drug problems, legal issues and difficulties with children. Provided on a confidential basis, the EAP counselors offer help when you need it most.

There is no charge to you when you visit an EAP counselor. The services are provided in a casual, secure environment to help you feel safe and confident in your decision to seek help. The counselor will help clarify your concerns and offer treatment options. If further counseling is required, you will be referred to area treatment professionals whose services can often be billed to your insurer. Carolinas HealthCare System EAP requires its counselors to meet strict credentialing requirements to maintain its ability to address the complex assortment of employee problems that may arise in today's workforce. EAP staff holds Certified Employee Assistance Professional (CEAP) certification, Certified Substance Abuse Counselor (CSAC) certification, Substance Abuse Professional (SAP) certification, National Certified Counselor (NCC) certification and/or Licensed Professional Counselor (LPC) credentials.

For more information, call the EAP office of Carolinas HealthCare System at 704-355-5021 or 800-384-1097. You may also contact the email address at [www.chs-eap.org](http://www.chs-eap.org). All contacts are private and confidential.

### Prevention and Wellness Seminars

CHS EAP offers training and wellness seminars. These workshops are designed to provide you with education and trainings on today's work/life balance issues. Sample topics include: budgeting, stress management and dealing with difficult people. Seminars may also be offered as web-based training. These webinars allow participants to dial in toll-free from any location and interact through a real-time training session on any desktop computer.

### CHS EAP: Always Accessible

CHS EAP provides confidential access to information, referrals and crisis assistance 24 hours a day, seven days a week. All students and employees have access to EAP by calling 1-800-384-1097 or 704-355-5021 or visiting [www.chs-eap.org](http://www.chs-eap.org). Eligibility is extended to any student's or employee's immediate family members.

Locations:

720 East Blvd.  
Charlotte, NC 28203

802 N. Lafayette St.  
Shelby, NC 28150

125 Doughty St., Suite 530  
Charleston, SC 29403

380 Copperfield Blvd.  
Concord, NC 28025

2202-D W. Roosevelt Blvd.  
Monroe, NC 28110

## **Academic Counseling through Student Affairs**

On site academic counseling is available through Student Affairs. Academic counseling may occur individually or in group sessions. Individual Academic Counseling occurs one on one with the counselor and student in a confidential office setting. The counselor assists students with academic performance concerns. Some typical issues include: adjustment to college, test anxiety, stress management, study habits, identity issues, and self esteem.

Group Counseling is offered when two or more students share a common goal. The counselor facilitates the process with activities and/or psycho educational resources with group participants providing feedback and support for each other. For example as part of student development services, students may join the Student Success Group. This is an open group series with sessions targeting study skills and academic resources and is open to interested students during the fall and spring semesters. Additional groups are initiated based on student's participation, interest and need.

Career Counseling may occur in individual or group settings. Empowering the student with knowledge of self through career inventories, narratives, and occupational trends and forecasts along with lifestyle goals help students explore majors and career opportunities as he/she makes informed decisions.

### **Location And Office Hours**

On-site academic counseling is provided through Student Affairs and is located on the first floor in the suite for the Student Support Center, Office 133. With only one counselor, office hours are by appointment and generally available Monday-Friday from 9 a.m.-4 p.m. except major holidays. Walk-ins are accommodated on an individual basis.

After hour services including weekends are available by appointment only.

The counselor adheres to the ethical codes of the American Counseling Association and the laws of the state of North Carolina. Confidentiality therefore is upheld in the strictest sense. Information is not shared with faculty, parents, law enforcement officials, potential employers or others without the written permission of the student. The exceptions to confidentiality include the following instances when the student: waives his or her rights to consent to disclosure; discloses communications containing allegations or threats of abuse or danger either to self or others; discloses an intent to commit a crime that places the counselor or others in danger or threatens the wellbeing of the counselor or others; discloses reports of abuse regarding children, the disabled or elderly; files a lawsuit or when files or records are ordered by a judge as part of a judicial subpoena.

Professional referrals may be made in cases where: the problem or goal exceeds the counselor's scope of professional training; the student requests another counselor; or after several sessions little or no growth toward the student's goal or the problem has been achieved.

Since e-mail is not a confidential form of communication and privacy is not guaranteed, students (faculty and staff) are encouraged to call for concerns and appointments.

## **STUDENT DEVELOPMENT SERVICES**

Students may be referred to Student Development Services to maximize the academic success of students presenting with potential barriers to learning. Services are open to all enrolled students and may be referred in instances when the student: scores less than 80 on an exam; at mid-semester, attains less than a C in any course; is identified by a faculty member as being in need of the service (motivation, personal problems, GPA, outside responsibilities, etc.); or is placed on academic probation. Steps to success may include but are not limited to: conferences with academic advisor, instructor and/or Student Affairs Director for individualized guidance or counseling; interpretation of diagnostic measures (CSI, Myers Briggs, student record, etc.); referral for additional diagnostic measures with a licensed psychologist or psychiatrist to rule out learning disabilities; attendance at Student Success Group (study skills sessions) or the opportunity to receive individual psycho-educational counseling which may include, but is not limited to: time management; stress management; coping skills; memory, reading and note taking skills; and effective test taking strategies; and/or advisement regarding restructuring of curriculum plan.

## **TESTING SERVICES AND STUDENT SURVEYS**

The Admissions Office and Student Affairs staff administer and interpret a variety of tests, inventories, surveys and profiles. These are administered during the admissions and/or academic 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.

## **CAREER SERVICES**

Student Affairs assists students in seeking employment or continuing higher education pursuits. Sessions on resume writing and interviewing skills along with the annual career fair are offered for all students. Career counseling is available through Student Affairs. Group and individual assistance is available as requested. Cabarrus College assists with the employment search, through the annual career fair and employment opportunity postings, but does not guarantee placement. Individual assistance with résumé writing and interviewing skills is also available.

## **STUDENT PARTICIPATION IN COLLEGE DECISION-MAKING**

Cabarrus College encourages and provides means for student involvement in institutional governance and decision making in a myriad of ways. The student body elects student leaders to provide input and recommendations to the college. The elected president of the Student Government Association (SGA) meets with the Chancellor. The SGA president serves or appoints a voting member to the College's Institutional Research, Planning and Assessment Committee (IRPAC) and to committees such as Student Success Council. Students also participate in other task force and ad hoc committees such as development and assessment 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 solicits feedback from students. If you are interested in serving on a College committee or attending a luncheon with the Chancellor, contact Student Affairs.

## **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 Institutional Research, Planning, Assessment Committee and to sub-committees such as Student Success Council. These representatives receive full voting privileges. In addition, SGA appoints delegates to special and/or ad hoc committees as requested. SGA is advised by Student Affairs.

### **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-NorthEast's chapel programs.

### **Medical Assisting Student Organization (MASO)**

Membership in the MASO is open to all students enrolled in the Medical Assistant Program. The purpose of this organization is to promote the Cabarrus College Medical Assistant Program and advance the profession further by encouraging participation in Local, State, and National organizations of the Medical Assistant. The club members meet periodically to plan and participate in activities such as community service, professional development, as well as fundraising activities.

### **Student Occupational Therapy Association (SOTA)**

The Student Occupational Therapy Association is open to all Occupational Therapy Assistant (OTA) students or current students who are interested in enrolling in the OTA program. The purpose of the organization is to promote the profession of occupational therapy and provide service to the community through student activities. Students are encouraged to influence current issues affecting the occupational therapy profession through their involvement in the Annual National Student Conclave. Membership in the American Occupational Therapy Association and the North Carolina Occupational Therapy Association are recommended.

### **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.

## **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 ( $\Lambda$ N)**

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 alumni 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  $\Lambda$ N 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.

## **STUDENT RIGHTS, RESPONSIBILITIES AND STANDARDS OF BEHAVIOR**

### **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.

## STUDENT CONDUCT CODE AND DISCIPLINARY ACTIONS

Cabarrus College of Health Sciences has expectations for appropriate student conduct and related disciplinary processes with respect to infractions. Students are expected to adhere to the student code of conduct and uphold the College values of caring, commitment, teamwork, and integrity. If at any time it is the judgment of the faculty and administration that a student has failed to meet the behavioral expectations of the College, the student may face disciplinary action leading up to or including probation, suspension, or dismissal.

### Student Code of Conduct

Students enrolled at Cabarrus College of Health Sciences are expected to:

- engage in safe, professional behaviors on campus, online, and at clinical and fieldwork sites\*
- regularly attend classes, labs, clinicals and fieldwork experiences
- be honest and report acts of dishonesty, fraud, or theft
- maintain academic and copyright integrity
- maintain a drug-free, alcohol-free, and tobacco-free environment
- report physical, emotional, or behavioral limitations or illnesses that could limit clinical performance
- meet financial obligations to the College
- notify the College of any existing or new criminal charges, convictions, or sanctions
- comply with College, program, clinical, and fieldwork site policies

\*Professional behaviors at Cabarrus College include but are not limited to treating others with respect; wearing appropriate attire; wearing identification badge as required; maintaining patient confidentiality; avoiding the use of obscene, offensive, or threatening language; and, refraining from behaviors that are destructive, threatening, or violent.

Students who fail to adhere to the College's values or to abide by the Student Code of Conduct may be subject to disciplinary action. Infractions shall be handled at the most directly impacted level of the organization. As an example, violations of academic integrity should first be addressed by the instructor.

Students have the right to grieve and appeal a decision they believe is unjust. Students are expected to verbally discuss their concerns with the decision maker. If a grievance is not resolved to satisfaction, students have 5 working days to file an appeal with the decision maker's supervisor using the Appeal Checklist. The Office of Student Affairs is available to assist with this process. The checklist may be accessed from this office or online at the College's website. Upon receipt of this checklist, the supervisor has 5 working days to address the appeal with the student. If satisfactory resolution is not met at the supervisor's level, the student has 5 working days to appeal to the Provost or appropriate Dean using the same Appeal Checklist.

Appeals and reports of violations that are brought to the attention of the Provost or appropriate Dean shall be handled in the following manner:

1. Appellants shall notify the Provost's/Dean's office of the intention to appeal. Individuals reporting a violation must submit to the Provost/Dean a written and dated summary of the alleged violation, surrounding circumstances, and parties involved within 5 working days.
2. Within the next 5 working days, the Provost/Dean will review the documentation and attempt to contact all parties involved. During this period of fact-finding, involved parties may be placed on suspension and may not be allowed to participate in College classes, labs, clinicals, fieldwork experiences, and/or activities.

3. Based on information collected during fact-finding, the Provost/Dean will render a verbal decision or recommendation, followed by a written letter.
4. If a student disputes the decision, he/she has 5 working days from the communication of the verbal decision to submit a written request to the Chancellor for a formal hearing. The Chancellor will appoint an uninvolved party, either an administrative staff or faculty member, to hear all evidence and witnesses' testimony. The Chancellor's appointee shall schedule the hearing no later than ten working days after receipt of the student's request. The Provost, the student requesting the hearing, and when applicable, the individual(s) reporting the alleged infraction, shall be present. Witnesses to the incident should also attend, however written and signed statements may be accepted and read aloud. All proceedings at the hearing shall be recorded and later transcribed. .
5. Absence agreement by the parties in advance of the hearing, neither party shall be represented by counsel.
6. If the student requesting the hearing fails to attend the hearing, it will be held at the appointed time in his/her absence.
7. At the conclusion of the hearing, or within a reasonable time thereafter, the Chancellor's appointee shall render a verbal decision to the student, Provost/Dean and Chancellor, followed by a letter. This letter shall be made a part of the record of the proceedings.
8. The hearing decision will be final unless the student was placed on probation, suspended, or recommended for dismissal. Under these circumstances, the student may submit a written appeal of the the hearing decision to the Chancellor. The Chancellor will review all documentation pertaining to the case and may contact involved parties for additional clarification. Within 5 working days, the Chancellor will render a verbal decision, followed by a letter. The decision of the Chancellor is final.

## **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.

The examples listed above 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 Director of Student Affairs.

In the event of physical injury, illness, or emotional illness that would limit materially academic, clinical or fieldwork performance, the student should notify the instructor and seek appropriate medical care, treatment and/or therapy. The student must present a release from an appropriate healthcare professional provider to the course coordinator prior to returning to clinical. In the event of surgery or hospitalization (including psychiatric in-patient or outpatient), the student must present a medical release to the course coordinator prior to returning to course activities and a copy to the College office for the medical record. In the event of behavioral difficulties (such as depression, marital and emotional problems, stress, chemical abuse, financial difficulties and other emotional problems) the student will be referred to the appropriate professional for consultation and follow-up. The student must present a medical release to the course coordinator prior to returning to course activities and a copy to the College office for the medical record. NOTE: Release must document student's ability to perform at the physical and emotional standards as described. Any student who has been diagnosed with an infectious and/or contagious disease must present a medical release to the course coordinator prior to returning to course activities.

Students must report any illnesses, accidents, injuries or exposure incurred during class or clinical or fieldwork assignments to the immediate instructor who will complete an online CARE event report regarding the incident.

## **DRUG AND ALCOHOL USE**

The campus and workplace of Cabarrus College of Health Sciences (including clinical and fieldwork sites) must be free from alcohol, illegal drug use and other substances which may or may not adversely affect performance. Drug and/or alcohol tests may be conducted:

- As a condition of enrollment
- As part of the “random selection” testing program
- For reasonable suspicion of drug/alcohol use

Policies regarding drug and alcohol use and reasonable suspicion testing are distributed to all new incoming students in the orientation packet and available on the college web site.

## **IMMUNIZATIONS**

It is the responsibility of the student to maintain required immunizations. (Students are required to complete TB screening at least annually). Please make your program chair aware of any positive results. Students enrolled in clinical programs will submit immunization information to Employee Health. Students enrolled in non-clinical programs should submit immunization information to the Student Support Center, Office 133.

## **CERTIFICATIONS**

It is the responsibility of the student to maintain required program certifications. Follow your program specific handbook for guidelines.

## **HEALTH INSURANCE**

Health insurance is required of all students. If a student does not have health insurance, the College offers the opportunity to purchase affordable health insurance through EJ Smith & Associates at 847-564-3660 or [www.CollegeStudentHealthInsurance.com](http://www.CollegeStudentHealthInsurance.com). It is the student’s responsibility to complete the form, and provide a copy of the insurance card, including any changes to the Student Support Center, Office 133.

## **CAMPUS DRESS**

As future healthcare professionals, students will present an image that reflects our commitment to quality care. Students are expected to present themselves in accordance with the guidelines established for Cabarrus College Campus and their future profession, and project a professional image through actions and appearance. The dress policy contains a set of core standards that applies to all students. Standards are then further defined based on the following categories:

- Cabarrus College Campus
- Clinical or Fieldwork Prep (conducting assignments or participating in activities on the campus of clinical or fieldwork affiliates)
- Clinical and Fieldwork

Student Affairs will communicate the expected Standards of Appearance as a part of new student orientation. Each program may more clearly define clinical or fieldwork attire requirements in certain areas (ex., nursing uniform, scrubs). Modifications may also be necessary for medical or religious accommodations reasons. Refer to the policy on the college web site.

## **FOOD AND BEVERAGES**

Beverages are permitted in the classroom. Food is not allowed. No food or beverages are permitted in the skills, computer or science labs. All spills must be cleaned immediately. Faculty have the authority to revoke this privilege.

## **TOBACCO FREE CAMPUS**

Cabarrus College prohibits the use of all tobacco products on campus and in its facilities. This includes the College campus and the campuses of clinical and fieldwork affiliates. Any form of tobacco including, but not limited to, cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, etc. is prohibited. Tobacco free areas include all property such as building stairways, and outside areas adjacent to building entrances and exits; parking lots, parking decks and within any personal vehicle while conducting college business. Tobacco use is discouraged on properties neighboring the campuses of the College and affiliates. Students enrolled in classes with a clinical or fieldwork component must not have a recognizable odor of tobacco smoke when returning from breaks or in preparation for assignments. Violation of this policy constitutes academic misconduct and the student will be subject to disciplinary action up to, and including dismissal. Students may contact Student Affairs for resources available to assist students with cessation of tobacco usage.

## **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, in writing, the next business day, to the Provost or Designee. Failure to report a charge will be grounds for disciplinary action up to, and including, dismissal. The Provost or Designee 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 Provost or Designee 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 within five days of the occurrence, in writing to the Provost or Designee. Failure to report a conviction or sanction will be grounds for dismissal. The Provost or Designee may consult with other departments (such as Legal) and will determine if the student's unlawful conduct is grounds for disciplinary action, up to, or including, dismissal. In the event of a criminal conviction or federal agency debarment related to healthcare, enrollment may be terminated.

## **ACADEMIC ADVISEMENT**

The Registrar and/or Program Chair will provide academic advising to enrolled students prior to orientation. The Registrar will assign each student a division academic advisor prior to orientation. Academic Advisors meet with students during orientation where guidelines of academic advising are reviewed. Students are encouraged to meet with their Academic Advisors at least once per month for the first year of enrollment and as needed thereafter during posted office hours. Such meetings may include but are not limited to:



- For a drop or add curriculum change
- Following mid-term letter reports of grades of less than “C”
- When the student requests to go on curriculum leave of absence
- To withdraw from the college
- To change a major
- To remove the online registration hold and update the curriculum plan
- To complete the intent to graduate form
- To complete the graduation clearance form
- As needed for academic guidance

All teaching faculty will post available office hours each week for consultation with students: Minimum five (5) hours per week for full-time; Two (2) hours per week for part-time; Adjunct faculty will post available office hours before and after class/clinical

Students who are identified by faculty and/or advisors as having potential barriers to learning will be referred to the Director of Student Affairs for counseling and/or Student Development Services. Advisors may refer enrolled students to Student Affairs or EAP for personal counseling.

## **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, clinical and fieldwork experiences. Any student may have a car on campus provided it is registered with Cabarrus College, displays appropriate parking identification and is parked in the designated parking areas (See the College website regarding regulations).

## **FOOD SERVICES**

Students may have meals in the medical center’s cafeteria (Cafe 920) or at nearby restaurants at their own expense. The Hayes Student Pavilion is equipped with vending machines and a microwave oven for student use. In an effort to support green initiatives, students are encouraged to bring recyclable cups and utensils.

## **HEALTH SERVICES**

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 immunizations, when available through CMC-NE employee program and guidelines.

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.

## **HOUSING**

Cabarrus College does not provide dormitory facilities or housing. Students who desire living accommodations may make arrangements in the local community. Information is available from Student Affairs regarding nearby living accommodations.

## **ORIENTATION**

Cabarrus College of Health Sciences requires every new student to be oriented. Orientation includes basic information on facilities, policies and programs with a concentrated focus on key safety components, corporate requirements, and resources available to students. Important information includes corporate segments on corporate compliance, HIPAA Privacy, MSDS, and the importance of hand washing. Federal mandates such as voter registration, alcohol and drug prevention program and financial aid are reviewed. Student Affairs provides an overview of programs, activities, and services for new students with presenters from the offices of the Registrar, Admissions, Financial Aid, Business, Library, Computer Labs and Media, and Security (including campus crime statistics). Advisors also provide a program specific orientation. Students will be required to sign documents including but not limited to the enrollment agreement, release from responsibility, confidentiality and more.

## **CHILDREN ON CAMPUS**

Students who find it necessary to bring their children on campus must supervise them at all times. Children at no time should attend classes. Dixon Academy at NorthEast is located on the College campus and offers childcare on a space available basis. For information on rates and availability contact Dixon Academy at NorthEast at 704-786-1550.

## **SECURITY**

The 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 6-6595 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.

The College's main entrance (front door) is open and accessible and the Student Support Center 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.

**Identification Badges:** All persons entering the 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 and fieldwork 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 or fieldwork affiliations. Such actions include but are not limited to, unwanted hostile contact, such as hitting, pushing, shoving, or throwing objects.
- 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 designed or intended to intimidate, threaten or frighten another individual.
- Damage another individual's, Cabarrus College or CHS property.

Notify faculty, staff or administrative personnel of any violent or potentially violent situation. Students who withhold information relating to violence, threats or harassment will be subject to discipline up to, and including termination.

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 Provost.

**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 educational learning and professional working environment for all students and employees that maintains equality, dignity and respect. In keeping with this commitment, the College strictly prohibits discriminatory practices including harassment and discrimination on the basis of race, color, religion, sex, age, national origin, disability, military status 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 of the College or Student Affairs. Any violation of this policy will result in disciplinary action up to and including dismissal. This policy including complete guidelines is distributed to all students during orientation and is posted on the College's website.

## **BACKGROUND CHECKS FOR NEW AND CONTINUING STUDENTS**

Cabarrus 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 conducted prior to official enrollment include but are not limited to the following: 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 will specifically preclude final acceptance to the College for all students include, but are not limited to:

- a. A sex crime
  - b. Exploitation of an endangered adult
  - c. Failure to report battery, neglect, or exploitation of an endangered adult
  - d. Murder
  - e. Voluntary manslaughter
  - f. Involuntary manslaughter within the previous seven (7) years\*\*
  - g. Battery within the past seven (7) years\*\*
  - h. A felony offense relating to controlled substances within the last seven (7) years\*\*
  - i. Abuse or neglect of a minor, child or dependent
  - j. Failure to report the abuse of a minor, child or dependent
  - k. Any act that, if it occurred at the organization, could compromise the safety or well being of patients, employees, visitors, or volunteers of the organization.
- \*\* Time frames are measured from the date of conviction.

In addition, Cabarrus College of Health Sciences will not accept any individual :

- a. Who has abused, neglected, or mistreated a patient or misappropriated a patient’s property, as reflected in the state nurse aide registry, or
- b. Whose name appears in the N.C. Sex Offender Registry, or
- c. Who has been convicted of a criminal offense related to health care or who is listed by a federal agency as debarred, excluded or otherwise ineligible for participation in any federally funded healthcare program.

## **REPORTING CHARGES, CONVICTIONS, OR SANCTIONS (CONTINUING STUDENTS)**

Enrolled students must report, in writing, any criminal charge, conviction, or sanction to the Office of the Provost. For students in clinical courses, the notification must occur at least 24 hours prior to the next clinical class after the charges are filed or after the conviction or sanction occurs, or immediately if the charge/conviction/sanction occurs within 24 hours of the next clinical day. Students not in a clinical course should report such activity within a one-week period from the incident. Failure to report a charge, conviction, or sanction could be grounds for immediate termination of participation in the student’s clinical activity. The Provost or Designee 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 Provost or Designee will determine whether to allow the student to continue in class or clinical or to be immediately dismissed.

## **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 Center.

## **CAMPUS CRIME STATISTICS**

Safety is one of the core values and standards of all members of the campus community at Cabarrus College of Health Sciences. The Cabarrus College Campus Crime and Security Report is published and distributed each year to students and employees of the College in compliance with the Jeanne Clery Disclosure of the Crime Awareness and Campus Security Act of 1990. We encourage you to access this report at <http://ope.ed.gov/security> (right tab, get data from one institution then go to the institution field and enter Cabarrus College of Health Sciences). The Security Department with CMC-NorthEast continues to offer 24-hour, seven days per week assistance. Emergency phones are located in the parking lots of the College and Medical Center campuses. To review or inquire about the comprehensive report, please contact Student Affairs at 704-403-1614 or email [aferguson@cabarruscollege.edu](mailto:aferguson@cabarruscollege.edu)

# CABARRUS HEALTH SCIENCES LIBRARY

## LIBRARY SERVICES

The Cabarrus Health Sciences Library welcomes all students, faculty and staff. The library provides services to meet the information, education, and, as appropriate, the research-related needs of the College faculty and students, medical staff, all CMC-NE employees and other approved affiliated groups and individuals. 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. In addition, library users have access to AHEC DIGITAL LIBRARY (ADL), North Carolina's gateway to electronic health care information. Over 700 full-text journals and many exciting education opportunities may be found in ADL. The library has areas for both quiet study and group activities.

The library staff is well versed in meeting a wide variety of information needs. The library has an open-door policy concerning users other than these principal groups and, therefore, provides informational assistance to anyone upon request.

**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

The library is closed on regular college holidays and has an abbreviated schedule from July 1st through August 23rd.

## Library Use and Circulation

Daily Register - All library users are requested to sign the register each time they visit the library.

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. There is no charge for student use of the photocopier for any Cabarrus College related work.

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

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 online at <http://cabarruscollege.edu>. The former card catalog has been maintained for aesthetic purposes and for information on pre-1991 library holdings. The online catalog is the student's first choice for book and audiovisual holdings information.

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 (no charge)
- Facilitated access to other libraries.
- Interlibrary loan.

Library staff is available to meet 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 CMC-NorthEast's intranet, <http://nemc.net>.

## ACADEMIC PROGRESS AND GRADUATION

Grade reports with grade point averages are available via secure student database at the end of each semester.

### PRE-REQUISITES

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

### CO-REQUISITES

A course co-requisite is a course that must have been successfully completed prior to, or in the same semester as, the course with which it is identified as a co-requisite.

### 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. (NOTE: Academic Probation may include stipulations, remediation, and a redesigning of the student's curriculum plan). Academic Advisors and the Director of Student Affairs will be notified of any advisees on academic probation. The student's GPA must be increased to a level of 2.00 to be removed from academic probation. After two consecutively enrolled semesters (excluding summer sessions) of not achieving a GPA level of 2.00, the student will be dismissed from the College. If a student has fewer than 12 cumulative credit hours, the student will have an additional semester to increase both the credit hours to 12 and the cumulative GPA to 2.00 in order to be removed from academic probation.

### ELECTIVE COURSES

Elective courses beyond requirements for graduation may be taken on a Pass/Fail (P/F) credit basis with the instructor approval. The student must make application for the Pass/Fail to the Registrar by the end of the second week of classes. The decision for the Pass/Fail is nonreversible. The grade of 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. Continuing Education courses are taken for contact hours and/or CEU credit only.

### REPEATING COURSES

A student may enroll in any course a maximum of two (2) times. The second enrollment will be on a space available basis at the time of registration. Only the grade obtained on 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.

### WITHDRAWAL

A student may withdraw from a course up to 1 week (5 class days) after mid-semester (last day to drop a course without academic penalty) and receive a "W" providing the student secures the advisor's and the Registrar's approval. A student who drops a course after this date, but prior to exam week 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 discontinue attending a course at any

time without officially withdrawing, the student is considered enrolled and will receive the grade earned in the course. ( please refer to Course Drop/Add Policy)

Withdrawal forms may be obtained in the Student Support Office or online. The date the Student Support Office receives the completed Withdrawal Form is the official date of withdrawal.

## **INCOMPLETES**

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 incomplete "I" is responsible for contacting the course coordinator to initiate the steps for removing the incomplete. The process of removing the "I" must be completed 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 Provost. 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 five (5) business days.

A variety of reasons necessitate that a student may choose not to enroll in a given semester. When this occurs the student is placed on Curriculum Leave of Absence (CLOA) for up to one year. (See CLOA policy)

## **AUDIT**

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 will be earned.

## **PROGRAM SPECIFIC ACADEMIC PROGRESSION REQUIREMENTS**

### **Associate of Science Degree in Nursing.**

- 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 course(s) in the major or to graduate. Before enrollment in Nursing 230, all progression requirements must be met.
- Each student must have a minimum cumulative 2.00 grade point average at the completion of Nursing 120 to enroll in subsequent nursing courses.
- A student may repeat a maximum of one (1) nursing course per admission.
- Students must meet and maintain current health requirements as specified by the clinical agencies to participate in and/or continue clinical assignments.



### **Allied Health Diploma and Associate Degree**

- 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 course(s) in the major or to graduate.
- 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.
- A student may repeat a maximum of two (2) courses in the major per admission.
- Students must meet and maintain current health requirements as specified by the clinical agencies to participate in and/or continue clinical assignments.

### **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 course(s) in the major or to graduate.
- Each student must have a minimum cumulative grade point average of 2.0 or higher at the end of the first academic year, or the 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.

### **Baccalaureate Programs**

- 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 course(s) in the major or to graduate.
- A student may repeat a maximum of two (2) individual courses in the major per admission.
- Students must maintain a cumulative grade point average of “C” (2.0) or higher.
- Students must maintain a current, unrestricted RN license or appropriate certification.
- Students must meet and maintain current health requirements as specified by the clinical agencies to participate in and/or continue clinical assignments.
- Students enrolled in the College’s Associate Degree in Nursing (ADN) program may take a maximum of 6 credit hours applicable towards meeting the elective requirements of the BSN Completion Program. All other BSN general education and program requirements courses must be taken after acceptance to the BSN Completion Program

## **ACADEMIC APPEALS**

Students have the right to present a grievance and appeal academic decisions they believe to be unjust, including but not limited to grades and clinical assignments. These must be submitted within 5 working days of the incident.

Students are expected to verbally discuss their grievances regarding grading and clinical concerns with the faculty member. If satisfactory resolution is not achieved, students have 5 working days to file a written appeal with the faculty member’s program chair. The Office of Student Affairs is available to assist with this process.

The program chair has 5 working days to address the written appeal with the student. The chair will complete the Appeal Checklist, provide a copy to the student, and forward the original to the Office of Student Affairs. If satisfactory resolution is not met at the program chair level, the student may appeal to the Provost.



Appellants shall notify the Provost's office of the intention to appeal. Within the next 5 working days, the Provost will review the documentation and attempt to contact all parties involved. During this period of fact-finding, involved parties may be placed on suspension and may not be allowed to participate in College classes, labs, clinicals, fieldwork experiences, and/or activities. Based on information collected during fact-finding, the Provost will render a verbal decision, followed by a written letter. The decision of the Provost is final.

## GRADUATION REQUIREMENTS

Each student must submit the following forms to the Office of the Registrar:

- Intent to Graduate – completed the semester prior to graduation
- Graduation Clearance – completed prior to graduation

Each student must meet the following:

- Complete a minimum of 25% of the total credit hours needed for graduation at Cabarrus College. The minimum must include at least 50% of the credit hours in the major.
- All financial obligations of the College.
- Each student must have a minimum cumulative GPA of 2.00.
- Meet all the requirements of the curriculum in which the student is enrolled.
- All associate degree and baccalaureate degree students must complete the College Assessment of Academic Proficiency (CAAP) prior to graduation.
- Students enrolled in clinical programs prior to fall 2010 must complete the required community service minimums for each credential and program as indicated below. (Students enrolled in clinical programs fall 2010 or after will meet volunteer community service requirements as part of specified course requirements).

Credential and Program	Community Service Hours Required	Community Service Hours Required Minimums (if transferring credits from another college or university and enrolled at Cabarrus College for at least one year)
Associate Degree Seeking Students (includes A.D.N., AS, MA-AD, OTA, and ST-AD).	30	20
Diploma Seeking Students (includes MA- D and ST-D)	15	Not Applicable
Bachelor Degree Seeking Students (includes BSN, BSHSLM, BSMI)	12	Not Applicable

New students are provided with a Community Service Handbook during orientation that contains the rules and a listing of approved community service resources; additional copies are available from Student Affairs. All community service activities which are not published in the Community Service Handbook must be pre-approved in writing by Student Affairs. Students who do not complete community service hours required minimums:

- May participate in the graduation ceremony pending a written statement of tentative completion submitted to Student Affairs at least five days prior to graduation;
- Will receive an academic hold on the transcript and student record which will be rescinded once the approved minimum requirements are met
- Will not receive the diploma until the minimum requirements are satisfied.

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.

## **RECOGNITION OF ACADEMIC ACHIEVEMENT (DEGREE STUDENTS)**

Students achieving an overall final cumulative 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

## **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.

# 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

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 “Provost’s List”.

## 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 Affairs regarding the student's possible inclusion in Student Development Services.

## ACADEMIC LOAD

Students may be enrolled on either a full time or part time basis. A student who is enrolled in 12 or more semester hours is considered to be a full-time student. All other students are considered part time. 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" includes hours approved as transfer credit.

## 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 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")

## **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.

## **ATTENDANCE**

It is expected that students attend all required classes, laboratories and related experiences, show involvement by participation for the learning activity and be punctual. Absence should occur only in situations of personal illness, 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, CCHS e-mail and transportation services. 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. (The message will be communicated by radio--WBT 1110 AM, and WSOC 103.7 FM and television--WBT Channel 3 and WSOC Channel 9, in Charlotte by 5 a.m. for day classes and 2 p.m. for evening classes (if at all possible). Students may also call the College's message line at (704) 403-3100 and when prompted, extension 6-4999# 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.

## **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, at which point the curriculum leave fee will be forfeited. 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 a leave of absence must follow the enrollment requirements of new students listed in the admission to the college section of this catalog.

## **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.

## **COMPLIANCE WITH FEDERAL COPYRIGHT LAW**

Compliance with federal copyright law is expected of all students, faculty, and staff at the College. Except as allowed by law it is a violation of policy to reproduce, distribute, display, publicly perform, digitally transmit or prepare derivative works based upon a copyrighted work without permission of the copyright owner. No faculty, student or employee may make, store, transmit or make available unauthorized copies of copyrighted materials using College computers, networks or storage media. Instances of violations are subject to College policies where violators may face disciplinary action leading up to or including probation, suspension, or dismissal and Federal Laws as described below. Liability for copyright infringement can include civil and criminal penalties along with damages up to \$150,000 for each unauthorized use. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially the FAQs at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

Additional information about compliance with copyright law is available in Policy 01-16, Intellectual Property Ownership and Use.

Campus users are reminded that Federal copyright laws (34 CFR 668.43(a)(10)(ii)) apply to many forms of intellectual property including copyrighted music and videos. Cabarrus College users are prohibited from distributing copyrighted materials through illegal downloading or peer-to-peer distribution of intellectual property. The College encourages the legitimate downloading of copyrighted material through recognized channels such as Amazon.com, iTunes, and other known repositories. Lists of legal download sources are provided by EDUCAUSE, the Recording Industry Association of America, and the Motion Picture Association of America.



## ACADEMIC CREDIT COURSE ENROLLMENT

### A. Lower division courses (numbered 100-299)

Lower division courses are primarily 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)

## PROGRAM REQUIREMENT COURSES

Courses designated by the program that provides specific knowledge that compliments or gives foundation to the professional discipline. Program requirements are considered integral parts of each professional discipline and have the same policy considerations (progression, transfer, etc) as major requirements. These courses are designated with an asterisk (\*) in the curriculum plan for each academic program.

## MAJOR REQUIREMENT COURSES

Courses that are discipline specific and structured to meet the requirements leading to professional certification or licensure. A major is defined as a pre-planned set of courses that lead to a set of specific occupation-related competencies. There should be an adequate number of hours with appropriate prerequisites required in courses above the introductory level. Degree programs must contain a minimum of 23 semester hours in courses in the major, which offer specific job knowledge or skills. Work



experience, including cooperative education practicum and internship, may be included in degree and diploma programs. These courses are designated with two asterisk (\*\*) in the curriculum plan for each academic program.

### **DROPPING OR ADDING A COURSE (DROP/ADD)**

Students may drop or add a course during the first five (5) business days (or the equivalent) of a semester. Students cannot add a course after the 5th business day of the semester. For courses less than a traditional semester in length, the drop/add period WITHOUT RECORD OF ENROLLMENT will be within the first two (2) class sessions. Faculty will publish this in the course syllabus.

The last day to withdraw from a course without academic penalty is at the 60% point of the course hours. For semester length courses the date will be published in the College calendar and the catalog. Faculty will publish specific dates in the course syllabus.

If a student drops a course during the drop/add period, they are considered “never enrolled” and do not count as withdrawals (W’s) on the grade sheet.

If making changes in the academic load results in tuition adjustments, all financial responsibilities must be met by the 10th business day of the semester. No tuition refunds will be made after the drop/add period is over. Financial aid is usually dependent on the number of semester hours of enrollment. Changing the academic load often impacts the financial aid award.

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 1 week (5 class days) after mid-semester (last day to drop a course without academic penalty) and receive a ‘W’ providing the student secures the advisor’s and the 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 discontinue attending a course at any time without officially withdrawing, the student is considered enrolled and will receive the grade earned in the course.

Students must use the Drop/Add/ Form (see “Forms Directory” on the computer network) to drop or add a course after the first day of class. The course drop/add form applies anytime the student withdraws from the course – even the week before exams. Students may not drop a course during the week of the course’s final exam.

## DISTANCE EDUCATION

Distance education at Cabarrus College refers to instruction where the instructor and student are separated geographically such that face-to-face communication is limited or absent. Instead, communication is accomplished by technological media. Synchronous or asynchronous communications may occur using audio, video, computer, or other electronic means, now known or hereafter developed, to teach a Cabarrus College course. Distance education courses provide greater flexibility to those students who might otherwise find it difficult to fit traditional class periods into busy work and family life schedules.

### **Orientation**

All students, including distance education students, are required to attend an on-campus orientation prior to the beginning of the first semester of enrollment. Students meet with academic advisors and representatives from each of the student support areas, receive passwords and orientation to College email and the learning management system, learn about library resources and database researching, are oriented to the College registration and data management system, and are familiarized with College policies and expectations. Students may access the online Student Handbook and College Catalog on the College website for detailed information on topics covered during orientation.

### **Test-taking / Proctoring**

Students are advised to refer to syllabi for information regarding the administration of tests which may occur online, on campus, or a combination of both. On-site testing may be required at the Cabarrus College campus or other approved site. If a proctor is required, the proctor must sign the Cabarrus College Proctor Agreement Letter. Proctors are required to solicit a photo ID for purposes of verifying the test-taker's identity.

### **Student Responsibilities**

Successful distance education students take responsibility for their learning by:

- Evaluating readiness for distance education coursework, including personal motivation, time commitment, ownership of equipment and requisite software, and a review of one's computer skills (such as the ability to email, use a word processor, save and attach documents, copy and move files, install and upgrade software, search the World Wide Web, and navigate websites),
- Participating in College orientation activities.
- Maintaining regular contact with the assigned advisor.
- Meeting established course deadlines.
- Participating in online communities and study groups.
- Adhering to the Student Code of Conduct, which includes upholding copyright laws and the principles of academic integrity and netiquette.

# 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 distance education courses designed for highly motivated, self directed, independent learners with good writing skills. WB courses offer a convenient, alternative way to learn outside of the traditional classroom. Delivery of 75% or more of the course hours is through internet/web sites with the remainder of course hours met through on-campus class meetings.

**Hybrid Courses (HB):** HB courses combine the traditional on-campus classroom components with required online learning experiences and activities. These courses are designed for highly motivated students with good writing skills. HB courses offer the flexibility of on-line study but require some on campus classroom meetings for instruction, testing, discussion or demonstration/return demonstration. Hybrid courses meet on campus for classroom instruction between 26% and 74% of the course hours with the remainder of course hours provided over the internet.

**Web Enhanced Course (WE):** WE courses are traditional on-campus classes that are augmented with required web site interactive assignments. The majority of course hours are on-campus. Interactive web assignments account for no more than 25% of course hours and are designed to enhance student learning. The course web site is added value.

## 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.
- All components of the College course syllabus policy are utilized as the format for electronically delivered instruction.
- Instruction will provide appropriate amounts and types of interaction between students and instructors with expected instructor response time within 48 hours.
- Electronically delivered course sections are evaluated similarly to campus delivered course sections.
- 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.
- 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.

## Technology Requirements for Online/Hybrid Courses

### System Requirements:

- Minimum CPU: Pentium 4, 1.0 GHZ or higher
- Minimum RAM: 1 GB
- Hard drive Size: 80 GB or higher
- CD / DVD ROM
- Sound card
- 56k Modem, 10 / 100 ethernet card or wireless card
- Camera and microphone (recommended)

### Software Requirements:

- Internet connection: Since most content is data intensive, cable or DSL connection is required.
- Edvance360 is currently compatible with Internet Explorer 7 or later versions and Firefox 1.0 or later versions. Other browsers may be used, but may not support all functionality in Edvance360. We recommend that you remain updated with the latest versions of web browser software that you use.
- All browsers should support JavaScript and have JavaScript enabled.
- Operating system: online platform independent (Windows XP or Apple's most current operating system minimum suggestion).
- Microsoft Office 2003 or higher required.
- Other Software: antivirus, Adobe Reader 9 or higher, WinZip, Media Player software, Apple's Quick time, Skype (recommended).

Students are required to keep their personal computers up to date with the latest Microsoft Windows updates, virus data files, etc. The College is not responsible for maintaining students' personal computers.

Students are required to have access to a video/audio recorder for the purposes of submitting their work via DVD or posting on an online forum.

# COURSE DESCRIPTIONS

## BIOLOGY (BIO)

**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. *This course may be offered in a hybrid and/or web-based format.*

**BIO 101 - General Biology I.** General Biology I is the study of fundamental principles and concepts of biology, including the history, philosophy, and methodology of science. The course includes a view of basic biological chemistry, metabolism, energy, enzymes, photosynthesis, cellular respiration, 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.** This course is a continuation of General Biology I. General Biology II will include a discussion of the biodiversity of organisms, taxonomy, the biology of prokaryotes, plants, and 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, and food sources, plus cultural considerations of nutrition provide the basis for an understanding of the role of nutrition throughout the life cycle. 3 hours theory. Credit: 3 hours.

**BIO 163 - Basic Anatomy and Physiology.** This course is a basic study of the structure and function of the human integumentary system, skeletal system, muscular system, nervous system, endocrine system, cardiovascular system, immune system, respiratory system, digestive system, urinary system, and reproductive system. The course includes a discussion of fundamental concepts of anatomy and physiology, basic inorganic chemistry and biochemistry, cell biology and histology. Laboratory involves microscopy and dissection. Credit: 3 hours.

**BIO 190 - Principles of Microbiology.** This course provides an introduction to basic concepts of structure, classification of growth patterns, and control of micro-organisms. The course will also include a discussion of the fundamentals of infection, disease, host immune responses, and clinical applications of principles. Laboratory emphasizes microbiological techniques. 3 hours theory, 3 hours lab. Credit: 4 hours.

**BIO 210 - Human Anatomy and Physiology I.** This course will study the structure and function of human organ systems, including basic inorganic and organic chemistry, the cell, histology, cellular energetics, body organization, the skeletal, muscular, and nervous systems, 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.** BIO 220 is a continuation of BIO 210 and includes the study of the cardiovascular, immune, respiratory, urinary, digestive, endocrine, and reproductive systems, embryology, and genetics. Laboratory involves dissection and physiological measurements. Prerequisite: Biology 210. 3 hours theory, 3 hours lab. Credit: 4 hours.

**BIO 230 - Cell Biology.** This course is a study of the fundamental principles and concepts of cell biology. Topics include a discussion of cell structure and chemistry, bioenergetics, enzyme kinetics, cell metabolism, cell transport processes, cell to cell communication, cell motility, the extracellular environment, and regulation of gene expression in prokaryotes and eukaryotes. Upon completion the student should be able to demonstrate an understanding of cell structure and function. Lab exercises reinforce and demonstrate theory content and provide an introduction to laboratory techniques of biotechnology. Pre or Co-requisites: Biology 101 or Biology 190 or permission of Instructor. 3 hours theory, 3 hours lab. Credit: 4 hours.

**BIO 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, 2 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 in all three fundamental body planes. The student will be able to relate these views to both normal and abnormal structure including anatomic, functional, and pathological relationship within the human body. 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

## **BUSINESS (BUS)**

**BUS 310 – Introduction to Accounting and Financial Management.** This course examines the role of financial management within the healthcare organization, 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.



## CHEMISTRY (CHM)

**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.** This course is the 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.** This course is a continuation of the study of the fundamental principles and laws of chemistry discussed in General Chemistry I. Topics in this course 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.

## COMPUTED TOMOGRAPHY (CAT)

**CAT 301 - Introduction to CT and CT Physics.** Provides the Radiologic Technologist a general overview of the computed tomography environment (instrumentation and physics). Readings and assignments deal with physics and technologic aspects of conventional and spiral/helical CT, including digital image processing, rad attenuation, data acquisition, and image reconstruction. In addition, major components of a CT scanner such as computers, array processors, display and storage devices and the factors affecting image quality and dose to the patient will be analyzed by the student. A major section of the course will deal with Multislice CT, and applications such as CT Fluoroscopy, Three-Dimensional CT, CT Angiography, and Virtual Reality Imaging. Specific emphasis will be placed on terminology, data acquisition components, tissue attenuation conversions, image manipulation, and factors controlling image resolution. To enroll in this course, students must be registered in one of the following imaging modalities: Radiography, Nuclear Medicine, or Radiation Therapy. 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. Lectures and clinical practice will emphasize practical aspects of CT scanning, patient positioning, patient care and handling, as well as scanning protocols for the head, neck, chest, abdomen, pelvis, extremities, and special imaging procedures. Image production will be discussed in detail, with emphasis on image



manipulation with attention given to practical use, equipment, and clinical application. To enroll in this course, students must be registered in one of the following imaging modalities: Radiography, Nuclear Medicine, or Radiation Therapy. 3 hours theory. Credit: 3 Hours. *This course may be offered in a hybrid format.*

**CAT 304 - Computed Tomography Clinical Applications.** This course provides the opportunity to apply knowledge gained from classroom instruction to CT imaging techniques and approaches in scanning patients in computed tomography settings. Emphasis is placed on patient care and positioning, scanning procedures, and image production in computed tomography. Upon completion, students should be prepared to assume a variety of duties and responsibilities within the computed tomography clinical environment and meet the eligibility requirements for the ARRT Computed Tomography Registry Examination. 18 hours clinical lab. Co-Requisite: CAT 301, 303 Credit: 6 Hours

## COMPUTER APPLICATION SCIENCES (CAS)

**CAS 190 – Computer Technology Applications.** This is 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.** This is 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 permission 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.

## ENGLISH (ENG)

**ENG 101 – English Composition I.** This course is designed to offer the basics of composition and use of APA style documentation with an emphasis on writing as a process. Readings will be both fiction and non-fiction. Class discussion will enhance the assigned readings 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.** In this course students will learn techniques for clear, purposeful, effective writing. Emphasis is on rhetoric and argumentation for a variety of purposes and audiences. Writings will incorporate research findings and APA style documentation. 3 hours theory. Credit: 3 hours.

**ENG 210 – World Literature.** This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from their literary beginnings through the seventeenth century. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze and respond to selected works. 3 hours class. Credit: 3 hour. Prerequisites: ENG 101.

**ENG 302 – 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 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

## HEALTH (HEA)

**HEA 110 – Health and Wellness.** This course covers basic concepts of personal 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)

**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. It explores historical background, functions, interrelationships and future role of the health services industry. Prerequisites or corequisites: Admission to Health Services Leadership and Management Program or permission of course faculty. Theory: 3 hours. Credit: 3 hours.. *This course may be offered in a hybrid and/or web-based format.*

**HSL 302 - Methods for Health Services Research and Evaluation.** This course provides an introduction to basic methods for undertaking research and program evaluation with health services organizations. It will include analysis of evaluation models and appropriate research methods, the 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. *This course may be offered in a hybrid and/or web-based format.*

**HSL 303 - Health Services Supervision.** The course addresses the challenges experienced by managers of the small working unit within a larger health services organization. The 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. Theory: 3 hours. Credit: 3 hours. *This course may be offered in a hybrid and/or web-based format.*

**HSL 306 - Healthcare Economics.** The goal of this course is to provide an introduction to the economics of healthcare with an exploration of the supply and demand for services in a politically driven market. The course addresses the impact of healthcare economics on the delivery of healthcare to clients. Prerequisites or corequisite: HSL 300 or permission of course faculty. Theory: 3 hours. Credit: 3 hours. *This course may be offered in a hybrid and/or web-based format.*

**HSL 320 – Health Care Informatics.** This course provides an introduction to informatics in health care. The course focuses on data, information, and knowledge in health care which are multidisciplinary and complex.. The course is designed to develop the student's ability to both access and assess software, hardware, data storage tools, and information sources 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. Theory: 3 hours. Credit: 3 hours. *This course may be offered in a hybrid and/or web-based format.*

**HSL 330 - Human Resource Management.** This course examines healthcare organization structure with emphasis on manpower management. Topics include: human resources needs assessment, recruitment, selection, training, and wage, salary, and benefits administration. Prerequisite or corequisite: HSL 300 or permission of course faculty. Theory: 3 hours. Credit: 3 hours. *This course may be offered in a hybrid and/or web-based format.*

**HSL 340 - Healthcare Marketing & Public Relations.** The goal of this marketing course is to study the 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. Theory: 3 hours. Credit: 3 hours. *This course may be offered in a hybrid and/or web-based format.*

**HSL 341 – Issues in Performance Improvement.** This course is designed to provide an understanding of the concepts and tools of performance improvement critical to managerial success. The course will address the concepts of PI and the essential tools of measurement. Prerequisite or corequisite: HSL 300 or permission of course faculty. Theory: 3 hours. Credit: 3 hours *This course may be offered in a hybrid and/or web-based format.*

**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. Theory: 3 hours. Credit: 3 hours. *This course may be offered in a hybrid and/or web-based format.*

**HSL 360 – Internship.** The course is designed as A practicum providing 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. Practicum: 9 hours. Credit: 3 hours. *This course may be offered in a hybrid and/or web-based format.*

**HSL 400 - Organizational Dynamics and Communications.** This course is an in depth study of various types of health service organizational structures, both formal and informal, with special emphasis on the behavior or people within those structures. The effect of organizational structure on communication among participants and the impact on organizational functioning will be major concepts presented in the course. Prerequisite or corequisite: HSL 300 or permission of course faculty. Theory: 3 hours. Credit: 3 hours. *This course may be offered in a hybrid and/or web-based format.*

**HSL 402 - Healthcare Policy and Planning.** This course 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. Theory: 3 hours. Credit: 3 hours. *This course may be offered in a hybrid and/or web-based format.*

**HSL 403 - Current Issues in Health Services Management.** This course is an exploration of trends and issues related to contemporary healthcare practice/leadership. 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. Theory: 3 hours. Credit: 3 hours. *This course may be offered in a hybrid and/or web-based format.*

**HSL 406 - Long-Term Care Management.** This is a comprehensive overview of the long-term care continuum as it exists today, the changes taking place now and proposed for the future, and the skills necessary to effectively manage a long-term care facility. Primary focus is on 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. Theory: 3 hours. Credit: 3 hours. *This course may be offered in a hybrid and/or web-based format.*

**HSL 411 – Legal and Ethical Issues.** This course is 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. Theory: 3 hours. Credit: 3 hours. *This course may be offered in a hybrid and/or web-based format.*

**HSL 440 – Management of Medical Group Practice.** The goal of the course is to provide a comprehensive overview of the 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 topics covered in this course. Prerequisite or corequisite: HSL 300 or permission of course faculty. Theory: 3 hours. Credit: 3 hours. *This course may be offered in a hybrid and/or web-based format.*

**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 Leadership and 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. Theory: 3 hours. Credit: 3 hours. *This course may be offered in a hybrid and/or web-based format.*

**HSL 460 – Capstone Project.** This project represents the compilation of all the student's skills learned while enrolled in the Health Services Leadership and Management program. It is a major project on a subject of interest to the student. It will be guided by an interdisciplinary 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. Theory: 3 hours. Credit: 3 hours. *This course may be offered in a hybrid and/or web-based format.*

## **HUMANITIES (HUM)**

**HUM 130 - Drama.** This course introduces the art of the actor, including pantomime and improvisations, vocal and physical techniques for self-expression in performance situations. During the course students will be introduced to the historical development and cultural significance of dramatic portrayals. 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 and 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 Appreciation.** This course is a survey of music for non-music majors. Included is 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.** This course is designed to enhance the student’s appreciation of art. Students will explore how art reflects society at its time in history; politically, emotionally, religiously, and socially. This course will examine media artists use to create their art, including two-dimensional and three-dimensional drawings, painting, printing, camera arts, graphic design, sculpture, installation, crafts, and architecture. A brief but comprehensive development of art history from pre-historic Europe to the present day is included. Students will learn to analyze and evaluate art technically, contextually, and visually. They will be able to identify major artists and periods in art history and media. 3 hours theory. Credit: 3 hours.

## **MAGNETIC RESONANCE IMAGING (MRI)**

**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. Lecture will be based on the physical principles of MRI including the basic physics of NMR and the equations needed to produce magnetic resonance images, digital imaging related to MR, bioeffects and hazards of magnetic fields, radio frequency radiation, and general safe use of MRI. 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. To enroll in this course, students must be registered in one of the following imaging modalities: Radiography, Nuclear Medicine, Radiation Therapy, or Diagnostic Medical Sonography. 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. Emphasis is placed on MR imaging techniques and approaches that can be used for scanning patients such as: operator-controlled parameters, image optimization and changes in the parameters that affect image quality, positioning techniques and equipment used for anatomic and pathologic regions of interest. Image production will be discussed in detail with emphasis on image manipulation for various protocols with particular attention to sequences and imaging planes to cover head, soft tissue neck, spine, chest, abdomen, pelvis, upper and lower extremities, and pediatric imaging. 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. To enroll in this course, students must be registered in one of the following imaging modalities: Radiography, Nuclear Medicine, Radiation Therapy, or Diagnostic Medical Sonography. 3 hours theory. Credit: 3 Hours. *This course may be offered in a hybrid format.*

**MRI 304 - Magnetic Resonance Imaging Clinical Applications.** This course provides the opportunity to apply the knowledge gained from classroom instruction to MR imaging techniques and approaches in scanning patients in magnetic resonance imaging clinical settings. 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 clinical lab. Credit: 6 Hours

## **MATH (MAT)**

**MAT 161 - College Algebra.** This 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.** This course is an introductory course in statistics. Content includes averages, measures of data spread, correlations, rules of probability, discrete probability distributions, continuous probability distributions, confidence intervals, hypothesis tests and applications. 3 hours theory. Credit: 3 hours.

## **MEDICAL ASSISTANT (MED)**

**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: CAS 190, BIO 100. 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: BIO 100. Permission of Program Chair required to register for this course. 3 hours theory. Credit: 3 hours.

**MED 110 - Medical Assisting II.** Medical Assisting 110 will continue to develop more understanding of the medical assistant. The student will learn about medication administration, human growth and development, asepsis and sterilization, office surgery, patient assessment, phlebotomy, and the handling and analysis of laboratory specimens. A registered nurse will supervise them in the classroom and skills lab in the medication administration portion of the course. Prerequisites: 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 Chair required to register for this course. 3 hours theory, 3 hours lab. Credit: 4 hours.

**MED 120 - Medical Assistant Practicum** The practicum provides the student with the opportunity to apply their knowledge, demonstrate professional attitude, interact with other health care professionals and patients, and perform the administrative and clinical duties of a medical assistant. Upon completion of this course, students will be able to perform the duties of the Medical Assistant as they apply to the assigned office. Prerequisites: Successful completion of all coursework in the Medical Assistant Diploma Curriculum. 2 hours theory, 13 hours lab. Credit: 6 hours.

**MED 230 - Medical Assistant Internship.** This course is designed to give associate degree level medical assisting students an opportunity to complete an internship in a specialty area of practice. This is primarily a clinical course with weekly seminars. Pre or corequisites: Successful completion of all courses in the Associate Degree Medical Assistant Curriculum. 9 hours clinical lab. Credit: 3 hours.

## **MEDICAL IMAGING SYSTEMS (MIS)**

**MIS 400 – Medical Imaging Special Procedures and Quality Control.** Through readings, internet activities, assignments, and teletutoring support 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. The course begins by outlining quality management concepts and procedures, followed by analysis of quality control (QC) testing for all imaging modalities. 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. Credits: 3 Hours. *This course may be offered in a hybrid format.* 115

**MIS 450 – Imaging Management Internship.** This course is the program capstone course and 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 also will observe the organizational structure, philosophy, personnel interrelationships, and current challenges of the organization under the direction of a preceptor. Included within this course will be a 15 hour service learning experience with a reflective writing assignment. 9 hours of clinical practicum. Co-requisite: MIS 400. Credits: 3 Hours.

## **NURSING (NSG)**

**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 holistic 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. Pre or co-requisites: NSG 220. 1 hour theory, 6 hours lab. Credit: 3 hours

**NSG 300 - Nursing in Society.** This course examines the evolution of professional nursing, the health care system and health care trends influencing nursing practice. This course explores functions, interdisciplinary relationships and the future role of professional nursing. Prerequisites or corequisites: Admission to BSN program. 3 hours theory. Credit: 3 hours. *This course is offered in a web-based format.*

**NSG 301 - Health Assessment.** This course examines holistic health assessment of culturally diverse clients across the lifespan. It includes comprehensive health assessment and communication of health assessment findings. There are three (3) mandatory all day intensive sessions for the purposes of demonstrating nursing assessment skills. Prerequisites: NSG 300. 3 hours theory, 1 hour lab. Credit: 4 hours. *This course is offered in a web-based format.*

**NSG 303 - Nursing Administration and Leadership.** This course focuses upon the concepts of nursing leadership essential to interacting effectively with individuals, groups and organizations. This course includes principles of group dynamics, organizational behavior, and concepts of conflict management and change theory. Prerequisite: NSG 300. Co-requisite: NSG 307. 3 hours theory. Credit: 3 hours. *This course is offered in a web-based format.*

**NSG 305 - Health Policy.** This course emphasizes the relationship between the politics of healthcare and the impact of economics on healthcare. This course explores the roles of government, bureaucratic agencies, organizations, consumers and health care providers in the shaping, development and implementation of health policy. Prerequisite: NSG 300. 3 hours theory. Credit: 3 hours. *This course is offered in a web-based format.*

**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. Current enrollment in the A.D.N. or BSN programs or employment as an RN required. 3 hours theory. Credit: 3 hours. *This course is offered in a web-based format.*

**NSG 313 - Nursing Informatics.** This course explores the utilization of informatics in nursing practice and its role in delivering safe and quality care. The course integrates nursing science with computer technology and information science to identify, gather, process and manage information. Prerequisite: NSG 300. Credit: 3 hours. *This course is offered in a web-based format.*

**NSG 401 - Health and Populations.** This course explores nursing management of culturally diverse individuals, families, and aggregates within communities. This course places an emphasis on health promotion, risk reduction, population-based care and epidemiology. Prerequisites: NSG 300, NSG 301, NSG 303, NSG 305, NSG 307. Co-requisite NSG 410. 3 hours theory. Credit: 3 hours. *This course is offered in a web-based format.*

**NSG 403 - Current Issues in Nursing.** This course focuses upon the trends and issues related to contemporary nursing practice. Issues and solutions are addressed by applying professional nursing theories that incorporate ethical and legal principles, cultural and social concepts, and an understanding of the health policymaking process. Prerequisite NSG 300, NSG 301, NSG 303, NSG 305, NSG 307. 3 hours theory. Credit: 3 hours. *This course is offered in a web-based format.*

**NSG 405 - Pharmacology.** 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. This course is designed to meet the needs of practicing nurses to strengthen their pharmacology knowledge. Prerequisite NSG 300, NSG 301, NSG 303, NSG 305, NSG 307. 3 hours theory. Credit: 3 hours. *This course is offered in a web-based format.*

**NSG 407 - Nursing Research.** This course introduces the research process and strategies that promote the application of research findings. This course guides nurses to be consumers of research and to promote an evidence-based approach to professional nursing practice. Prerequisite: MAT 310, NSG 300, NSG 301, NSG 303, NSG 305, NSG 307. 3 hours theory. Credit 3 hours. *This course is offered in a web-based format.*

**NSG 410 - Health and Populations Service Learning Project.** This practicum provides the nurse an 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, NSG 301, NSG 303, NSG 305, NSG 307. Co-requisite NSG 401. 9 hours practicum. Practicum hours: 135. Credit: 4 hours. *This course is offered in a web-based format.*

## **OCCUPATIONAL THERAPY ASSISTANT (OTA)**

**OTA 110 - 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. Pre or co requisites: BIO 100, BIO 210, ENG 101, CAS190. 2 hours theory. Credit: 2 hours

**OTA 115 - Level I Fieldwork #1.** This course introduces students to the profession of occupational therapy in a clinical setting. Students develop professional behaviors while interacting with rehabilitation staff and participating in client interventions. Through guided observations and documentation students will relate new learning skills central to the academic curriculum. Pre or co requisites: OTA 110, OTA 120, BIO 100, BIO 210, ENG 101, CAS190. 3 hours lab or clinical. Credit: 1 hour

**OTA 120 - Activity Analysis Application to Occupation.** This course is designed to guide students in basic skills with activity analysis, and 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: Domain and Process as applied to activity analysis. The importance of client-centered, purposeful, and meaningful intervention is emphasized. Pre or co requisite: OTA 110, OTA 115, BIO 100, BIO 210. ENG 101, CAS190. 2 hours theory. 3 hours lab. Credit 3 hours.



**OTA 130 – Fundamentals of Occupations.** In this course, students gain an understanding of the theoretical basis of occupational therapy and analysis of “occupations”. Current frames of reference and models of practice are explored with emphasis placed on therapeutic application in treatment methods in the areas of activities of daily living, work, play, and leisure. Students will have practical application in class/lab and will learn and demonstrate application of therapeutic techniques. Students fabricate static splints and demonstrate a piece of adaptive/assistive equipment. Properties of thermoplastic materials versus the use of commercial prefabricated material will be explored. Pre or co requisites: OTA 110, OTA 115, OTA 120, OTA 140, OTA 145, OTA 150, ENG 101, CAS 190, PSY 101, and BIO 220. 2 hours theory. 3 hours lab. Credit: 3 hours.

**OTA 140 - Adult Physical Conditions.** This course is designed to prepare students in the area of adult and geriatric occupational therapy fieldwork and practice. The focus is major diagnostic categories seen in adult physical rehabilitation with an emphasis on theoretical models, treatment techniques and interventions, and documentation. Pre or co requisites: OTA 110, OTA 115, OTA 120, OTA 145, OTA 150, BIO 100, BIO 220, ENG 101, CAS 190. 3 hours theory. Credit 3 hours.

**OTA 145 - Level I Fieldwork #2.** This course expands the student’s clinical experience in occupational therapy intervention with adult and/or pediatric conditions. Observation and clinical reasoning skills are enhanced through guided assignments applying the Occupational Therapy Framework: Domain and Process in the practical setting. Students continue to develop professional behaviors, documentation skills, and experience OTR and COTA role delineation. Pre or co requisites: OTA 110, OTA 115, OTA 120, BIO 100, BIO 220. ENG 101, CAS 190. 3 hours lab. Credit 1 hours.

**OTA 150 - Pediatrics in Occupational Therapy.** In this course students will gain the knowledge of typical pediatric development, as well as pediatric medical conditions and their impact on development relative to the practice of occupational therapy. The laws governing rehabilitation and the settings in which occupational therapy services are provided will be explored. Theoretical frames of reference for occupational therapy assessment and intervention strategies as they apply to common pediatric conditions will be introduced. Pre or co requisites: OTA 110, OTA 115, OTA 120, OTA 130, OTA 140, OTA 145, BIO 100, BIO 220, ENG 101, CAS190. 3 hours theory. Credit 3 hours.

**OTA 160 - 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: Domain and Process and evidence based research will be incorporated in classroom and learning experiences. Pre or co requisites: Completion of the first two semesters of the OTA program and PSY 150. 3 hours theory. Credit 3 hours.

**OTA 200 - Pediatric Therapeutic Intervention.** In this course students will apply the knowledge of common pediatric medical conditions and their impact on developmental skills, and develop and implement intervention plans appropriate for the pediatric populations commonly receiving occupational therapy services. Students will also continue preparing documentation, describing

OTR/COTA/L role delineation, and discussing current trends in occupational therapy pediatric practice. Pre or co requisites: Completion of the first three semesters of the OTA program, OTA 210, OTA 215, OTA 220, PSY 210, HUM of student choice, and an elective. 1 hours theory, 3 hours lab. Credit 2 hours.

**OTA 210 - 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. Pre or co requisites: Completion of all first year OTA courses and general education requirements, OTA 200, OTA 215, OTA 220, PSY 210, HUM of student choice, and an elective. 2 hours theory. Credit: 2 hours.

**OTA 215 - Level I Fieldwork #3.**

This course is a fieldwork experience for occupational therapy intervention of clients with psychosocial dysfunction, chronic illness, and difficulties encountered in the aging process. Students experience direct hands-on clinical applications of the academic curriculum in various community settings, while refining skills in observation, professional behaviors, activity analysis, client-centered intervention, cultural awareness, clinical reasoning, documentation and multidisciplinary team collaboration. Pre or co requisites: Completion of the first year of the OTA program, OTA 200, OTA 210, OTA 220, PSY 210, HUM of student choice, and an elective. 3 hours lab or clinical. Credit: 1 hour.

**OTA 220 - Adult Therapeutic Intervention.**

In this course the student learns to administer various standardized and non-standardized assessments 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, identify the necessary changes as needed, and modify treatment plans. Students will continue to gain knowledge of professional ethics, documentation, behavior, OTR/COTA role delineation, and current and future practice. Pre or co requisites: Completion of all first year OTA courses, OTA 200, OTA 210, and OTA 215. 2 hours theory, 3 hours lab. Credit 3 hours.

**OTA 240 - 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 Fieldwork #1. 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 260 - 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 Fieldwork #2. 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 240. 320 Contact hours. Credit: 6 hours.

## **PHILOSOPHY (PHL)**

**PHL 310 – Ethics in Healthcare.** This course examines health within the practical arena and includes the study of legal aspects of healthcare and principles of ethical decision making. Topics focus on health policies, advocacy, and consumer protection within budget and policy priorities and the movement of health from the private to the public realm. 3 hours theory. Credit: 3 hours

## **PHYSICAL EDUCATION (PED)**

**PED 110 - Yoga.** This course introduces the basic discipline of yoga. Topics include proper breathing, relaxation techniques, and correct body positions. Upon completion, students should be able to demonstrate the procedures of yoga. Activity 2 hours. Credit : 1 hour.

## **PSYCHOLOGY (PSY)**

**PSY 101 – General Psychology.** This course is 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.** This course is a comprehensive study of the major conceptualizations in psychopathology. The course 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.

## RELIGION (REL)

**REL 210 – World Religions.** This course introduces the world's major religious traditions. Topics include primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. 3 hours theory. Credit 3.

## SOCIOLOGY (SOC)

**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 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.** This course examines comparisons 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. *This course may be offered in a hybrid and/or web-based format.*

**SOC 320 – Sociology of Health and Illness.** This course explores social factors including, but not limited to, class, gender, race, and age and the impact of sociological factors on susceptibility to disease, attitude about illness, and access to health care. This course will investigate health practices from a cross-cultural perspective and explain how and why particular social arrangements affect the types and distribution of diseases. Health care access and organization will also be addressed. 3 hours theory. Credit: 3 hours.

## SPANISH (SPA)

**SPA 120 – Spanish for the Professions.** This course is a beginning level college course that introduces the healthcare professional to the fundamentals of the Hispanic culture and Spanish language. The course focuses on written and oral communication through the use of specialized vocabulary in the context of health and social services professions. The 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.

## SPEECH AND COMMUNICATIONS (SPH)

**SPH 101 - Public Speaking.** The course teaches students the 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.

## SURGICAL TECHNOLOGY (SRG)

**SRG 111 Introduction to Surgery** This course introduces students to fundamental operating room principles, techniques, and skills. Students are oriented to the surgical environment, professional roles, moral/legal/ethical responsibilities, and medical communications used in surgical technology. The theories of surgical asepsis, sterilization and disinfection, physical sciences and microbiology as relative to wound healing and infection and surgical pathology are presented. The student will gain the knowledge of wound closure, preparation of supplies, gowning and gloving and instrumentation in the operating room. Basic principles of electricity and physics are included to help familiarize the students in robotics and laser use. Pre and/or Co requisites: BIO 163, ENG 101, BIO 100. Semester Hour Credit: 8.

**SRG 121 - Surgical Procedures and Clinical I.** This course provides in-depth information for the successful preparation, performance, and completion of basic surgical procedures. Emphasis is placed on the safe use of instruments, equipment, and supplies in surgical procedures related to general, OB/GYN, genitourinary and orthopedic surgical specialties. Also included is surgical pharmacology, 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. Pre and/or Co Requisites: BIO 190, SRG 111, PSY 101. Semester Hour Credit: 9

**SRG 131 - Surgical Procedures and Clinical II.** This course instructs the student in the principles and skills required to assist in procedures for otorhinolaryngology, oral, plastics and reconstructive surgery, ophthalmology, pediatric/geriatric, neurological and cardiac/thoracic specialties. Areas such as burns, diagnostic procedures and pathology as they apply to surgery are covered as well as the care of the surgical patient preoperatively, intraoperatively, and postoperatively. 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. Pre and/or Co Requisite: SRG 121. Semester Hour Credit: 6

**SRG 211 - Advanced Surgical Practice.** This course is designed to provide individualized experience in the advanced surgical role including a focus on managerial skills to the associate degree level student. Emphasis is placed on developing and demonstrating proficiency in skills necessary for advanced practice in complex surgical specialties and management. Upon completion, students will be able to assume leadership roles in a chosen specialty area. Pre and/or Co-requisites: SRG 131. Class Semester Hour Credit: 3.

**SRG 221 - Surgical Capstone.** This course is designed to provide the associate degree level surgical technologist an opportunity to apply the surgical technology competencies acquired in the core courses to a surgical technology project in a specialty area of surgical practice. This project will represent a compilation of the student's experience in a clinical setting, performing the duties of a scrubbed technologist and healthcare leader. Students will create an advanced surgical research project exploring the interaction of all healthcare professionals involved in optimal patient outcomes. Prerequisite and Co-requisites: All other courses in the associate degree program. Class Contact Semester Hour Credit: 3.

**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. Students develop experience in a clinical setting, performing the duties of a scrubbed and/or circulating technologist under the direct supervision of a preceptor during an assigned surgical procedure. 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. **This course is only available to Surgical Technology students enrolled prior to the 2010-11 academic year.**

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