

CABARRUS  
COLLEGE  
*of*  
HEALTH SCIENCES

Catalog 2012-13

# CABARRUS COLLEGE

*of*

## HEALTH SCIENCES

**CELEBRATING 70 YEARS OF EDUCATIONAL EXCELLENCE  
1942-2012**

401 Medical Park Drive  
Concord, NC 28025  
704-403-1555 • Fax: 704-403-2077  
Email: [admissions@cabarruscollege.edu](mailto:admissions@cabarruscollege.edu)  
[www.cabarruscollege.edu](http://www.cabarruscollege.edu)



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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 O. Snyder, DHA  
Chancellor

**CABARRUS COLLEGE OF HEALTH SCIENCES**  
**ACADEMIC CALENDAR**  
 Diploma/Degree Programs  
 2012– 2013

**FALL SEMESTER**

Fall Semester Tuition Due.....	August 7, 2012
Annual Adjunct Faculty Meeting/Orientation.....	August 7, 2012
Fall Orientation.....	August 14, 15 & 16, 2012
Classes Begin-Full Fall & Fall I.....	August 20, 2012
Registration Drop/Add End.....	August 24, 2012
CAAP Test (Associate in Science Graduation Candidates).....	August 27, 2012
CAAP Test (Baccalaureate Graduation Candidates).....	August 30, 2012
Labor Day Holiday (College Closed).....	September 3, 2012
Classes resume.....	September 4, 2012
* Last day to drop course without academic penalty-Fall I.....	September 21, 2012
Fall Break (College Closed).....	October 8 & 9, 2012
Classes resume.....	October 10, 2012
Final exams and evaluation-Fall I.....	October 11 & 12, 2012
Classes begin Fall II.....	October 15, 2012
* Last day to drop course without academic penalty-Full fall.....	October 24, 2012
Registration for Spring Semester (enrolled students).....	November 5 – 12, 2012
Intent to Graduate Forms due (May 2013).....	November 12, 2012
Thanksgiving Holidays (College Closed).....	November 21, 22 & 23, 2012
Classes resume.....	November 26, 2012
*Last day to drop course without academic penalty-Fall II.....	November 26, 2012
Final exams and evaluation-Full Fall & Fall II.....	December 10 – 14, 2012
Winter Commencement.....	December 14, 2012

**SPRING SEMESTER**

New Years Holiday (College Closed).....	January 1, 2013
Spring Semester Tuition Due.....	January 3, 2013
Spring Orientation.....	January 3 – 4, 2013
Classes Begin-Full Spring & Spring I.....	January 7, 2013
Registration Drop/Add End.....	January 11, 2013
CAAP Test (Associate in Science Graduation Candidates).....	January 14, 2013
CAAP Test (Baccalaureate Graduation Candidates).....	January 17, 2013
Dr. Martin Luther King, Jr Holiday (College Closed).....	January 21, 2013
* Last day to drop course without academic penalty-Spring I.....	February 8, 2013
Final exams and evaluation-Spring I.....	February 25-26, 2013
Spring Break (College Closed 4-5).....	March 4 - 8, 2013
Classes resume.....	March 11, 2013
Classes begin Spring II.....	March 11, 2013
* Last day to drop course without academic penalty-Full Spring.....	March 21, 2013
Registration for Summer Sessions & Fall Semester (enrolled Students).....	March 25 – 29, 2013
Intent to Graduate Forms Due (December 2013).....	March 29, 2013
Good Friday Easter Holiday (College Closed).....	March 29, 2013
*Last day to drop course without academic penalty-Spring II.....	April 15, 2013
Final exams and evaluation Full Spring & Spring II.....	April 29 – May 3, 2013
Spring Commencement.....	May 7, 2013

## SUMMER SESSIONS

Full Summer & Summer I (First Six-Week Session) Tuition Due.....	May 2, 2013
Full Summer & Summer I (First Six-Week Session) New Student Orientation.....	May 9, 2013
Classes begin-Full Summer & Summer I.....	May 13, 2013
Registration Drop/Add.....	May 17, 2013
Memorial Day Holiday (College Closed).....	May 27, 2013
Classes resume.....	May 28, 2013
* Last day to drop course without academic penalty – First Six-Week Session.....	June 4, 2013
Summer II (Second Six-Week Session) Tuition Due.....	June 13, 2013
ASPIRE 2013.....	June 17-21, 2013
Summer II (Second Six -Week Session) Tuition Due.....	June 13, 2013
Summer II (Second Six-Week Session) New Student Orientation.....	June 20, 2013
* Last day to drop course without academic penalty – Full Summer Session.....	June 21, 2013
Summer I (First Six-Week Session)Ends.....	June 21, 2013
Classes begin-Summer II.....	June 24, 2013
Registration Drop/Add End-Summer II.....	June 28, 2013
July 4 Holiday (College Closed).....	July 4, 2013
Classes resume.....	July 5, 2013
* Last day to drop course without academic penalty – Second Six-Week Session.....	July 16, 2013
Full Summer Session Ends.....	July 19, 2013
Summer II (Second Six-Week Session )Ends.....	August 2, 2013

*Make up days due to inclement weather will occur through the virtual campus*

Calendar information is accurate as of the date of publication. Cabarrus College of Health Sciences Administration reserves the right to make changes as needed.

## 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  
4615 Lake Boone Trail, Raleigh, NC 27607  
(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 Pharmacy Technology program has an accreditation application submitted to**

The American Society of Health-System Pharmacists (ASHP)  
7272 Wisconsin Avenue, Bethesda, MD 20814  
(301) 657-3000

### **The Surgical Technology program is accredited by**

The Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA).  
Commission on Accreditation of Allied Health Education Programs  
1361 Park Street, Clearwater, FL 33756  
(727) 210-2350

## **RIGHT TO REVISE**

Cabarrus College reserves the right to revise, amend, or change items set forth in this publication. Accordingly, readers of this publication should inquire about revisions, amendments, or changes which have been made since the date of printing, by consulting the College website. The College reserves the right to cancel course offerings, to set minimum and maximum size of classes, to change designated instructors in courses, and to make decisions affecting the academic standing of anyone participating in a course or program offered by Cabarrus College

## **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 access is available to authorized personnel only.

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 Coordinator of Campus and Community Outreach.

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

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

- Cabarrus College graduation rates are published on page 8 of the catalog.
- Information on campus safety and security including crime statistics is available 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

The calculation of graduation rates below are listed as the percentage of diploma/degree-seeking undergraduate students in a particular year (cohort) completing their program within the normal time to completion.

### Diploma Programs: Fall

	2005	2006	2007	2008	2009
Graduated On-Time	72%	55%	75%	63%	73%
Graduated	72%	55%	83%	63%	73%

### Associate Degree Programs: Fall

	2005	2006	2007	2008	2009
Graduated On-Time	58%	52%	62%	63%	62%
Graduated	76%	69%	78%	73%	70%

### Associate Degree Programs: Spring

	2005	2006	2007	2008	2009
Graduated On-Time	77%	53%	62%	58%	58%
Graduated	90%	80%	76%	80%	74%

### Bachelor Degree Programs: Fall

	2005	2006	2007	2008	2009
Graduated On-Time	53%	58%	41%	40%	30%
Graduated	71%	74%	50%	50%	30%

### Bachelor Degree Programs: Spring

	2005	2006	2007	2008	2009
Graduated On-Time	0%	25%	38%	33%	40%
Graduated	0%	50%	50%	50%	40%

## CLINICAL AFFILIATIONS

Cabarrus College of Health Sciences has formal clinical arrangements with over 200 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 NorthEast Medical Center and the NorthEast Foundation to fund and build a new college facility on the –NorthEast Medical Center 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 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 2009-2010 a grant was received from NCICU to expand the Guided Study Session Program. Scholar 360 also was introduced as our online learning platform. Cabarrus College's first completely online program started with the Spring 2011 semester as the BSN program received approval from SACS and transitioned from a face-to-face format to web-based.

Cabarrus College started the first Pharmacy Technology Associate Degree program in the region and enrolled new students beginning in the Fall 2011 semester.

In collaboration with CMC-NorthEast, Cabarrus College opened a simulation learning lab in March 2011 enhancing the learning environment for clinical students.

The College celebrates its 70th anniversary in 2012 with a special event planned for Saturday, October 20, 2012.

## QUALITY ENHANCEMENT PLAN

In an effort to meet an accreditation requirement, Cabarrus College faculty, staff and student body representatives identified the following College initiative: Enhancing Cultural Competence in Healthcare Delivery. This initiative has a focus on exposing our students to diverse populations in our community using service learning as a teaching vehicle. The many benefits of service learning are outlined in the literature with conclusive evidence that service learning has a significant impact on academic objectives. Service learning supports the College's core value of Teamwork and our desire (intent) to embrace diversity. Cabarrus College defines Service Learning as a teaching-learning strategy that embraces collaboration with community partners to:

- promote structured learning through active participation in diverse environments,
- develop enhanced curricular objectives with rich learning experiences to translate theory into real-life situations,
- provide meaningful community service that results in reciprocity between the student and population served and
- foster personalization and self-reflection in order to develop critical thinking and reasoning abilities.

The journey toward achieving cultural competence is life-long, however, the College endeavors to enhance our student's cultural competence in healthcare delivery by utilizing best practices in service learning and immersion in diverse situations. Through service learning our students will have opportunities to enhance leadership skills, increase their civic engagement and gain a deeper understanding of the complexity of social issues.

## **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

# DEGREES OFFERED

## LOUISE HARKEY SCHOOL OF NURSING

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

The Bachelor of Science in Nursing (RN-BSN) degree is an online completion program designed for registered nurses (RNs) who have graduated from either an associate degree or diploma program. Coursework provides an in-depth study of health policy, nursing research, leadership and management, community health nursing, and current issues in nursing practice.

### **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. The three year average pass rate on the Registered Nurse licensure exam is 94% for graduates of the Associate of Science Degree in Nursing.

## HEALTH SCIENCES BACHELOR'S DEGREE PROGRAMS

### **Bachelor of Science in Health Services Leadership & Management (This program is currently under review.)**

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 is designed for imaging professionals with an associate degree in an imaging field and who are ARRT registered or eligible. Speciality tracks include Computed Tomography (CT), Magnetic Resonance Imaging (MRI), Management, and a mixed CT-MRI option.

## HEALTH SCIENCES ASSOCIATE'S DEGREE AND DIPLOMA PROGRAMS

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

The Medical Assistant program offers a 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.

### **Pharmacy Technology (Associate of Science Degree)**

The Pharmacy Technology program offers a two year associate degree. Students develop the necessary skills to provide medication management functions that do not require the judgment of a licensed pharmacist. A leadership certificate is offered for students wanting to pursue a lead technician or management role.

### **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.

A one-semester, online Accelerated Alternative Delivery (ADD) program is also offered that prepares professionals working in the Surgical Technology field who cannot become certified by the National Board of Surgical Technology and Surgical Assisting (NBSTSA) to complete a diploma in surgical technology at Cabarrus college, making the student eligible for certification.

## **ASSOCIATE IN SCIENCE DEGREE**

The Associate in Science program provides a wide array of options for students preparing for a career in medicine or for transfer into our nursing and allied health programs. Enrollment tracks include:

### **Life Sciences**

The Life Sciences track offers students a curriculum of courses to prepare them for transfer into four year pre-medicine or pre-veterinary degree programs.

### **Pre-Nursing Track**

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-Medical Assistant, Pre-Occupational Therapy Assistant, Pre-Pharmacy Technology and Pre-Surgical Technology Tracks**

These allied health program tracks prepare students for admission into the Medical Assistant, Occupational Therapy Assistant, Pharmacy Technology, and Surgical Technology programs. Although enrollment does not guarantee admission to the clinical program, students build a strong foundation of knowledge and skills to prepare them for a successful transfer.

### **Pre-Professional Track**

The Pre-Professional Track is designed for students who are undecided on their major. This is a two semester track that provides students with coursework preparing them for entry into a professional program at Cabarrus College

## 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 February 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
- official transcripts showing evidence of graduation from an accredited high school or documentation showing the equivalent of a high school diploma.

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.

## **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.

## **PRE-ENROLLMENT REQUIREMENTS**

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

- a non-refundable tuition deposit.
- a negative drug screen from a certified lab within 30 days prior to the first day of the semester.
- a 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.
- a completed Physical and Emotional Health Assessment 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).
- documentation verifying that they meet the student code of conduct and physical and emotional standards.
- evidence of current course completion in American Heart Association BLS for Healthcare Providers prior to enrollment in first clinical course.

Students enrolling in clinical programs will set up an appointment with CMC-NorthEast Employee Health for a drug screening and review of immunizations. Information on setting up an appointment will be sent after acceptance.



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

## **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 prior to the start of the first day of the semester for new students and updated annually).

## **OTHER ADMISSIONS INFORMATION**

### **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).

### **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. A student who is enrolled in the concurrent enrollment program is not eligible for financial aid.

## **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. Exceptions to the limit of 12 semester hours will be made for students enrolled through agreements made with other institutions. 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.

## **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:

- a non-refundable tuition deposit
- a negative drug screening from a certified lab within 30 days prior to the first day of the semester
- a signed Consumer Release form and acceptable criminal background check
- evidence of health insurance coverage.
- a completed Physical and Emotional Health Assessment form

- verification of required immunizations
- meet the student code of conduct and physical and emotional standards
- current BLS for Healthcare providers course completion (clinical student only)
- evidence of completion of a state approved nursing assistant course within the last 14 months or be on the current N.C. NA I registry prior to beginning the first nursing course (if enrolling in the A.D.N. program). A list of state approved programs is available at [www.ncnar.org](http://www.ncnar.org).

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 February 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.



# 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 which include World Literature I, Music Appreciation, Art, World Religions and Introduction to Hispanic Culture and Language for the Healthcare Professional. All courses that are approved for the HUM ELECT transfer credit must have a cultural and 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.

The transfer credit request form is mailed to the student with their acceptance letter to the College. All new students, transfer students and change of majors must complete and return the transfer credit request form to the Office of Student Records and Information Management before registration information can be emailed. Each transfer credit request form lists the courses by semester, procedures for completing the form, progression and graduation requirements.

All transfer credits must be finalized with the Office of Student Records and Information Management by the end of the first semester of enrollment. The student’s signature on the form 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 Office of Student Records and Information Management.

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 Cabarrus 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 Office of Student Records and Information Management will review the recommendation and award the credit deemed appropriate but not to exceed the following:
    - Health Services Leadership & Management-60 credit hours
    - Medical Imaging-60 credit hours
    - Bachelor of Science in Nursing-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 201 - Communications in Business and Professional Life

HUM 220 - Music

ENG 210 - World Literature

REL 210 - World Religions

**Natural Science/Mathematics**

CAS 190 - Computer Technology Applications

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 Office of Student Records and Information Management according to established guidelines.

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

## **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 (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.

## **CREDIT BY DEPARTMENTAL 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 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".

## **CREDIT FOR EXPERIENTIAL LEARNING**

Experiential Learning is the mastery of course content and/or student learning outcomes gained through applicable work experience or specialized training. These experiences are obtained outside of a formal academic setting. Learning experiences must occur within five years of the current application date. A request for credit for experiential learning should be made four weeks in advance of the specific course offering. Students requesting credit for experiential learning must first meet all requirements for admission and enrollment and submit the following items to the Registrar:

- Credit for Life Experience Application (available on Cabarrus College website) and portfolio
- Letter explaining the life experience
- Current resume
- At least two letters of reference related to life or work experience within the discipline.
- Relevant licenses or certifications
- Non-refundable processing fee

## EXTRA-INSTITUTIONAL CREDIT FOR LICENSED PRACTICAL NURSES (LPNS)

Licensed practical nurses seeking extra-institutional credit for their license must meet the College's general admission criteria as well as admission criteria for the ADN program. In addition, they must:

- present a current, unrestricted, North Carolina license to practice as a practical nurse.
- present an official transcript from an approved practical nursing education program.
- present two references indicating acceptable character, one of which must be from a current employer, which should include a detailed description of duties.

Upon admission to the ADN program, the LPN will receive extra-institutional credit for BIO 100 (Medical Terminology) and NSG 110 (Fundamentals of Nursing) if the individual scored 70 or above on the Nursing ACE I PN-RN Foundations of Nursing exam. The cost to take the Nursing ACE I PN-RN exam is \$75 and it can be scheduled by calling 704-403-2212. The NA I requirement will be waived. The LPN will be required to complete the general education courses or equivalents that are prerequisite to NSG 120 (Acute Care Nursing).





# FINANCIAL INFORMATION

Cabarrus College 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.

## ESTIMATED EXPENSES

### Tuition

Tuition is charged according to the following schedule:

- 12-16 credit hours . . . . . \$5,360 per semester
- 7-11 credit hours . . . . . \$3,735 per semester
- 6 or less credit hours . . . . . \$345 per credit hour
- Each additional credit hour above 16 . . . . . \$345 per credit hour

### General Fees

General fees are applicable to all degree, diploma and certificate 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
- Background Check Fee . . . . . \$40
- Test Assessment Fee . . . . . \$50
- Credit by Examination Fee
  - Laboratory course . . . . . \$150 per course
  - Non-laboratory course . . . . . \$100 per course
- Credit by Experiential Learning . . . . . \$150 per course
- Intent to Graduate . . . . . \$85 per intent
- Late Payment . . . . . \$100 per semester
- Payment Plan . . . . . \$50 per semester
- Course 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
- Course Fee . . . . . Variable

## 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 March 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.

## 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. The federal government limits the total semesters a student can receive a Federal Pell Grant.

**Federal Supplemental Educational Opportunity Grant (FSEOG)** 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. FSEOG is also a need-based grant that does not have to be repaid.

## Loans and Work Study

### William D. Ford Direct Federal Loans

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, 2011 is fixed at 3.4%. Beginning with loans disbursed on or after July 1, 2012 the interest rate will be fixed at 6.8 % and students will accrue interest during the grace period.
- 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, 2011 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). Students or parents who wish to receive a direct loan must have a valid master promissory note on record.
- 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, 2012:**

**Subsidized and Unsubsidized Loans:** 1.0 % Origination fee.

**Plus Loans:** 4.0% Origination fee.

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

- Freshman - \$ 5,500 - No more than \$3,500 of this may be Subsidized Loans
- Sophomore - \$ 6,500 - No more than \$4,500 of this may be Subsidized Loans
- Junior - \$ 7,500 - No more than \$5,500 of this may be Subsidized Loans
- Senior - \$ 7,500 - No more than \$5,500 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/financial/code\\_of\\_conduct.cfm](http://www.cabarruscollege.edu/financial/code_of_conduct.cfm).

**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.

## Local and Endowed 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 Scholarship
- Robert Weaver Scholarship
- Dr. John J. and Doris Smerznak Scholarship
- Caroline Walker Memorial Scholarship
- Dr. W. Russell Floyd Scholarship
- Dr. Linny and Joyce Baker Nursing Scholarship
- Kay Linker Pediatric Nursing Merit Scholarship
- Mary “Gibby” Lee Scholarship
- Jean Tippet Partridge Memorial Scholarship
- G.E. Lentz Plumbing and Heating Scholarship
- Anita A. and Terry L. Brown Scholarship
- Dr. & Mrs. Thomas T. Long, III Scholarship
- Volunteers of CMC- NorthEast Scholarship
- Cabarrus College General Scholarship
- Cabarrus College Student Scholarship
- Johnette Padgett Whitley Nursing Scholarship
- Beatrice Waddell Calloway Scholarship
- CMC-NorthEast Medical Staff Endowed Scholarship

### Community Scholarships (These scholarships are subject to change based on available funding.)

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

### 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 is approved for VA benefits through the NC State Approving Agency. Go to [www.gibill.va.gov](http://www.gibill.va.gov) for information on VA benefits and how to apply for eligibility. Then, contact the Director of Financial Aid.

**Federal Tax Credits:** Students who attend college may be eligible for the American Opportunity Credit and/or the Lifetime Learning Credit. Additional information is available at [www.irs.gov](http://www.irs.gov).

## 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 Need Based Scholarship program. Eligibility for this program is based on financial need as determined by a current FAFSA form. Students must be North Carolina residents as determined by the financial aid office. Students who already have a previous Bachelor's degree will not be eligible for this funding.

## Service Cancellation Opportunities:

Forgivable Education Loans for Service Program (FELS). Program details are available at <http://www.cfnc.org/FELS>.

## FINANCIAL INFORMATION

### 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.

### Payment Dates

Fall Semester, 2012. . . . .	August 7, 2012
Spring Semester, 2013 . . . . .	January 3, 2013
Summer Session I, 2013 . . . . .	May 2, 2013
Summer Session II, 2013 . . . . .	June 13, 2013

#### 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.

## 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. This policy meets the minimum statutory and regulatory federal requirements for qualitative and quantitative measures.

For diploma students at the end of each semester, and for degree students once each academic year at the end of the summer, the Financial Aid Director will review students who receive financial aid to determine their eligibility to continue to receive financial aid based on both qualitative and quantitative criteria.

### Qualitative Measure

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

### Quantitative Measure

- 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 Office of Student Records and Information Management 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 Student Affairs and Enrollment Management. The appeal must be in writing and must include:

- student's name
- the last 4 digits of the social security number
- facts upon which the appeal is based
- a statement of why the student failed to meet the SAP requirements and what has changed to allow the student to be successful

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.

Students granted an appeal will be considered to be on SAP Probation and may receive available Financial Aid for one semester only. A student not granted an appeal is not eligible to receive Financial Aid until they meet all of the SAP requirements. SAP Probation is only granted one time per student.

**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.**

## 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 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.)

## Textbooks and Online Bookstore

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 by program. Titles are available in new and used conditions and may be obtained electronically. 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/returns>

## Uniforms

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

## REFUND POLICY

All students (excluding continuing education) who withdraw from the College may be refunded tuition upon the student's written request in accordance with the following schedule:

Date on official Withdrawal Form is: . . . . .	% of Tuition Refunded
• On or before the first day of class(es) . . . . .	100%
• Within the first 10% of the semester days enrolled . . . . .	90%
• 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%

Tuition 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 completed according to federal requirements. 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. All withdrawal forms must be submitted prior to the end of the semester.



## STUDENT SERVICES

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 invites 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.

### ACADEMIC ADVISING

In order to assist students in achieving their educational goals, the College provides advising services through the Office for Advising and Student Success. The faculty and staff who work as Advisors assist students with advising or degree program questions, goal setting, course registration, referral to campus resources, and other services designed to contribute to their academic experience. Advisors familiar with the College's educational programs assist them during registration periods. The Coordinator for Advising and Student Success also ensures that students are assigned to degree program advisors and coordinates new student advising and registration, guided study sessions and the peer advising program. The ultimate responsibility lies with the individual student to comply with all academic policies and to fulfill graduation requirements.

### ACADEMIC SUPPORT

Faculty and professional staff members meet with individual students to help them assess their learning styles, to develop goals for their academic programs, and to assist them in implementing strategies that will maximize their performance. In addition to study skills and time management strategies, staff members work with students to problem-solve around specific academic issues and help students identify services that will help them in achieving their goals.

### COUNSELING SERVICES

Cabarrus College offers on-site counseling services to students through the Office of Campus and Community Outreach and off-site counseling for the student and the student's immediate family through Carolinas HealthCare System Employee Assistance Program. Counseling services may include individual and group sessions and are available at no charge to enrolled students.

#### **On-Site Services**

##### **Career Counseling**

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 the student explore majors and career opportunities as he/she makes informed decisions. Students may also be encouraged to attend résumé writing and interview success groups to enhance interviewee skills or to explore opportunities by attending the annual career fair, where students learn about careers from healthcare providers including how to apply for jobs, targeting new graduates.

##### **Confidentiality**

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 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. With your written permission we will release information regarding a referral.

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.

### **Group Counseling**

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 participation, interest, and need.

### **Individual Counseling**

Individual counseling occurs one on one with the counselor and student in a confidential office setting. The student may seek help with concerns such as academic performance, test anxiety and study habits. The counselor also assists with career choices and personal concerns such as adjustment to college life, stress management, identity issues, and self-esteem. In the event the student needs additional assistance, the counselor may refer the student to CHS-EAP or other resources.

### **Location and Office Hours**

Cabarrus College's on-site counseling is provided through the Campus and Community Outreach office. The Counselor is located on the first floor in Hayes Pavilion, Office 105. 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. For emergencies, assistance may be obtained 24-hours daily from the following resources:

- Emergency Services 911 (Ambulance, Fire, Police) or from the College 9-911
- Concord Police Department 704-786-9155 (communications)
- Cabarrus County Sheriff Department 704-920-3000 (communications)
- CHS EAP 1-800-384-1097 or 704-355-5021
- CMC-NE Ask First at 1-800-575-1275
- National Suicide Prevention Lifeline 1-800-273-8255
- National Hopeline 1-800-784-2433
- CVAN (Domestic Violence and Rape Crisis Services) 704-788-2826

### **Off-Site Services Through Carolinas Healthcare System (CHS EAP)**

Carolinas HealthCare System Employee Assistance Program (EAP) is designed to help Cabarrus College students and members of their family with all types of issues such as marital conflicts, financial problems, job stress, emotional strains, alcohol and drug problems, legal issues, and difficulties with children. Provided on a confidential basis, the EAP counselors offer help when it is needed most.

Cabarrus College students are able to visit an EAP counselor at no cost. The services are provided in a casual and secure environment so that students can feel safe and confident in their decision to seek help. The counselor will help clarify concerns and offer treatment options. If further counseling is required, referrals can be made to area treatment professionals whose services can often be billed to a student's insurer.

Carolinas HealthCare System EAP requires its counselors to meet strict credentialing requirements to maintain its ability to address the complex assortment of student problems that may arise. EAP staff holds Certified Employee Assistance Professional (CEAP) certifications, Certified Substance Abuse Counselor (CSAC) certifications, Substance Abuse Professional (SAP) certifications, 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. For more information, visit the CHS EAP website at [www.chs-eap.org](http://www.chs-eap.org). All contacts are private and confidential.

#### **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

### **Prevention and Wellness Seminars**

CHS EAP offers training and wellness seminars. These workshops are designed to provide students with education and training 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.

## **EMERGENCY INFORMATION ALERTS**

There are several ways in which employees and students of the College are notified of emergency situations. Notifications include:

- Contact Now – the mass notification system whereby voice messages are sent to employees and student telephones. The Director of Student Records and Information Management or Media Support Specialist is responsible for posting messages.
- Cabarrus College Web site – go to [www.cabarruscollege.edu](http://www.cabarruscollege.edu)

- Recorded Message – Dial 704-403-3100, follow the instructions and enter 6-4999# for a recorded message.
- Overhead paging by Security Services

## EMERGENCY TELEPHONES

Emergency telephones are located throughout the College campus and can be used to contact Security Services. Emergency telephone locations are as follows:

- Front entrance of the College
- Stairwell that exits on the west side of the building adjacent to Lake Concord Road
- Throughout campus parking lots
- All classrooms and laboratories

## 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 1090 NorthEast Gateway Court, NE, Suite 202 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.

**LiveWell Carolinas!** The mission of LiveWell is to create a culture of wellness and improve health at the worksite and college. LiveWell promotes health awareness by offering programs and activities that inspire action with regard to healthier lifestyle choices. Students are challenged to participate in promoted initiatives such as relaxation and stress management, healthy nutrition, exercise and more in order to work, eat, learn and live well.

**NorthEast Health and Fitness Institute** Located at 1090 NorthEast Gateway Court, NE in Concord 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 704-403-9250. The Fitness Institute is open Monday - Thursday 6:30 a.m. until 8:00 p.m.; Friday 6:30 a.m. - 7:00 p.m.; and Saturday 8:00 a.m. - noon.

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.

## HONOR SOCIETIES

### **Lambda Nu National Honor Society (ΛN)**

Lambda Nu, the National Honor Society for Radiologic and Imaging Sciences chartered a local North Carolina Gamma Chapter at Cabarrus College to recognize scholarship within the Medical Imaging discipline. This chapter is open to students and 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 ΛN honor cords at graduation.

### **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.

### **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.

## 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.

## INFORMATION RESOURCE CENTER

The Cabarrus Health Sciences Information Resources Center (IRC) welcomes all students, faculty and staff. The IRC 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 IRC is centrally located in the Mariam Cannon Hayes Family Center, on the lower level.

The IRC has over 6,000 books, printed journals in medicine, nursing, and allied health sciences, as well as four Internet-capable computers. In addition, IRC users have access to AHEC DIGITAL LIBRARY (ADL), North Carolina's gateway to electronic health care information. Over 700 full-text journals may be found in ADL. The IRC has areas for both quiet study and group activities.

The IRC staff is well versed in meeting a wide variety of information needs. The IRC 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 IRC is open and staffed during the following hours:

Monday - Thursday                      8:00 a.m. until 6:30 p.m.

Friday                                        7:30 a.m. until 4:30 p.m.

The IRC is open 24/7 by badge access reader.

### **IRC Use and Circulation**

General Circulation - The person checking out any IRC material is responsible for its return to the IRC, in good condition, and on time. This is true even if the person, checking out materials, shares it with someone else. If the book is overdue, late fees may occur.

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.
- Items that are non-circulating may not be removed from the IRC for copying. A copier is located in the IRC.

Temporary Reserve Materials - may be checked out during the last one-half (1/2) hour of operation each day, but must be returned during the first one-half (1/2) 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 IRC 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 IRC operation.

Photocopying - The IRC has a 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 IRC collection is classified by the National Library of Medicine Classification System.

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

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

- Computer-assisted instruction
- Literature searches
- Internet services (no charge)
- Facilitated access to other libraries
- Interlibrary loan.

IRC staff are available to meet reference needs throughout the year. Contact the IRC anytime to learn about access to many full-text resources. The IRC 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>.



## **ORIENTATION**

Cabarrus College 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, sexual harassment, sexual violence, assault prevention, Title IX, and financial aid are reviewed. Student Affairs provides an overview of programs, activities, and services for new students with presenters from the offices of Student Records, Admissions, Financial Aid, Business, Information Resource Center, Computer Labs and Media, and Security (including campus crime statistics). Baccalaureate students receive special online instruction and must attend orientation, even if the student is an alumni of another program. All students receive email, Virtual Campus and SONISWEB information including user passwords. 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.

## **SECURITY SERVICES**

CMC-NorthEast Security Services is available to the College 24-hours per day, seven days per week and performs the following services to enhance employee and student safety:

- Provides vehicle patrol of parking lot.
- Responds immediately to emergency calls, in a reasonably prompt timeframe to less emergent calls, and upon request.
- Locks and unlocks exterior doors Monday through Friday.
- Enforces campus parking regulations.
- Provides night escort services on “an as available basis”.
- Opens building, office and vehicle lockouts.
- Monitors building perimeter, front entrance, and parking lot through surveillance cameras.
- Provides daily building checks.
- Provides education to students and employees on the elements of the security management plan.
- Conducts an annual Risk Assessment and Vulnerability Analysis within the CMC-NorthEast campus which includes the College.

## **STUDENT DEVELOPMENT SERVICES**

A student may be referred to Student Development Services to maximize their academic success. Services are open to any enrolled students and may be referred by an advisor or faculty 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 Coordinator for Advising and Student Success, and counselor for individualized guidance or counseling; interpretation of diagnostic measures, 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.

## STUDENT ORGANIZATIONS

### **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 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).

### **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 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 profession. Club members meet periodically to plan and participate in activities such as community service and professional development, and fundraising activities.

### **Pharmacy Technology Student Association (PTSA)**

The Pharmacy Technology Student Association, or PTSA, is an organization open to all students in the Pharmacy Technology Program. The purpose of this organization is to promote the profession by encouraging participation at the state and national levels. Members will meet to incorporate guest speakers and continuing education concerning new advances as well as provide service to the community.

### **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 various College committees. SGA is advised by Student Affairs.

### **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.

## **STUDENTS WITH DISABILITIES**

In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, Disability Services assists students with physical, psychological and learning disabilities in fulfilling the fundamental requirements of the curriculum by accessing reasonable accommodations to ensure that they have equal access to educational opportunities at the College. Students wishing to request accommodations should meet with the Coordinator of Campus and Community Outreach at the beginning of each semester to review their documentation and discuss their courses. The College requires that a copy of a recent assessment, completed by an appropriate service provider, be on file with Disability Services. The assessment should include recommendations made by the service provider. All information related to disabilities will remain confidential.

## **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. The Admissions Office offers the ACT and ASSET for students who have applied to Cabarrus College. 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.

# POLICIES

## ACCESS TO AND DISCLOSURE OF STUDENT RECORDS

Education records are kept by College offices to facilitate the educational development of students. Faculty and staff members may also keep informal records relating to their functional responsibilities with individual students.

A federal law, the Family Educational Rights and Privacy Act of 1974, as amended (FERPA), also known as the Buckley Amendment, affords students certain rights concerning their education records. Students have the right to have some control over the disclosure of information from their records. Educational institutions have the responsibility to prevent improper disclosure of personally identifiable information from the records.

### **Student And Parents Rights Relating To Education Records**

Students have the right to know about the purposes, content, and location of information kept as part of their education records. They have the right to gain access to and challenge the content of their education records. FERPA was not intended to provide a process to be used to question substantive judgments that are correctly recorded. The right of challenge is not intended to allow students to contest, for example, a grade in a course because they felt a higher grade should have been assigned. Students also have the right to expect that information in their education records will be kept confidential, disclosed only with their permission or under provisions of the law.

FERPA considers all students independent which limits the education record information that may be released to parents, without the student's specific written permission, to directory information. Parents have the right, under certain conditions, to gain access to information in the student's education records. Parents who claimed the student as a dependent on their most recent IRS 1040 are permitted access to the student's education records.

### **Directory Information**

Some information about students is considered directory information. Directory information may be publically shared by the institution unless the student has taken formal action to restrict its release.

Directory information includes:

- Name
- Address (excludes e-mail)
- Phone
- Program of Study
- Participation in Officially Recognized Activities and Sports
- Appropriate Personal Athletic Statistical Data
- Most Recent Educational Institution Attended
- Date of Attendance
- Degrees and Awards Received (including dates)
- Enrollment Status (full/part-time)
- Class Level
- Date of Birth

Students may elect to suppress their Directory Information by going to the Office of Student Records and Information Management. The student will be required to complete and sign the “Suppression of Directory Information Request Form” officially requesting the suppression of their respective Directory Information. The College assumes that the student does not object to the release of the Directory Information unless the student files the official Suppression of Directory Information Request Form.

## **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.

## **BUILDING ACCESS**

The College building is opened at 7:00 AM and locked at 6:30 PM Monday thru Friday. The College remains locked on Saturday, Sunday, holidays and designated “closed” days.

The front entrance to the building when locked does remain accessible via card swipe access to students having a valid photo identification badge.

- Students having a valid badge will have access to the building when locked from 6:30 AM to 10:00 PM daily including weekends and holidays.

It is the responsibility of each student to maintain their identification badge activation status. If an identification badge is damaged or not working, it is the responsibility of the individual to report such to Human Resources. The propping open of exterior doors is not permitted.

## **CAMPUS AND WORKPLACE VIOLENCE**

Cabarrus College has a policy of zero-tolerance for campus (campus applies to class, clinical and fieldwork affiliates) and workplace violence, verbal and nonverbal threats, and related actions. Students and employees are encouraged to promptly report incidents to managers (or faculty/staff) and security 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.

CMC-NE Security and the Coordinator for Campus and Community Outreach should be notified immediately regarding any person who makes substantial threat(s), exhibits threatening behavior or engages in violent acts on CMC-NE property, including the College campus and clinical affiliates.

Cabarrus College supports local magistrate and court orders. All students, faculty and staff who apply for or obtain a permanent or temporary protective or restraining order which lists the College of CMC-NE locations as being protected areas and who request security services, should provide copies of the order to the Provost, their supervisor and CMC-NE Security. A copy of the protective or restraining order will be filed and kept confidential in the office of CMC-NE Security and the office of Campus and Community Outreach.

## **CAMPUS COMMUNICATION**

Students are responsible for checking bulletin boards, his/her college email, the Virtual Campus, 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.

## **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 (e.g, nursing uniform, scrubs). Modifications may also be necessary for medical or religious accommodations reasons. Refer to the policy on the college web site.

## **CAMPUS SAFETY AND SECURITY REPORTING**

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 Safety and Security Report is published and distributed each year to students and employees of the College in compliance with the Higher Education Opportunity Act (Public Law 110-315) (HEOA). The report can be accessed 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). 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).

## **CERTIFICATIONS**

It is the responsibility of the student to maintain required program certifications. Follow the program specific handbooks for guidelines. Students must submit copies of updated certifications to the Student Support Center, Office 133.

## **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.

## **DISCRIMINATION, HARASSMENT, ASSAULT AND RETALIATION**

Cabarrus College of Health Sciences (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. Any violation of this policy will result in disciplinary action, up to and including dismissal. Please contact Angela Ferguson, NCC, LPC, Coordinator for Campus and Community Outreach and Title IX Coordinator at 704-403-1614.

## **DRUG AND ALCOHOL USE**

Cabarrus College and clinical and fieldwork affiliates must be free from alcohol, illegal drug use and other substances which may or may not adversely affect performance. During orientation, students are presented with information about the alcohol and drug prevention program which includes strict policies regarding drug and alcohol use and charges, convictions and sanctions all which may affect enrollment and future licensure status if violations are discovered.

Student Affairs ensures that an alcohol and drug prevention program is in place at Cabarrus College in accordance with the Drug-Free Workplace Act of 1988 (Public Law 101-690) and the Drug Free Schools and Communities Act (Public Law 101-226). As a condition of pre-enrollment, students must provide a negative drug screen from a certified lab (within 30 days) prior to the first day of the semester. Students enrolling in a clinical program will set up an appointment with Employee Health; as part of this appointment a drug screening will be completed. Non-clinical students will utilize other certified labs. Students may be subject to random drug screenings. Any student who is charged with, or convicted of, a felony or any misdemeanor involving drugs or DUI shall immediately report such charge or conviction to the Dean for Student Affairs and Enrollment Management.

## **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.

## **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.

## **IDENTIFICATION BADGES**

Faculty, staff and students are required to wear photo identification badges in a visible location while on the campus of Cabarrus College and CMC-NorthEast.

Visitors to Cabarrus College are required to wear approved identification badges while on campus. Photo identification badges are initially issued to Cabarrus College faculty, staff and actively enrolled students by the CMC-NorthEast Human Resources department at no cost.

Visitors to the College and those students on campus for less than two weeks must obtain a temporary identification badge from the Student Support Center (office #133) or make prior arrangements with the host department for a temporary badge.

Identification badges must be worn in a location that is easily viewed.

If a badge is lost or forgotten, replacements will be at a cost to the individual. Replacement badges are available through the CMC-NorthEast Human Resources Department. Students who repeatedly fail to wear the badge will be subject to disciplinary action.



Students who graduate, withdraw, separate, or take a leave of absence will be required to return their identification badge to the Student Support Center, Office #133. Badges not returned will be automatically deactivated.

## **IMMUNIZATIONS**

It is the responsibility of the student to maintain required immunizations. (Students are required to complete TB screening at least annually). The program chair should be made aware of any positive results. Clinical students should provide any updated immunization information to CMC-NorthEast Employee Health (704-403-1723). Associate in Science students should submit updated immunization information and skin test results to the Student Success Center.

## **LOST AND FOUND**

It is the goal of Cabarrus College to return lost items to owners in a timely and efficient manner. “Lost and Found” is maintained with the front desk receptionist. If you find personal unclaimed property, turn the item in immediately to Lost and Found. The front desk receptionist will attempt to contact the owner regarding items that contain identifiable owner information. Items turned in as “found” will be dated upon receipt and kept in the storage area for approximately 90 days. If you suspect you lost personal property on the College campus, provide a description of the item to the front desk receptionist. If you suspect you lost personal property on the campus of CMC-NE, contact Security Services at 6-6595 to file a report. Claims for items must be made in person. Claimants must describe the item in detail in order to obtain its release. Disputes will be forwarded to the Dean for Student Affairs and Enrollment Management for resolution. Money, as a “found” item, will be handled as other items, except that at the end of the claim period, if no claims are made, it will be deposited in the Alumni Fund. If no claim is made after 90 days, items will be donated to a charitable organization (CVAN, Goodwill, Salvation Army) or disposed of in an appropriate manner. If you suspect personal property is stolen, immediately contact Security with CMC-NorthEast for assistance.

## **PARKING**

Each student, faculty, and staff member of the College and visitors, parking a vehicle on College property will be required to obtain a parking decal or temporary pass and abide by parking regulations in this policy and that of CMC-NorthEast.

Parking is available to faculty, staff, students and visitors in front of the College building (Lot M). Parking spaces to the left of the College building when entering from Medical Park Drive are available to faculty, staff and visitors. Parking spaces to the right of the College are available to students.

Overflow parking is available to any person in upper Lot M located to the far left of the College and separately accessed from Medical Park Drive. Students, when working as a CMC-NorthEast employee must park in the designated employee lot. Students participating in clinical/fieldwork at CMC-NorthEast must park in the designated Cabarrus College student parking lot.

### **Parking Citations**

Cabarrus College of Health Sciences is located on the campus of Carolinas Medical Center-NorthEast and is subject to the parking regulations of the medical center. Faculty, staff, and students found to be in violation of the parking regulations will be issued citations by CMC-NorthEast Security.

### **Parking Decals**

Each motor vehicle must display a valid Cabarrus College parking decal (white) in the rear lower left hand corner of the outside window. Decals may be obtained by faculty, staff, and students from the Front Desk Receptionist. An initial issue of two decals will be made at no charge upon employment or enrollment by students. Additional decals will be issued for a fee of \$5. There will be no charge for a parking decal for a newly purchased vehicle after employment or enrollment by students. Students on campus for less than two weeks must obtain a temporary parking pass from the Front Desk Receptionist or host department. Temporary parking passes must be displayed in the front windshield. Students who are also employees of CMC-NorthEast, must display both the College parking decal and the appropriate CMC-NorthEast departmental decal.

### **Vehicle Accidents, Non Emergency**

In the event a motor vehicle is damaged while on the College campus, contact CMC-NorthEast campus security immediately at 704-403-3000 or 704-403-1192.

### **Visitor Passes**

Visitors to the College campus may park in any space reserved for visitors and so designated by signage. Visitors parking anywhere other than the designated spaces must obtain a temporary parking pass from the Front Desk Receptionist or make prior arrangements with a host department for a temporary parking pass. Temporary parking passes must be displayed on the front dashboard. Temporary parking passes are not necessary during off hours, Monday thru Friday after 4:30pm or on weekends.

## **PHYSICAL AND EMOTIONAL STANDARDS POLICY**

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 Coordinator for Campus and Community Outreach.

In the event of a medical or emotional condition, physical injury, or illness, (medical or emotional) that would limit class/lab/clinical attendance or participation/performance, the student should seek appropriate medical care and/or therapy. Prior to returning to class/lab/clinical, the student shall provide appropriate documentation/release from the health care provider to the Coordinator for Campus & Community Outreach, who will in turn notify the appropriate and as needed faculty member(s), course coordinator and/or program chair.

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 from the health care provider to the Coordinator for Campus and Community Outreach, who will in turn notify the appropriate and as needed faculty member(s), course coordinator and/or program chair.

Any student who has been diagnosed with an infectious and/or contagious disease must present appropriate documentation, along with a medical release from the caring health care provider to the Coordinator for Campus & Community Outreach. Students must be cleared by all class/lab/clinical instructors prior to returning to course activities.

NOTE: All medical releases must document the student's ability to perform at the physical and emotional standards as described in student handbook. Additionally, all medical documentation, including releases will be kept in the student's record in the Office of Student Records.

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

## **POSSESSION OF WEAPONS**

The College is committed to providing a safe environment for students, staff and guests. Weapons concealed or otherwise, are not be permitted on the campus of Cabarrus College or any affiliates with the exception of weapons carried by law enforcement officers. Private security officers are not considered to be law enforcement officers and therefore, should not carry weapons on Cabarrus

College or CMC-NorthEast property. If a student or an employee of CMC-NorthEast observes someone bringing a weapon or firearm on the premises, finds a weapon or firearm on the premises or believes someone has a weapon or firearm on their person or in their belongings, the employee or student should immediately notify Security Services at 66595. A detailed description of the person, location or direction of travel, and a description of the weapon should be reported. Security Services will respond immediately to investigate the situation. In the event a weapon or firearm is found, Security will take possession of the weapon until determining the appropriate lawful course of action. Violators of this prohibition will be subject to arrest and prosecution and disciplinary action, up to and including dismissal .

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

It is the students' 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 and to enhance and protect the property and reputation of the College. 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, DUI, theft or fraud including fraudulent checks, shall immediately report such charge or conviction in writing, the next business day to the Dean for Student Affairs and Enrollment Management or Designee. Failure to report a charge will be grounds for disciplinary action up to, and including, dismissal. The Dean for Student Affairs and Enrollment Management 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 Dean for Student Affairs and Enrollment Management or Designee will determine whether to allow the student to continue in class or clinical or be immediately dismissed. If the charge is dismissed or dropped, the student should immediately report that fact to the Dean for Student Affairs and Enrollment Management.

Convictions and Sanctions: Any student who is 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 Dean for Student Affairs and Enrollment Management or Designee. Failure to report a conviction or sanction will be grounds for dismissal. The Dean for Student Affairs and Enrollment Management or Designee may consult with other departments (such as Legal Services) 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 debarment related to healthcare, enrollment may be terminated.

## **REPORTING CRIME**

The Coordinator for Campus and Community Outreach in collaboration with CMC-NorthEast Security Services prepares and submits to the U.S. Department of Education an annual crime statistics report (Campus Safety and Security Report) to comply with the Jeanne Clery Disclosure of Campus Security and Police and Crime Statistics Act. The College also provides the crime statistics report to enrolled students, prospective students, and employees via a written memo and/or posting electronically on the College's website.

You may access the crime statistics report at <http://ope.edu.gov/security>. To obtain a printed copy of the publications, please contact CMC-NorthEast Security Services or Student Affairs by email or in

person. A daily crime log is available for review at the CMC-NorthEast Security Services office, from 8:00am to 5:00pm, Monday thru Friday, excluding holidays. The information in the crime log typically includes the nature, time, location, and disposition of the criminal activity.

All criminal incidents are to be reported to CMC-NorthEast Security Services for response and documentation. To contact Security Services:

- dial ext. 6-6595 from a campus phone;
- or dial 704-403-1192 from off-campus.
- Security Services can also be paged by the CMC-NorthEast operator by dialing 704-403-3000.

## **SEVERE WEATHER**

In our southern location, snow, tornados or other inclement weather gives rise to questions regarding the College closings or delays particularly since the College is a commuter campus. Weather monitoring alerts are issued from CMC-NorthEast and through the NOAA weather alert radio located in the Administrative Suite. In the event a decision to alter the operating status of the College becomes necessary due to inclement weather, the decision will be made by the Chancellor or the Chancellor's designee. As soon as a decision is made regarding a change in the College's operating status, employees and students will be alerted of such by way of the following as applicable:

- Automated messaging system (Contact Now)
- Overhead audible paging system
- Local television stations including WBTV (3), WSOC (9), and WCNC (36)
- College's primary telephone line (704.403.1555)
- College website

For more information on inclement weather see College policy Inclement Weather and Other Short Term Emergencies as found on our website.

## **SEXUAL ASSAULT AND HARASSMENT**

Anyone who believes he or she has been a victim of a sexual offense or needs immediate assistance should contact CMC-NorthEast Security Services at 704.403.1192 or extension 6.6595 (from a College phone) or the CMC-NorthEast telephone operator at 704-403-3000. Please contact Student Affairs and complete a report with the Title IX Coordinator at 704-403-1614. Those requesting reasonable academic arrangements following an incident will be appropriately accommodated. Counseling Services as well as the Employee Assistance Program are available to provide confidential, professional support. The Federal Campus Sex Crimes Prevention Act, enacted in 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by state registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice, under state law, to each institution of higher education in that state at which the person is employed, carries on a vocation, volunteers services, or is a student. Law enforcement information concerning registered sex offenders may be obtained from the Cabarrus County Sheriff Office, 30 Corban Avenue, Concord, NC 28025; phone: 704.920.3000 or on the statewide database NC Sex Offender Registry at <http://sexoffender.ncdoj.gov>

## **SINGLE POINT OF CONTACT**

Cabarrus College's Single Point of Contact (SPOC) is Angela Ferguson, Coordinator for Campus and Community Outreach. She can assist homeless unaccompanied youth who are enrolling in or attending Cabarrus College. Assistance includes:

- Facilitating campus discussions among admissions, financial aid, academic support services, student services, and area housing options to develop a system of support for unaccompanied homeless youth.
- Linking unaccompanied homeless youth with campus resources (student services, academic support, etc.) and community resources (Food Stamps, housing, etc.)
- Expediting the process of determining eligibility for independent student status for the FAFSA
- Conducting interviews for independent student status on the same day of college/university visits if possible.
- Accepting forms used by other campuses to verify student status.
- Centrally storing and accepting personal documentation for homeless unaccompanied youth. Contact [angela.ferguson@cabarruscollege.edu](mailto:angela.ferguson@cabarruscollege.edu) or call 704-403-1614 for assistance.

## **SOCIAL MEDIA GUIDELINES**

Before posting online, consider if what you say conveys pride in being a member of Cabarrus College.

- Think before you post.
- Realize your posts are public. Even with privacy settings, your photographs and information may be accessible by others for years to come.
- Respect the rights of others. Use the same discretion as in face-to-face interactions, phone, or email communications-avoid hiding behind anonymity, be polite, and keep comments appropriate. Refrain from posting anything profane, libelous, hateful, harassing, slanderous, or obscene.
- Protect confidential information, including information about patients, students, employees, and friends.
- Posting during class, clinicals, or work hours should occur only if part of the course assignment or work duties.

## **SOLICITATION AND FUNDRAISING ON CAMPUS**

In order to ensure, as far as possible and reasonable, that the integrity of the campus as an academic community and the privacy of students is preserved, individuals and/or organizations may not advertise, sell or solicit a service or product or take orders for articles or services on campus unless authorized by the Dean for Student Affairs and Enrollment Management, or designee. Cabarrus College reserves the right to regulate the time, place and manner of the solicitation, when authorized. Please contact the office for Campus and Community Outreach or the Dean for Student Affairs and Enrollment Management for specific details for conducting any fundraising and/or solicitation event.

## **STUDENT COMPLAINTS OR GRIEVANCES**

Complaints regarding academic matters such as grades should be made in accordance with the academic appeals procedures found in the College catalogue. Normally a complaint will follow this chain of authority: the professor concerned, the Program Chair, and the Provost. The student should take the complaint to the first level then proceed through each level until receiving a final answer or until the problem is solved.

The Coordinator for Campus and Community Outreach whose office is located in the Haynes Pavilion is available to assist students with this process.

All such complaints will be acted upon with high priority. The Coordinator for Campus and Community Outreach will ascertain the circumstances involved and will share that information with the student. If the complaint deserves a specific kind of action, the Coordinator will see that such action is recommended to the appropriate authority. In all cases, the student's right to privacy will be observed. Any student who wishes to file a non-academic complaint or grievance should refer to the Student Conduct Code, Disciplinary Actions and Appeal Procedure section of the College Catalog.

## **STUDENT CONDUCT CODE, DISCIPLINARY ACTIONS AND APPEAL PROCEDURE**

### **POLICY**

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, staff, or 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.

### **PROCEDURE**

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. Persons addressing the infraction should carefully document, date, and maintain files regarding the incident, names of involved parties, conversations with the student(s), decisions, and actions.

## **APPEAL PROCEDURE**

This procedure is for any grievance other than academic. Students who wish to appeal an academic decision should follow the Academic Appeal Process, outlined in the College Catalog and available on the College's website. Students have the right to present a grievance and appeal a decision they believe is unjust. The Coordinator for Campus and Community Outreach is available to assist with this process. Students should follow the process outlined below:

1. Students are expected to verbally discuss their concerns with the decision maker within 5 working days of the date of the incident/decision. If the grievance is not resolved to satisfaction, students have 5 working days to file an appeal with the decision maker's supervisor.
2. Students must submit to the decision maker's supervisor a written and dated summary of the alleged violation, surrounding circumstances, and parties involved within 5 working days of the decision in Step 1.
3. Within the next 5 working days, the Supervisor 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.
4. Based on information collected during fact-finding, the Supervisor will render a verbal decision or recommendation, followed by a written letter.
5. If a student disputes the decision, he/she has 5 working days from the communication of the verbal decision in Step 4, to submit a written request to the Dean for Student Affairs and Enrollment Management for an appeal. The Dean for Student Affairs and Enrollment Management will determine if the appeal will be handled informally (hearing with the student and Dean for Student Affairs and Enrollment Management) or formally (hearing with all parties involved).
6. If the appeal is handled formally, the Dean for Student Affairs and Enrollment Management shall schedule the hearing no later than ten working days after receipt of the student's request.
7. The student requesting the hearing, the decision maker, the supervisor and when applicable, any witnesses (if witnesses are unavailable, written and signed statements may be accepted and read aloud) shall attend the hearing. Those in attendance will be allowed to ask questions of one another. All proceedings at the formal hearing (only) shall be recorded and later transcribed.
8. Absence agreement by the parties in advance of the hearing, neither party shall be represented by counsel.
9. If the student requesting the hearing fails to attend the hearing, it will be held at the appointed time in his/her absence.
10. At the conclusion of the informal or formal hearing, or no more than 10 working days of the hearing, the Dean for Student Affairs and Enrollment Management shall render a verbal decision to the student, (and other parties involved) followed by a letter. This letter shall be made a part of the record of the proceedings.
11. The decision by the Dean for Student Affairs and Enrollment Management is final.
12. Formal hearing transcripts and accompanying documentation shall be housed in the office of the Dean for Student Affairs and Enrollment Management.

## **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 Dean for Student Affairs and Enrollment Management. Students have opportunities to participate in college task forces and committees. 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. Students interested in serving on a College committee or attending a luncheon with the Chancellor and/or Dean for Student Affairs and Enrollment Management should contact Student Affairs.

## **TITLE IX COMPLIANCE**

Cabarrus College endeavors to promptly investigate any complaint regarding discrimination based on its programs and activities or based on any sexual harassment or violence. The Title IX Coordinator, Angela Ferguson, NCC, LPC, is responsible for conducting an immediate investigation of any complaint and ensures prompt resolution of student and/or employee complaints alleging any action related to sexual discrimination, harassment or violence. In case of a conflict or absence of Ms. Ferguson, the Dean for Student Affairs and Enrollment Management will serve as the designee. The Title IX Coordinator's office is located in the Hayes Student Pavilion, Office 105 and can be reached at 704-403-1614 and after hours on the administrative pager at 704-783-4759.

## **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. Quit Smart Smoking Cessation classes are available through NorthEast Health and Fitness Institute for a fee.

## **TWITTER AND SOCIAL MEDIA COMMUNICATIONS**

The Office of Admissions will utilize Facebook and Twitter to provide news about Cabarrus College. This can include announcements related to events happening at the college (first day of class & welcoming students, open house, etc.) awards to students, student groups, or faculty/staff, and updates on where Cabarrus College recruiters will be visiting. This will include news that may not be sufficient for a press release, but important none the less. Suggestions for postings should be made to the Director of Admissions. The content of postings will be determined by the Director of Admissions in consultation with the admissions specialist.

## **TRANSPORTATION TO CAMPUS, CLINICAL & FIELDWORK**

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.

# SCHOLASTIC STANDARDS

## ACADEMIC APPEALS

The following are processes and procedures for academic appeals. The Coordinator of Advising and Student Success is available for consult and assistance to students during this process.

### Appeal of Academic Dismissal

Procedure: A student may appeal an academic dismissal by following these steps:

1. The student must submit a written appeal to the Director of Student Records and Information Management within five (5) business days of the dismissal letter date. The appeal letter should include:
  - a) relevant documentation of extenuating circumstances,
  - b) a reflection of the circumstances that resulted in the dismissal,
  - c) a plan of action to avoid similar situations in the future.
2. Upon receiving the student's written appeal, the Director of Student Records and Information Management will schedule meetings to review the letter(s) of appeal and other relevant documents, and may talk directly with the student and appropriate academic affairs members (e.g. faculty member(s), Provost, etc.). The Director of Student Records and Information Management will inform the student of the decision in writing within five (5) business days of reviewing the student's appeal.
3. If the student disagrees with the decision of the Director of Student Records and Information Management he or she may request that the Provost review the decision. The Provost may request all relevant documentation and may meet with the parties concerned. The decision of the Provost shall be final and not subject to further review.

### Appeal of Academic Policy Decision

A student with a grievance concerning the rules of the College relating to academic policy including but not limited to transfer credit evaluation, leaves of absence and course or college withdrawals (administrative or requested) may file a formal appeal. To be considered, an appeal of academic policy must be initiated within five (5) business days of the date of action or official notification of the decision.

Procedure: A student may appeal an academic policy decision by following these steps:

1. In order to guarantee fair and equitable consideration, an appeal must be received in writing from the student, within five (5) business days of the date of the action or official notification of the decision to the College employee/office whose actions gave rise to the grievance. The College employee/office may request additional and relevant documentation related to the situation/decision.

In a good faith attempt to resolve any misunderstanding, the College employee/office will meet and discuss the appeal with the student within five (5) business days of receipt of the written appeal. The College employee/office will provide a decision in writing within five (5) business days of the date of the appeals decision.

2. If not satisfied with the decision of the College employee/office, either party may request that the Provost review the decision. This request must be received in writing no later than five (5) business days after the date of the initial appeals in Step 1.

3. The Provost may request all relevant documentation and may meet with the parties concerned. The Provost will provide a decision in writing within five (5) business days of the receipt date of the appeal in Step 2. The decision of the Provost shall be final and not subject to further review.

### **Appeal of Grade**

A student may appeal a final grade or instances of perceived unfair treatment which the student believes may negatively impact his or her final grade. It is the intent of these provisions to guarantee fair procedure rather than to interfere with the prerogative of the faculty to evaluate the quality of a student's course work.

Procedure: A student may appeal a grade by following these steps:

1. The student must submit in writing their appeal and meet with the instructor involved, to discuss the concern directly, within five (5) days of receipt of the grade. The instructor will notify the student, in writing within five (5) business days of their decision.

2. If not satisfied with the decision of the instructor, the student must submit a written appeal to the Program Chair of the instructor involved within five (5) business days of the instructor's decision. The student is encouraged to consult with his or her faculty advisor or the Coordinator for Advising and Student Success for assistance. The Chair serves as mediator and attempts to resolve the concern through mutual agreement. The Chair will provide a written decision within five (5) business days of receiving the student's appeal.

3. If either party (student or instructor) disagrees with the decision of the Chair, he or she may request that the Provost review the decision. This request must be received in writing no later than five (5) business days after the date of the written decision in Step 2. The Provost may request all relevant documentation and may meet with the parties concerned. The Provost will provide their decision in writing within five(5) business days of receiving the appeal. The Provost's written decision is final and not subject to further review.

### **ACADEMIC DISMISSAL**

A student who is on probation will be dismissed from the College if they fail to achieve a cumulative GPA of 2.00 in the required timeframe or for failure to meet the program specific academic progression requirements. Students dismissed from the College will be notified in writing from the Office of Student Records and Information Management and will not be eligible for tuition refunds. A student may appeal a dismissal based on extenuating circumstances by following the Academic Appeals procedure

### **ACADEMIC INTEGRITY POLICY**

The academic community of Cabarrus College recognizes that adherence to high principles of academic integrity is vital to the academic function of the College. Academic integrity is based upon honesty. All students of the College are expected to be honest in their academic endeavors. Any breach of academic honesty should be regarded as a serious offense by all members of the academic community. The entire academic community shares the responsibility for establishing and maintaining standards of academic integrity. Each student has an obligation to know and understand those standards and expectations. All students, faculty, and staff are expected to help maintain academic integrity at the College by refusing to participate in, or tolerate, any dishonesty.

### **Violations Of Student Academic Integrity**

Academic integrity means not lying, cheating, or stealing. To cheat on an examination, to steal words or ideas of another, to recycle one's own work, facilitate dishonesty, or to falsify the results of one's research corrupts the essential process by which knowledge is advanced. Cheating, plagiarism, fabrication of data, giving or receiving unauthorized help on examinations, and other acts of academic dishonesty are contrary to the academic purposes for which the College exists. Violations of student integrity include any actions which attempt to promote or enhance the academic standing of any student by dishonest means. It is thus understood by the academic community that the principles of academic integrity require that all work submitted or presented without citation of sources will be the student's own work, not only on tests, but in themes, papers, homework, clinical assignments and class presentations, unless it has been clearly specified that the work is a team effort.

### **Detection And Prevention Of Academic Dishonesty**

Faculty may require students to complete or submit work via electronic tools to detect and prevent plagiarism and cheating. Faculty must provide written notification of this intention in the course syllabus. If use of the tool is instituted after distribution of the syllabus, the faculty will provide written notification with the assignment. Faculty are expected to exercise professional judgment when making determinations regarding academic integrity based on reports emanating from the use of such tools, recognizing that such tools may not conclusively demonstrate the existence of academic dishonesty. In instances whereby a student is suspected of academic dishonesty, the faculty member will meet with the student to discuss the suspected violation and potential sanctions.

### **Sanctions For Student Violations Of Academic Integrity**

A student who admits to being guilty or who is found to be guilty of a violation of academic integrity will be subject to appropriate sanctions. The exact penalty will depend upon the particular circumstances of each individual case. Student violations of academic integrity may be either course related or non-course related. A course related violation of academic integrity is any offense that may be committed for the purpose of promoting or enhancing the academic standing of the student who commits the offense. A non-course related violation of academic integrity is any offense that does not affect the academic standing of the person committing the offense, i.e. the person who assists the student in cheating. Sanctions may include but are not limited to: a) appropriate grade penalties up to and including F grades on assignments and/or course(s), b) loss of some or all of the benefits of programs, college-related scholarships, and other opportunities normally afforded students, c) restitution for damages done, d) educational service hours, or e) academic probation, suspension or dismissal.

## **ACADEMIC PROBATION**

Any student with a cumulative GPA of 1.99 or lower at the end of any semester will be placed on academic probation and "Academic Probation" will appear on the official transcript. Students placed on Academic Probation will be notified in writing by the Office of Student Records and Information Management. Academic probation may include stipulations, remediation, and a redesigning of the student's curriculum plan. The Coordinator for Advising and Student Success will notify individual students and their respective Academic Advisor of the student's probationary status.

Students placed on probation will be required to meet with the Coordinator for Advising and Student Success to establish an academic improvement plan and make any needed revisions to his or her course schedule. If after one additional semester (or two total consecutively enrolled semesters), excluding summer session, the student has not achieved a cumulative GPA 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 one additional semester (or three total consecutively enrolled semesters) to increase both the credit hours to 12 and the cumulative GPA to 2.00 in order to be removed from academic probation. Students should inquire if the restriction of probation will have any financial aid consequences for their particular case, by consulting with the office of Financial Aid.

Being placed on academic probation in and of itself is not subject to appeal.

## **ACADEMIC SUSPENSION**

If at any time it is the judgment of the faculty and/or administration that a student has failed to meet the academic, behavioral or health policies of the College, the student may be academically suspended. A student may be suspended for a specific period of time to allow time for fact-finding and decision-making regarding the incident/issues in question. During a suspension, a student may not be allowed to participate in any College activities.

## **CHANCELLOR'S & PROVOST'S LIST**

Students who have completed a semester with a minimum load of 12 graded semester hours of degree credit (full-time student) and who have earned a Grade Point Average of 3.50-4.00 will be recognized and placed on the "Chancellor's List." Full time students who achieve a Grade Point Average of 3.00 – 3.49 for the semester are recognized and placed on the Provost's List."

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

Applications for change of major can be made by the established application deadlines for each semester (February 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 change of major is desired, students should contact the Coordinator of Advising and Student Success to facilitate the process. Student requests for change of major will be reviewed and decided upon by the appropriate academic Program Chair. Admission into one program does not guarantee admission into another program. Credits, quality points and grades from all courses taken at Cabarrus College in a previous major are carried forward to the new major. A change of major acceptance is contingent upon successful completion of currently enrolled coursework and continued good academic standing at Cabarrus College

## **COURSE LOAD AND CLASSIFICATION**

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. Seventeen (17) credit hours are considered a maximum academic load. Special permission must be obtained from the academic Program Chair to exceed this limit.

## **GOOD STANDING**

In order to remain in good standing, students (full and part-time) are required to maintain the cumulative grade point average required by their respective academic program.

## **GRADE WARNING SYSTEMS**

The College has devised two grade warning systems to help contribute to a successful educational experience for students, particularly those who are having initial difficulties adjusting to the demands of their college experience. The early warning system is undertaken during the fourth week of class. This system complements the mid-term warning system which is undertaken during the eighth week for all courses. Through these systems, students are alerted in a timely fashion so as to make adjustments before their academic records are affected.

## **GRADUATION WITH DISTINCTION**

Students receive graduation honors of distinction in one of three categories by attaining the requisite grade point averages in all course work taken at Cabarrus College of Health Sciences.

Cum Laude .....3.20-3.59

Magna Cum Laude . . . 3.60-3.89

Summa Cum Laude . . . 3.90-4.00

## **INCOMPLETE GRADE**

When a student needs extra time to complete student learning outcomes because of illness or other extenuating circumstances, the instructor may give a grade of “I” (Incomplete) as a temporary grade. An “I” is not to be given to a student already doing failing work. The student who receives an “I” grade must complete the work no later than the beginning of final examinations of the following semester, earlier if possible. The instructor may request an extension in unusual circumstances, by obtaining, completing (including all signatures) and submitting the necessary form to the office of Student Records and Information Management. If the previous conditions are not met, the Incomplete grade is automatically converted to an “F” grade.

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

Students at Cabarrus College are expected to adhere to the Cabarrus College Student Conduct Code, which is “designed to promote the peaceful pursuit of intellectual and subsidiarity activities at Cabarrus College and to ensure the safety of persons engaging in those pursuits while they are at the College. It is designed to protect the free and peaceful expression of ideas and also to assure the integrity of various academic processes.” For a complete list of all Rights, Responsibilities and Standards of Behavior, please refer to the online Student Handbook (Student Conduct Code section found on our website at [www.cabarruscollege.edu](http://www.cabarruscollege.edu) by selecting the Student Life tab, then select Publications to access the current Student Handbook. You may also obtain a copy of any policy by contacting the Office of Campus and Community Outreach.

## **WITHDRAWAL**

Cabarrus College provides a formal system that guides the College and the student through the voluntary and involuntary withdrawal processes. Withdrawal from a course or the College may be voluntary (requested) or involuntary (Dismissal).

**From a Course**

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 necessary signatures (Faculty Advisor, Coordinator of Advising and Student Success and Director of Financial Aid). 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.

**From the College - Leave of Absence or Withdrawal (Voluntary)**

The College requires that all degree-seeking students enroll in course work every fall and spring semester during their academic career. Some degree programs may require summer enrollment. If a student’s academic plans must be discontinued, the student must choose one of two options: a Leave of Absence or Withdrawal from the College. The Coordinator of Advising & Student Success can help students decide the more appropriate course of action for their situation.

Failure to formally request a leave or withdrawal will result in the automatic removal from the official roll, resulting in an Administrative/Involuntary Withdrawal, and the student must re-apply through the Admissions Office for reinstatement of degree status.

A Leave of Absence releases the student from degree study for up to one academic year, after which the student may resume study according to regular registration procedures. The student must complete and submit the official Leave of Absence (LOA) form, 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 LOA will pay tuition according to the current tuition and fee schedule.

At the end of one year on Leave of Absence, the student must withdraw from the College or re-enroll, at which point the Leave of Absence fee will be forfeited. A Leave of Absence is treated the same as a withdrawal for financial aid purposes.

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.

A student withdrawal from the College (as opposed to a course withdrawal) is appropriate if the student wishes to discontinue study at Cabarrus College of Health Sciences for the foreseeable future. This officially closes the student’s file and serves as notice that the student initiated separation from the College. Failure to withdraw officially can seriously complicate any effort later to resume study at this or another institution.

Absence from class(es) does not constitute official withdrawal.

Students may request leaves or withdrawals during a semester if circumstances are such that the student is no longer able to continue with coursework. If a student wishes to withdraw voluntarily from the

College, he/she should obtain the Withdrawal/Leave of Absence (LOA) Form from the Office of Advising and Student Success, complete all parts of the form, and return the completed form to the Office of Student Records and Information Management. For a Withdrawal or Leave of Absence to be finalized, the student's completed Withdrawal/LOA Form must be filed in the Office of Student Records and Information Management. The date the College receives the completed Withdrawal Form is the official date of withdrawal.

When a request is submitted prior to the last date for withdrawal without academic penalty (as determined by the Provost and published in the academic calendar) a grade of W is recorded for all courses in which the student is currently enrolled. If the request is submitted after the deadline for withdrawal only extenuating circumstances, as determined by the Appeals Process, justify the granting of W grades. Requests for leaves of absence and student withdrawals are processed through the Office of Advising and Student Success and the Office of Student Records and Information Management.

**From the College (Involuntary)**

Involuntary withdrawal occurs when a student fails to meet certain standards to remain in the College. If at any time it is the judgment of the faculty and/or administration that a student has failed to meet the academic, behavioral or health policies of the College, the student may be academically dismissed and will not be eligible for tuition refunds. Failure to register for subsequent semesters or submit a Withdrawal/LOA Form will result in an Administrative/Involuntary Withdrawal from the College.



# ACADEMIC INFORMATION AND POLICIES

## 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 Office of Student Records and Information Management. The Office of Student Records and Information Management notifies the Coordinator for Advising and Student Success 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. Currently enrolled students at Cabarrus College of Health Sciences must obtain permission from the Office of Student Records and Information Management to enroll in courses for transfer credit at another college. (see Transfer Credit Policy) 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 Office of Student Records and Information Management 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”)

## 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 and e-mail accounts for announcements concerning rescheduling and individual communications.

All students must have access to phone, Cabarrus College 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 operating schedule will be communicated via television stations WBTV (3), WSOC (9), and WCNC (36) by 5 a.m. for day classes and as early in the afternoon as possible for evening classes. Students may also call the College’s main telephone number (704) 403-1555 for detailed information about the operating schedule. Definitions used for operating status:

**Open:** All classes, continuing education courses, and College related activities will be held as normal.

**Delayed Opening:** All classes, clinicals, and other related College activities will begin at the announced time. All classes, clinicals, and other College related activities starting after the announced time will begin at their regularly scheduled times. A delayed opening does not imply the cancellation of evening classes.

**Day Classes Cancelled:** The decision to cancel day classes will be made as early in the morning as possible and no later than 5:00 a.m. The cancellation of day classes does not imply the cancellation of evening classes.

**Evening Classes Cancelled:** The decision to cancel evening classes (those classes beginning at 5:00 p.m. or later) will be made as early in the afternoon as possible, and no later than 4:00 p.m.

**College Closed:** The term “College Closed” means all day and evening classes and related activities are cancelled, as are non-academic business operations.

## AUDITING A COURSE

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.

## 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.

## 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 BLS for healthcare providers course completion 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.

## 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.

## **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).

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.

## **CO-REQUISITES**

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

## **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.

## **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.

## **GRADUATION MARSHALS**

Marshals will be selected from those students having at least 15 credit hours earned at Cabarrus College of Health Sciences with a minimum cumulative GPA of 3.00. Up to a total of twelve (12) student Marshals will be chosen, with representation from both the associate degree and baccalaureate degree-seeking programs.

## **GRADUATION REQUIREMENTS**

Each student must submit the following forms to the Office of Student Records and Information Management:

- 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.

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..

## OBTAINING GRADE REPORTS

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.

## 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 and orientation 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.

## 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.

## 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.

## GENERAL EDUCATION

### Mission

The Mission of the Cabarrus College General Education department is to provide students with a coherent, well-rounded curriculum that transcends and complements their academic emphasis, and prepares them for participation in a pluralistic society and global community.

### Program Goals

- Foster an understanding of the social and collaborative nature of knowledge and learning.
- Develop the student's critical thinking and communication skills to set the foundation for continuous learning.
- Provide the students with opportunities to explore connections among ideas from different disciplines.
- Provide a community of teacher-scholars who value collaboration and interaction in traditional and non-traditional academic forums.
- Develop the student's ability to function as a responsible participant in the social, economic, technological, and political dimensions of life within local, national, and global communities.

### 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 PROGRAM REQUIREMENTS

## LOUISE HARKEY SCHOOL OF NURSING

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

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

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

#### **Mission**

The mission of the BSN program is to provide innovative educational opportunities for nurses to develop leadership skills to competently work in partnership with individuals, families, and communities to promote health in a variety of healthcare settings.

#### **Program Goals**

- Achieve excellence in nursing education through the continued development of education–practice partnerships.
- Maintain academic excellence in nursing through national accreditation by CCNE and foster innovation based on contemporary practice and professional standards.
- Increase the number of BSN prepared nurses through programs designed to provide seamless academic progression.
- Maintain continual program review and evaluation processes for program improvement.
- Incorporate principles of adult learning through innovative programs, technology, and educational best practice.
- Provide students the opportunity for experiential learning credit.
- Create an environment of caring, commitment, team work and integrity through scholarship, service and shared governance.
- Prepare nurses to assume the roles necessary to provide care to individuals, families, communities, and populations.

#### **Student Learning Outcomes**

- Coordinate and appropriately delegate healthcare in collaboration with members of the healthcare team in a variety of settings.
- Use critical thinking skills integrating knowledge from nursing, the art, and the sciences into nursing practice.
- Demonstrate a personal commitment to professional nursing practice and lifelong personal and professional development.
- Translate current evidence into nursing practice.
- Safely practice nursing in compliance with contemporary legal, ethical, and professional standards.
- Effectively utilize informatics to enhance communication, manage knowledge, and mitigate error and support decision making.

- Provide client-centered culturally competent care across the life span among diverse cultures to improve the health of individuals, families, communities and populations.

### **BSN Completion Degree 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.

#### **General Education**

<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>
CAS 302*	Research in an Electronic Environment	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

\*Effective for the cohort entering Spring semester 2012.

#### **Program Requirement**

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

#### **Major Nursing Courses**

<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>
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
	<b>TOTAL</b>	<b>32</b>

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

## Admission

An application is considered based on academic history, a written essay and two professional 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 (RN) associate degree program prior to beginning enrollment.
- A minimum cumulative GPA of 2.5 in all post-secondary coursework.
- A current unencumbered, active license to practice as a RN in the USA and eligibility to practice as an RN in North Carolina before beginning classes.
- Official copies of transcripts from any post-secondary institution where courses have been 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.

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.
3. Essay must be submitted in Microsoft Word format. Email it to [admissions@cabarruscollege.edu](mailto:admissions@cabarruscollege.edu).

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 that can include, but is 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.)
- Explaining 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 the 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 ( e.g., immediate supervisor, instructor, or professor). These can be mailed to the address above or emailed to [admissions@cabarruscollege.edu](mailto:admissions@cabarruscollege.edu).

One of the recommendations should come from your immediate supervisor and the other from a person who can attest to your academic ability (e.g, 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 (e.g., 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

The mission of the A.D.N. program at Cabarrus College is to prepare graduates for entry-level employment as registered nurses to meet the rapidly changing demands for health care in our communities.

### Program Goals

- Provide quality education with a strong focus on caring and critical thinking.
- Maintain nursing practices and standards in the delivery of therapeutic nursing care to individuals, families and communities.
- Foster social responsibility and cultural sensitivity through commitment to the community.
- Integrate technology to promote student learning and efficient nursing practice.

## 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.

## A.D.N. 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 216*	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

## A.D.N. 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 216*	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).

## 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 21
- evidence of high school class rank (should rank in upper half of class)
- two references that speak to academic abilities and/or work ethic (e.g., an immediate supervisor, teacher or professor). 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 14 months 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** (this program is currently under review)

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, radiologic 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 mission of the HSLM program at Cabarrus College is to provide progressive health services educational experiences that enable students to acquire the necessary analytical, communication and interpersonal skills to become effective healthcare leaders.

#### **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
	<b>TOTAL</b>	<b>120</b>

### 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

## Course Meeting Schedule

### Fall semester:

All HSLM classes will be held on Tuesday on a rotating schedule (HSL 300, 350, & 330), meaning only one course will meet face-to-face each week. Week one HSL 300 will meet face-to-face; week two HSL 350 will meet face-to-face, and so on. The weeks that classes are not meeting face-to-face they will have online assignments.

### Spring semester:

All HSLM classes will be held on Tuesday on a rotating schedule (HSL 302, 400, 411 & 341), meaning only one course will meet face-to-face each week. Week one HSL 302 will meet face-to-face; week two HSL 400 will meet face-to-face, and so on. The weeks that classes are not meeting face-to-face they will have online assignments.

## 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 licensed Imaging Professional with an opportunity to achieve credential(s) and/or baccalaureate completion degree. Through didactic offerings at the college and clinical requirements at the various affiliate sites, the program will provide knowledge, skills, and professional values required to provide safe, high quality images.

### **Program Goals**

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

- To prepare individuals to function competently in their chosen health science field whether in CT, MRI, or a Supervisory role.
- Provide the diagnostic imaging community with graduates who are patient care focused, critical thinkers, and engaged in lifelong learning.
- Recruit, accept, and retain practicing technologists from diverse backgrounds who have demonstrated specific standards of scholarship, personal character, and focused educational goals.
- To provide learning resources necessary for students' mastery of instructional activities.
- To retain and developed qualified educators and professional staff who are inspired and committed to academic innovation and excellence.
- To present quality continuing education programs in an atmosphere in which students expand their critical thinking skills to define and enhance their role in a diverse society.

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 120/121 credit hours.

## Bachelor of Science in Medical Imaging Medical Imaging Mixed Option—CT Curriculum Plan

### 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
MIS 301	Bone Densitometry	3
MIS 302	Pharmacology for Imaging Professionals	3
	Humanities Elective	3

## Bachelor of Science in Medical Imaging Medical Imaging Mixed Option—MRI Curriculum Plan

### 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
<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
MIS 301	Bone Densitometry	3
MIS 302	Pharmacology for Imaging Professionals	3
	Humanities Elective	3

## Bachelor of Science in Medical Imaging Medical Imaging Clinical Option Curriculum Plan

### 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
BIO 310	Cross Sectional Anatomy & Pathophysiology	4
	Program Electives	6

### 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
MIS 301	Bone Densitometry	3
MIS 302	Pharmacology for Imaging Professionals	3

## Bachelor of Science in Medical Imaging Management Option Curriculum Plan

### 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
	Program Electives	18

### 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
	<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 411	Legal and Ethical Issues	3
HSL 450	Management Problems in the Health Services Industry	3
PHL 310	Ethics in Healthcare	3
MIS 301	Bone Densitometry	3
MIS 302	Pharmacology for Imaging Professionals	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.

## Medical Imaging Certificate Advanced Specialty-MRI Option Curriculum Plan

### 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

## Medical Imaging Certificate Advanced Specialty-CT Option Curriculum Plan

### 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 at Cabarrus College 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.

#### **Program Goals**

- Provide interactive and “hands-on” learning in a “real-world” practicum experience to develop the student’s entry-level competence in performing administrative and clinical functions as required to function as an entry-level Medical Assistant and pass the CMA(AAMA) certification exam.
- Use the latest technology to promote student learning and success.
- Expose the student to holistic health care philosophy, cultural differences, and practices to respond to needs and expectations of patients, physicians and employers.
- Maintain first-time taker pass rate at 90% or greater on the American Association of Medical Assistants Examination resulting in the CMA(AAMA) credential.
- Encourage student membership and involvement in professional organizations, and provide them with a thorough understanding of the importance of certification and continuing education.

#### **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 Plans Diploma

### Fall Semester

Course #	Course Title	Credit Hours
ENG 101	English Composition I	3
PHT 130	Pharmaceutical Calculations	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

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

### Summer Session

Course #	Course Title	Credit Hours
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

All courses in the Diploma program plus:

### Fall Semester

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

### Spring Semester

Course #	Course Title	Credit Hours
BIO 216*	Nutrition for Healthy Living	3
BIO 220*	Human Anatomy & Physiology II	4
HUM	Humanities Elective	3
### ###	Math 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”
- 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 mission of the OTA program is to graduate and prepare competent and caring OTA professionals through progressive and active learning experiences.

## Program Goals

- Provide the skills and competencies that will allow graduates to be successful as a generalist in an entry level OTA position.
- Recruit qualified and diverse students to meet the enrollment goals of the program.
- Provide excellent and progressive educational experiences that prepare the student to be successful in passing the national certification examination.
- Provide opportunities for personal and professional development, and career mobility through credit and non-credit courses and activities.
- Review, license, and purchase library electronic resources designed specifically for Master's of Occupational Therapy students.

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

## Occupational Therapy Assistant Associate of Science Degree Curriculum Plan

### 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
MATH	MATH 161 or 310	3
	<b>TOTAL</b>	<b>17</b>

**Spring Semester**

<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>
OTA 130**	Fundamentals of Occupations	3
OTA 140**	Adult Physical Conditions	3
OTA 145 **	Level I Fieldwork #2	1
CAS 190	Computer Technology Application	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 150**	Pediatrics in OT	3
PSY 150*	Human Growth & Development	3
<b>TOTAL</b>		<b>6</b>

**Summer Session II**

<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>
OTA 160**	Kinesiology	3
OTA 170**	Professional Behaviors for the OTA	2
<b>TOTAL</b>		<b>5</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>
<b>Total Program Hours</b>		<b>74</b>

\* Program requirements

\*\* Major Requirements

A minimum of 74 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. Traveling up to one hour for any fieldwork site class is considered reasonable.

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.

# PHARMACY TECHNOLOGY ASSOCIATE OF SCIENCE DEGREE

## Mission Statement

The Pharmacy Technology program at Cabarrus College creates progressive educational experiences that enable learners to develop the advanced knowledge and skills needed to excel as pharmacy technicians in a multitude of settings.

## Program Goals

- Provide students with instruction and guidance through the use of both traditional and technological learning methods.
- Offer students opportunities to develop and demonstrate proficiency in the utilization of pharmacy information systems.
- Provide coursework and laboratory exercises that are effective in illustrating pharmaceutical concepts.
- Efficient use of supplies and resources.
- Promote innovation and new program directions by fully utilizing our online learning management system.
- Promote the education and professional growth of faculty and students by offering opportunities for continuing education and informative travel
- Provide discussion and experiential opportunities to enhance awareness and understanding of cultural diversity in pharmacy settings.



## Pharmacy Technology Associate of Science Degree Curriculum Plan

The Associate of Science Degree will be awarded to students who have successfully completed 66 credit hours of course work. This includes 21 semester hours of general education credits and 45 semester hours of pharmacy credits.

### Fall Semester

Course #	Course Title	Credit Hours
BIO 100*	Medical Terminology	1
<b>BIO 163*</b>	<b>Basic Anatomy and Physiology</b>	<b>5</b>
PHT 110**	Introduction to Pharmacy	3
PHT 120**	Pharmacy Practice I	3
<b>PHT 120L**</b>	<b>Principles of Pharmacy Practice Lab</b>	<b>1</b>
PHT 130**	Pharmaceutical Calculations	3
<b>TOTAL</b>		<b>16</b>

### Spring Semester

Course #	Course Title	Credit Hours
ENG 101	English Composition	3
PHT 140**	Principles of Sterile Product Preparation	3
<b>PHT 140L**</b>	<b>Principles of Sterile Product Preparation Lab</b>	<b>1</b>
PHT 150**	Pharmacology for Technicians I	4
PHT 165**	#Community and Home Care Pharmacy (9 hours a week clinical w/online component)	6
<b>TOTAL</b>		<b>17</b>

### Fall Semester

Course #	Course Title	Credit Hours
PHT 210**	Pharmacology for Technicians II	4
PHT 225**	#Acute Care Pharmacy (9 hours a week clinical w/online component)	6
PHT 240**	Pharmacy Professional Applications	3
<b>MAT 161*</b>	<b>College Algebra or</b>	<b>3</b>
<b>MAT 1xx*</b>	<b>Other Math</b>	<b>(3)</b>
<b>TOTAL</b>		<b>16</b>

### Spring Semester

Course #	Course Title	Credit Hours
PHT 235**	#Pharmacy Practicum (24 hours a week clinical w/online component)	8
HUM	Humanities/Fine Arts Elective	3
<b>SPH 201</b>	<b>Communication in Business and Professional Life</b>	<b>3</b>
<b>PSY 101</b>	<b>General Psychology or</b>	<b>3</b>
<b>SOC 101</b>	<b>Intro to Sociology</b>	<b>(3)</b>
<b>TOTAL</b>		<b>17</b>

All PHT courses offered in online format, with the exception of courses in bold.

# Indicates course requiring clinical internship experience



\* Program requirements: those courses designated by the program that provide specific knowledge that compliments or gives foundation to the professional discipline.

\*\* Major requirements: those courses that are discipline specific and structured to satisfy the requirements of the accrediting body and prepare for certification

### **Pharmacy Technology Leadership Certificate (optional):**

The optional leadership certificate is designed for students wishing to pursue a lead technician or management role. Students choosing this option will gain a better understanding of health care organizations and develop valuable leadership and management skills. Leadership courses are taken in addition to the standard pharmacy technology curriculum. A leadership certificate will be granted to pharmacy technology students who successfully complete:

- the requirements of the pharmacy technology program
- HSL 300-Introduction to Health Services Organizations
- HSL 350 - Leadership in the Health Service Industry
- Either HSL 341 - Issues in Performance Improvement or HSL 450 – Management Problems in the Health Services Industry

### **Admission**

For admission into the Pharmacy Technology 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 or either geometry or a math with Algebra II as prerequisite, and biology with a preferred minimum grade of "C"
- Minimum suggested standardized test scores:
  - SAT scores of 470 - critical reading and 440 - math OR
  - ACT composite score of 19 OR
  - ASSET (42 in the Writing section, 42 in the Reading section and 39 in the Numerical section)
- Two references that speak to academic abilities and/or work ethic
- An acceptable criminal background check. Any felony conviction or drug or pharmacy related conviction may disqualify the individual from national and/or state registry or licensure and preclude enrollment into the program.

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

### **Mission**

The Mission of the Surgical Technology program of Cabarrus College is to prepare competent entry-level surgical technologists in the cognitive, psychomotor, and affective learning domains by providing sound educational opportunities, both didactic and clinical.

### **Program Goals**

- Provide opportunities for application of theoretical concepts and cognitive skills as well as for the development of optimal affective and psychomotor abilities needed to meet current industry standards.
- Meet or exceed the criteria set forth in the current Standards and Guidelines for successful completion of the Certification Test administered by the National Board of Surgical Technology and Surgical Assisting
- Provide clinical experience built upon classroom instruction in the basic sciences, patient care, aseptic techniques and surgical procedures preparing students to become an integral part of a surgical team providing care to the patient undergoing surgical intervention.
- Promote lifelong learning fostering the development of professional and personal growth, critical thinking and leadership.
- Successful placement of program graduates into entry level positions in the field of surgical technology.

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 and clinical specialties 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 (NBSTSA).

## Surgical Technology Curriculum Plan Diploma Program

### Fall Semester

Course #	Course Title	Credit Hours
ENG 101	English Composition I	3
SRG 111**	Introduction to Surgery	4
SRG 115**	Fundamental Perioperative Techniques	4
BIO 100*	Medical Terminology	1
BIO 163**	Basic Human Anatomy & Physiology	5
<b>TOTAL</b>		<b>17</b>

### Spring Semester

Course #	Course Title	Credit Hours
PSY 101	General Psychology	3
BIO 190*	Principles of Microbiology	4
SRG 121**	Surgical Procedures I	4
SRG 125**	Surgical Clinical I	5
<b>TOTAL</b>		<b>16</b>

### Summer Session

Course #	Course Title	Credit Hours
SRG 131**	Surgical Procedures II	3
SRG 135**	Surgical Clinical II	3
<b>TOTAL</b>		<b>6</b>

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



## Surgical Technology Curriculum Plan Associate Degree Program

All courses in the Diploma program plus:

### Fall Semester

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

### Spring Semester

Course #	Course Title	Credit Hours
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”

## **SURGICAL TECHNOLOGY ACCELERATED ALTERNATE DELIVERY (AAD) PROGRAM**

The Accelerated Alternative Delivery (AAD) program prepares professionals working in the Surgical Technology field that cannot become certified by the National Board of Surgical Technology and Surgical Assisting (NBSTSA) to complete a diploma in surgical technology at Cabarrus College of Health Sciences, making the student eligible for certification. A one semester online program is offered by the accredited program at Cabarrus College. Upon successful completion of the program, the student will graduate from Cabarrus College with a diploma and be eligible for certification. The program is offered in a block format. It includes 14 hours of theoretical knowledge from the core curriculum of the Surgical Technology Diploma Program.

This program is for surgical technology professionals that are: on the job trained; graduates from a non- Commission on Accreditation of the Allied Health Programs (CAAHEP) accredited Surgical Technology program; graduates from an accredited surgical technology program that completed the educational requirements before March 1, 2000; or military trained.

### **Admission to the AAD Program**

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

- Submit a Cabarrus College of Health Sciences application and \$50 application fee. (Available online at [cabarruscollege.edu](http://cabarruscollege.edu))
- Submit official transcripts from previous schools attended (high school and college).
- Provide evidence of successful completion of high school or college level algebra I, and either algebra II, or geometry; and biology.
- Provide evidence of completion of the following courses:

ENG 101 English Composition I	3 credits
BIO 100 Medical Terminology	1 credit
BIO 190 Microbiology	4 credits
PSY 101 General Psychology	3 credits

**\*\*Science credits can not be more than five years old\*\***

- Provide evidence of test scores on the SAT (430 critical reading/ 380 math), ACT (18), or ASSET (35 writing, 37 reading, 33 numerical).
- Provide letters of recommendation from a current immediate supervisor and from a surgeon.
- Submit a clinical experience portfolio. This portfolio needs to document at least 125 surgical cases in: General, OB/GYN, ENT, URO and Ortho Specialities.

Upon meeting all requirements for admission and enrollment, the student may request experiential learning credit by submitting the following items to the Registrar:

-Credit for Life Experience Application

(<http://www.cabarruscollege.edu/content/policiesforms/registrar/CreditLifeExperience.pdf>)  
with supporting documentation and portfolio

-Current resume and the above mentioned clinical portfolio

-Letter explaining life experiences

-A non-refundable processing fee (\$150 per course non-refundable)

## **AAD Curriculum Plan**

### **Pre-Requisites Required for Admission**

ENG 101 English Composition I

PSY 101 General Psychology

BIO 190 Principles of Microbiology

BIO 100 Medical Terminology

### **ST-AAD Courses Online (Block Scheduling)**

SRG 111 Introduction to Surgery

SRG 121 Surgical Procedures

SRG 131 Surgical Procedures II

BIO 163 Basic Anatomy & Physiology

### **Experiential Learning**

SRG 115 Fundamental Perioperative Techniques\*

SRG 125 Surgical Clinical I\*

SRG 135 Surgical Clinical II\*

\*Life experience credit available.

## ASSOCIATE IN SCIENCE DEGREE

### Mission

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

### Program Goals

Graduates will:

- To provide a dynamic learning experience that develops student knowledge, comprehension, and critical thinking skills in program courses required for transfer into professional clinical programs at Cabarrus College, for completion of the Associate in Science Degree, or for completion of a baccalaureate degree.
- To provide a challenging and interactive learning environment that develops effective student oral and written communication skills in a variety of settings and formats.
- To engage students in a learning environment that prepares students for responsibility and leadership in an evolving global environment.
- To provide a clear understanding of the process of gathering and assimilating scientific information from technological resources.

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.

### Life Sciences Track Curriculum Plan

#### 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 216**	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 Sequences for the Pre-Professional Track: Associate in Science Program

Program courses vary among the professional programs. Examples of course sequences for transfer into the various clinical programs are available online at [www.cabarruscollege.edu](http://www.cabarruscollege.edu).

### Admission (Pre-Professional Track & Life Sciences)

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”
- Evidence of test scores on the SAT (430 – critical reading and 380 – math), ACT Composite score of 18, ASSET (35 in the writing section, 37 in the Reading section and 33 in the Numerical section)
- 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.



## PRE ALLIED HEALTH (ASSOCIATE IN SCIENCE)

The Pre-Medical Assistant, Pre-Occupational Therapy Assistant, Pre-Pharmacy Technology, and Pre-Surgical Technology Tracks of the Associate in Science program are designed to prepare individuals for admission to the associate degree in one of the clinical programs. Admission to the one of these tracks does not guarantee admission to an associate degree program in medical assistant, occupational therapy assistant, pharmacy technology or surgical technology. The admission requirements for the Pre-Medical Assistant and Pre-Surgical Technology tracks are the same as for the diploma options in each of those degrees. The admissions requirements for the Pre- Occupational Therapy and Pre-Pharmacy Technology tracks are the same as for the clinical programs.

### Pre-Medical Assistant Track Curriculum Plan

#### Fall Semester

Course #	Course Title	Credit Hours
CHM 101	Chemistry I	4
BIO 163	Basic Anatomy & Physiology	5
ENG 101	English Composition I	3
MAT 161	College Algebra	3
BIO 100	Medical Terminology	1
	Total	16

#### Spring Semester

Course #	Course Title	Credit Hours
SOC 101	Intro to Sociology	3
BIO 210	Human Anatomy & Physiology I	4
	Social Science Elective	3
PSY 101	General Psychology	3
	Total	13

#### Summer Semester

Course #	Course Title	Credit Hours
BIO 190	Microbiology	4
	Total	4

The admission requirements for the Pre-Medical Assistant program are the same as the requirements for admission to the Medical Assistant diploma program.

### Pre-Occupational Therapy Assistant Track Curriculum Plan

#### Semester I:

Course #	Course Title	Credit Hours
OTA 101	Introduction to OT	2
BIO 210	Human Anatomy and Physiology I	4
BIO 100	Medical Terminology	1
PSY 101	General Psychology	3
ENG 101	English Composition I	3
	Total	13

## Semester II

Course #	Course Title	Credit Hours
ELEC	Elective of Student Choice	3
BIO 220	Human Anatomy and Physiology II	4
PSY 150	Human Growth and Development	3
CAS 190	Computers for Healthcare Information Systems	3
MAT 161	College Algebra or Statistics	3
	Total	16

The admission requirements for the Pre-OTA program are the same as the requirements for admission to the OTA program.

## Pre-Pharmacy Technology Track Curriculum Plan

### Semester I

Course #	Course Title	Credit Hours
CHM 101	General Chemistry I	4
PSY 101	General Psychology	3
BIO 163	Basic Anatomy & Physiology I	5
BIO 100	Medical Terminology	1
	Total	13

### Semester II

Course #	Course Title	Credit Hours
ENG 101	English Composition	3
MAT 161	College Algebra	3
SPH 201	Communication in Business & Professional Life	3
	Humanities Elective	3
	Total	12

The admission requirements for the Pre-Pharmacy Technology program are the same as the requirements for admission to the Pharmacy Technology associate degree program.

## Pre-Surgical Technology Track Curriculum Plan

### Fall Semester

Course #	Course Title	Credit Hours
CHM 101	Chemistry I	4
BIO 163	Basic Anatomy & Physiology	5
ENG 101	English Composition I	3
MAT 161	College Algebra	3
BIO 100	Medical Terminology	1
	Total	16

### Spring Semester

Course #	Course Title	Credit Hours
SOC 101	Intro to Sociology	3
BIO 210	Human Anatomy & Physiology I	4
	Social Science Elective	3
PSY 101	General Psychology	3
	Total	13

### Summer Semester

Course #	Course Title	Credit Hours
BIO 190	Microbiology	4
	Total	4

The admission requirements for the Pre-Surgical Technology program are the same as the requirements for admission to the Surgical Technology diploma program.

## Pre-Nursing Track Curriculum Plan

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.

Semester I		
Course #	Course Title	Credit Hours
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>

Semester II		
Course #	Course Title	Credit Hours
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>

The admissions requirements for the Pre-Nursing program are the same as the requirements for the Associate Degree in Nursing Program.

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 14 months 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 BLS for Healthcare Providers.

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.



# CONTINUING EDUCATION

## **Mission**

The Continuing Education Department of Cabarrus College provides programs to address the lifelong learning needs of current healthcare professionals.

## **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.

## **Beginning Your Career In Healthcare**

Courses offered for those seeking a career in the healthcare field include Nurse Aide I, Nurse Aide I Review, Nurse Aide II, Medication Aide and CPR.

The tuition and fee structure, and course descriptions for Continuing Education programs can be viewed at the Continuing Education link at [www.cabarruscollege.edu](http://www.cabarruscollege.edu). 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. 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 space 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 704-403-1614.

## **Lifelong Learning Needs And Professional Development**

Cabarrus College offers professional development courses and workshops to help healthcare professionals enhance their knowledge and skills through Continuing Education. Previous professional development offerings include: Ethics in Healthcare, Opening Doors for Clinical Students with Disabilities, and Evidence Based Practice. Continuing Education Units (CEUs) are awarded for all professional development programs.

For more information about current professional development offerings, please visit [www.cabarruscollege.edu](http://www.cabarruscollege.edu), or contact the Coordinator for Campus and Community Outreach Angela Ferguson at 704-403-1614.

## 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, 2.0 GHZ or higher
- Minimum RAM: 3 GB
- Hard drive Size: 80 GB or higher
- CD / DVD ROM
- Sound card
- 10 / 100 ethernet card or wireless card
- Webcam and headset with microphone

### Software Requirements:

- Internet connection: Since most content is data intensive, cable or DSL connection is required.
- Edvance360 is currently compatible with Internet Explorer 8 or later versions and Firefox 10 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, Mac OS X or later versions).
- Microsoft Office 2007 or higher required.
- Other Software: antivirus, Adobe Reader 10 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 operating system updates, virus data files, etc. The College is not responsible for maintaining students' personal computers.

Remote Proctor software & hardware may be required for your course. The student will be responsible for installing the necessary components of Remote Proctor prior to the first exam.



## COURSE IDENTIFICATION

### 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.

# 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 an ONLINE, INDEPENDENT STUDY 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.* Offered in the fall and spring semesters.

### **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. Offered in the fall semester.

### **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. Offered in the spring semester.

### **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: 5 hours. Offered in the fall semester.

### **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. Offered in the fall, spring and summer semesters.

### **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 216 – 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 provide the basis for an understanding of the role of nutrition throughout the life cycle. Prerequisite: Biology 210. Corequisite: Biology 220. 3 hours theory. Credit: 3 hours. *This course may be offered in a hybrid and/or web based format.*

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

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

## 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. Offered fall semester.

### **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.* Offered fall semester.

### **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. Topics include: hardware and software applications, utilization of the Internet and Microsoft Office programs and an introduction to the online learning management system, Edvance 360. 3hours theory. Credit 3 hours. *This course may be offered in a hybrid and/or web-based format.*

### **CAS 302- Research in an Electronic Environment**

This course focuses on the development of research skills in the electronic environment to support evidence-based practice. This includes the design and implementation of search strategies using electronic databases web tools, 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. *This course may be offered in a hybrid and/or web-based format.*

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

### **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. 3 Hours Theory. Credit: 3 hours

## ENVIRONMENT AND NATURE (ENV)

### **ENV 300-Nature, Environment and Human Health**

This course focuses on the evolving relationship humans have with nature and the role urbanization and technology have played in creating a disconnect between the two. Topics include the restorative health benefits of nature, the negative impact of human activity on the environment, and the role of the healthcare provider and manager in utilizing nature in the healthcare setting. Experiential learning is an integral component of the learning experience in this course with several field trips planned during the semester.

## 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.* Offered fall semester.

### **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.* Offered spring semester.

### **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.* Offered on an as needed basis.

### **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.* Offered in the summer semester as needed.

### **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.* Offered spring semester.

### **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.* Offered fall semester.

### **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.* Offered summer semester as needed.

### **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. 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.* Offered as needed.

### **HSL 350 – Leadership in the Health Service Industry**

This course expands the student's knowledge base 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.* Offered fall semester.



**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.* Offered as needed.

**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 of 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.* Offered spring semester.

**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.* Offered spring semester as needed.

**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.* Offered summer semester.

**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.* Offered as needed.

**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.* Offered fall semester.

### **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.* Offered spring semester as needed.

### **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.* Offered as needed.

### **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.* Offered as needed.

## **HUMANITIES (HUM)**

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

### **The following courses also fulfill the requirements for the humanities elective at Cabarrus College:**

English 210 – World Literature

Religion 210 – World Religion

## **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. Offered in spring semester.

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.* Offered spring semester.

### **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. Offered in the spring semester, and as needed in other semesters.

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

## **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: BIO 100 & ENG 101. 4 hours theory, 6 hours lab. Credit: 6 hours. Offered in the fall semester.

### **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. Offered in the fall semester.

### **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. Offered in the spring semester.

### **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. Offered in the spring semester.

### **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. Offered in the summer I semester.

### **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. Offered all semesters as needed.

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

### **MIS 301-Bone Densitometry**

This course will provide a basic overview of the skills and concepts necessary to perform Bone Densitometry examinations. It is designed to provide education for any technologist currently performing or planning to perform Bone Densitometry Examinations. Curriculum for this course is based on content and theory from American Registry of Radiologic Technologist as well as International Society of Clinical Densitometry content specifications. The didactic information presented in this course along with completion of required clinical competencies will allow the student to be prepared to take examinations offered by the ARRT to obtain the credentials Registered Technologist, Bone Densitometry or ISCD examination for Certified Bone Densitometrist. Quality management, equipment operation, radiation protection, patient care, and procedure protocols will be discussed to provide the student with a firm knowledge base of all aspects of Bone Densitometry. Offered summer semester. *This course may be offered in a hybrid format.*

### **MIS 302-Pharmacology for Imaging Professionals**

This course will provide a better understanding of the concept of pharmacology and how it relates to the imaging sciences. The principles of pharmacology as well as the role of the imaging professional will aid the student to learn and understand pharmacologic terminology, classifications, and the unique make-up of imaging contrast media. The chemistry and general makeup of commonly encountered medications and emergency medications will be discussed along with interactions. Other topics will include routes of drug administration, infection control, and IV procedures. Pre or Co requisites: Admission to the program. Credit: 3 Hours. *This course may be offered in a hybrid format.*

### **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.*

### **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 14 months 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. Offered in the fall and spring semesters.

### **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. Offered in the fall and spring semesters.

### **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. Offered summer or spring semesters.

### **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. Offered in the fall and spring semesters.

### **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. Offered fall and summer semesters.

### **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. Offered in the fall and spring semesters.

### **NSG 230 - Nursing Practicum**

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

### **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. Prerequisite or Corequisite: CAS 302. Admission to BSN program. 3 hours theory. Credit: 3 hours. *This course is offered in a web-based format.* Offered in the fall and spring semesters.

### **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. Prerequisite or Corequisite: NSG 300. 3 hours theory, 1 hour lab. Credit: 4 hours. *This course is offered in a web-based format.* Offered fall semester.

### **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. Prerequisite or Corequisite: BUS 310. 3 hours theory. Credit: 3 hours. *This course is offered in a web-based format.* Offered spring semester.



### **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.* Offered spring/summer semesters.

### **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. Prerequisites: NSG 300, NSG 303, ENG 302 and CAS 302. Credit: 3 hours. *This course is offered in a web-based format.* Offered summer semester.

### **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: ENG 302, SOC 313, PHL 310, CAS 302, BUS 310, Humanities course, Electives, MAT 310, NSG 300, NSG 301, NSG 303, NSG 305, NSG 313. Co-requisite NSG 410. 3 hours theory. Credit: 3 hours. *This course is offered in a web-based format.* Offered spring semester.

### **NSG 403 - Current Issues in Nursing**

This course focuses on translating current evidence into clinical practice. Current evidence is addressed by incorporating and applying knowledge of nursing ethical and legal principles and healthcare policy to contemporary issues in professional nursing and healthcare. Prerequisites: CAS 302, ENG 302, PHL 310, Humanities course, MAT 310, NSG 300, NSG 301, NSG 303, NSG 305, NSG 313. 3 hours theory. Credit: 3 hours. *This course is offered in a web-based format.* Offered fall semester.

### **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. Prerequisites: NSG 300 and NSG 301. 3 hours theory. Credit: 3 hours. *This course is offered in a web-based format.* Offered spring semester.

### **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: ENG 302, CAS 302, PHL 310, MAT 310, NSG 300, NSG 301, NSG 303, NSG 305, NSG 313. 3 hours theory. Credit 3 hours. *This course is offered in a web-based format.* Offered fall semester.

### **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 ENG 302, SOC 313, PHL 310, CAS 302, BUS 310, Humanities course, Electives, MAT 310, NSG 300, NSG 301, NSG 303, NSG 305, NSG 313. Co-requisite NSG 401. Practicum hours: 135. Credit: 4 hours. *This course is offered in a web-based format.* Offered spring semester.

## **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: OTA 115, OTA 120, BIO 100, BIO 210, ENG 101, MTH Elective. 2 hours theory. Credit: 2 hours. Offered fall semester.

### **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, MTH Elective. 3 hours lab or clinical. Credit: 1 hour. Offered fall semester.

### **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 requisites: OTA 110, OTA 115, BIO 100, BIO 210. ENG 101, MTH Elective. 2 hours theory. 3 hours lab. Credit 3 hours. Offered fall semester.

### **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, PSY 101, CAS 190, and BIO 220. 2 hours theory. 3 hours lab. Credit: 3 hours. Offered spring semester.

### **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 130, OTA 145, OTA 150, PSY 101, CAS 190, BIO 220. 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, OTA 130, OTA 140, PSY 101, CAS 190, BIO 220. 3 hours lab. Credit 1 hours. Offered spring semester.

### **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: Successful completion of the first two semesters of the OTA program & PSY 150. 3 hours theory. Credit 3 hours. Offered summer session I.

### **OTA 160 - Kinesiology**

Kinesiology is a hybrid course designed to explore the analysis of functional tasks, and gross and fine motor 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 corequisites: Successful completion of the first three semesters of the OTA program and general education requirements, OTA 170. *This course is offered in an hybrid format.* Offered summer session II.

### **OTA 170-Professional Behaviors for the OTA**

This course builds upon and expands knowledge gained from prior OTA Level I Fieldwork, clinical, and lab classes. Emphasis will be placed on enhancing professional behaviors such as cultural competence, collaboration, portfolio and resume development, observation, critical thinking, self-reflection, therapeutic use of self, and professional identity. Classroom experiences are designed to develop multicultural awareness and culturally sensitive response strategies to facilitate student growth as a health care professional. Students will apply Occupational Therapy theory and professional skills in their 35 hour direct service learning experience in a community or camp setting. . Pre or Co requisites: Successful completion of the first three semesters of the OTA program and general education requirements, OTA 160. *This course is offered in a hybrid format.* Offered summer session II.

### **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: Successful completion of all first year OTA courses and general education requirements; OTA 210, OTA 215, OTA 220, PSY 210, HUM elective, 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: Successful completion of all first year OTA courses and general education requirements; OTA 200, OTA 215, OTA 220, PSY 210, HUM elective, and an elective. 2 hours theory. Credit: 2 hours. Offered fall semester.

### **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: Successful completion of the first year of the OTA program and general education requirements; OTA 200, OTA 210, OTA 220, PSY 210, HUM of student choice, and an elective. 3 hours lab or clinical. Credit:1 hour. Offered fall semester.

### **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: Successful completion of all first year OTA courses and general education requirements; OTA 200, OTA 210, and OTA 215. 2 hours theory, 3 hours lab. Credit 3 hours. Offered fall semester.

### **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: Successful completion of all OTA courses and general education requirements. 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: Successful completion of all prior OTA courses and general education requirements. 320 Contact Hours. Credit: 6 hours. OTA 240. 320 Contact hours. Credit: 6 hours.

## **PHARMACY TECHNOLOGY (PHT)**

### **PHT 110 – Introduction to Pharmacy**

This course introduces students to the roles and responsibilities of the pharmacy technician in general and in various pharmacy settings. Emphasis is placed on the complementary role of pharmacists and technicians and the national and state pharmacy laws and rules that influence pharmacy practice. Topics include pharmacy ethics, new drug development, drug distribution, drug information resources, and the history of pharmacy. 3 hours theory. Credit: 3 hours. Offered fall

### **PHT 120 – Pharmacy Practice I**

This course provides instruction in the technical procedures for preparing non-compounded and non-sterile compounded medications for distribution in the hospital and retail settings under supervision of a registered pharmacist. Topics include drug packaging and labeling, preparation of non-sterile compounded products, controlled substance procedures, processing prescription medication orders, medication safety, communication techniques, and inventory control. Emphasis will be placed on quality assurance procedures the prevention of medication errors. 3 hours theory. Credit: 3 hours. Offered fall semester.

### **PHT 120L—Pharmacy Practice I Lab**

Pharmacy practice skills and knowledge obtained from PHT 120 will be developed through guided practice simulations including non-sterile compounding, drug packaging and labeling, controlled substance inventory management, interpreting prescription and medication orders, customer service and communication. Emphasis will be placed on medication error prevention and quality assurance procedures. 3 hours lab. Credit: 1 hour. Offered Fall Semester.

### **PHT 130 – Pharmaceutical Calculations**

This course introduces the metric, avoirdupois, apothecary, and household systems of measurement and calculations used during the course of patient care. Students will learn to apply mathematical calculations in the context of medication dosing, compounding, reconstitution, and inventory management. The course also includes common business calculations, inventory applications, and data collection. 3 hours theory. Credit: 3 hours. Offered fall semester.

### **PHT 140 – Principles of Sterile Product Preparation**

This course provides instruction about intravenous admixture preparation and other sterile products with special regard to USP 797 regulations. Students will learn about proper aseptic technique, “clean room” requirements, equipment, supplies utilized in admixture preparation and quality assurance. After learning aseptic technique, students will be taught how to read orders and select a medication, calculate the dose, reconstitute the drug, and prepare the final product. Attention will also be given to total parenteral nutrition (TPN) production, correct disposal of wasted drug, and chemotherapy preparation and precautions. Pre-requisites: PHT 110, PHT 130. 3 hours theory. Credit: 3 hours. Offered spring semester.

### **PHT 140L – Principles of Sterile Product Preparation Lab**

Aseptic technique and skills learned in PHT 140 will be developed through guided practice simulations including interpretation of parenteral medication orders, care and cleaning of cleanroom supplies and equipment, pharmaceutical calculations, drug reconstitution, and preparation of sterile products. Pre-requisites: PHT 110, PHT 130. 3 hours lab. Credit: 1 hour. Offered spring semester.

### **PHT 150 – Pharmacology for Technicians I**

This course will introduce the concept of pharmacotherapeutics applied to different disease states and be organized by organ systems. Students will learn the classifications, use, and side effects of prescription medications, nonprescription medications, and alternative therapies commonly used to treat diseases affecting the nervous and musculoskeletal system, and the eyes, ears, nose and throat. Bioavailability, routes of administration, and dosage forms of related medications will also be discussed. Prerequisite: BIO 163. 4 hours theory. Credit: 4 hours. Offered spring semester.

### **PHT 165 – Community and Home Care Pharmacy**

This course provides an in-depth study of both retail and home care practice. Through a synchronized progression of online lecture content and clinical experiences in a retail or home care environment, students will learn patient/customer communication, general knowledge of over-the-counter products, prescription processing, drug preparation and dispensing, business/inventory management, durable medical equipment, and specialty patient services. 3 hours theory, 9 hours clinical. Total clinical hours: 135. Credit: 6 hours. Offered spring semester.

### **PHT 210 – Pharmacology for Technicians II**

This course will introduce students to the classifications, use, and side effects of prescription medications, nonprescription medications, and alternative therapies commonly used to treat diseases affecting the cardiovascular, gastrointestinal, respiratory, urinary, endocrine, immunological, and integumentary systems. Bioavailability, routes of administration, and dosage forms of related medications will also be discussed. Pre-requisites: BIO 163, PHT 150. 4 hours theory. Credit: 4 hours. Offered fall semester.

### **PHT 225 – Acute Care Pharmacy**

This course provides an in-depth study of hospital pharmacy practice. Through a synchronized progression of online lecture content and clinical experiences in an acute care environment, students will learn hospital organizational structure, drug delivery systems, automated technologies, purchasing and inventory control, patient medication reconciliation, patient interview techniques, and intravenous admixture preparation. Long-term care facilities will also be discussed during this course. 3 hours theory, 9 hours clinical. Total clinical hours: 135. Credit: 6 hours. Offered fall semester.

### **PHT 235 – Pharmacy Practicum**

This course is a clinical practicum in which the student will work in a pharmacy setting under the supervision of a pharmacist or certified technician. Emphasis is placed on effective communication with personnel, professional development, and dispensing of medications. Students will demonstrate professional maturity by monitoring and evaluating their own performance through journaling. Students shall exhibit their commitment to the profession by demonstrating an understanding of the pharmacy's operations, dispensing procedures, compounding, safety procedures, computer and automation operations, patient account management, and utilization of references. Pre-requisites: PHT 140, PHT 165, PHT 170, PHT 210, PHT 225. 24 hours practicum. Total practicum hours: 360. Credit: 8 hours. Offered spring semester.

### **PHT 240 – Pharmacy Professional Applications**

This course is a reading-intensive course in which students will use critical thinking to integrate and apply the information gained in other courses of the program. Students will review journal articles and read assigned books that focus on current events, legal/ethical issues, and leadership and management concepts. Through assigned readings and a research paper, students will gain an understanding of the impact an evolving pharmaceutical industry has on society and vice versa. Employability skills and interviewing techniques will also be emphasized during the course. 3 hours theory. Credit: 3 hours. Offered spring semester.

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

## **PHYSICAL EDUCATION (PED)**

### **PED 110 - Yoga I**

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 basic procedures of yoga. Activity 2 hours. Credit : 1 hour.

### **PED 120 – Yoga II: Advanced Practice and Introduction to Vedic Philosophy**

This course builds on the basic yoga practice attained in Yoga I. Topics explored are advanced asana, pranayama, and meditation practice; introduction to Sanskrit terminology; and more in-depth study of Vedic (yogic) philosophy. Upon course completion, students should be able to demonstrate a solid understanding of the yogic tradition through advanced physical practice and basic philosophical communication. Prerequisite: PED 110. 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. *This course may be offered in a hybrid and/or web-based format.*

## **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. Offered in the spring semester.

### **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 will investigate health practices from a cross-cultural perspective and explain how and why particular social arrangements affect the types and distribution of diseases. 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. Health care access and organization will also be addressed. 3 hours theory. Credit: 3 hours. Offered fall semester.

## **SPANISH (SPA)**

### **SPA 201 – Introduction to Hispanic Culture and Language for the Healthcare Professional**

Spanish 201 is an introduction to the Hispanic culture and basic Spanish language skills. This course will enhance students' cultural competence and communication skills for interacting with Hispanic clients. The course explores cultural aspects (family structure, food, music, folklore, history and traditions) as well as health care customs and disparities within the Hispanic communities in the U.S. The course presents basic Spanish skills for written and oral communications used during health assessment and client teaching. Credit: 3 hours.

## **SPEECH AND COMMUNICATIONS (SPH)**

### **SPH 201 – Communication in Business and Professional Life**

In this course students examine communication principles and develop techniques essential for effective oral and written 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 both written and oral skills and appropriate modifications for interpersonal, small group and intercultural business and professional presentations. 3 hours theory. Credit: 3 hours. Offered spring semester.

## **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. Topics discussed include historical development, surgical asepsis, sterilization and disinfection, perioperative case management, and microbiology as relative to wound healing and infection and surgical pathology. 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, SRG 115 Semester Hour Credit: 4 hours.

Offered fall semester.

### **SRG 115 Fundamental Perioperative Techniques**

This course introduces students to the operating room environment. Fundamental perioperative techniques and skills will be discussed. Students are oriented to the surgical environment, professional job roles, and sterile technique. Students will develop basic knowledge of equipment and instrumentation used in surgical technology. The clinical application of surgical asepsis, sterilization and disinfection, and perioperative case management is developed through guided observation and interaction. The student will gain the knowledge of wound closure, preparation of supplies, gowning and gloving and operative techniques. Pre and/or Co requisites: BIO 163, ENG 101, BIO 100. SRG 111. Credit: 4 hours. Offered fall semester.

### **SRG 121 - Surgical Procedures I**

This course provides theoretical principles for the successful preparation, performance, and completion of basic and intermediate surgical procedures. Emphasis is placed on related surgical anatomy, pathology, and procedures that enhance theoretical knowledge of perioperative patient care. Core and specialty surgical procedures related to general, OB/GYN, genitourinary, orthopedic, and ophthalmic surgical specialties are discussed. Also included is surgical pharmacology, diagnostic procedures, care of specimens and emergency procedures.

Pre and/or Co Requisites: SRG 111, SRG 115, SRG 125, PSY 101, BIO 190, BIO 100. Credit: 4 hours. Offered spring semester.

### **SRG 125 Surgical Clinical I**

This course provides an in-depth study of clinical practices as they pertain to successful preparation, performance, and completion of core and specialty surgical procedures. Emphasis is placed on the safe use of instruments, equipment, and supplies in basic surgical preparation. Also included is surgical pharmacology, care of specimens and emergency procedures. This course provides operating room experience in affiliating medical centers under the supervision of the instructor and operating room nurse educator. Pre and/or Co Requisites: BIO 190, SRG 111, SRG 115, PSY 101, SRG 121, BIO 100 Credits: 5 hours. Offered spring semester.

**SRG 131 - Surgical Procedures II**

This course instructs the student in the principles and theoretical knowledge required to prepare and assist in procedures for otorhinolaryngology, oral, plastics and reconstructive surgery, neurological and cardiac/thoracic specialties. Areas such as burns and pathology as they apply to surgery are covered as well as the care of the surgical patient preoperatively, intraoperatively, and postoperatively. Prerequisite or Co Requisite: SRG 121, SRG 125, SRG 135. Credit: 3 hours. Offered summer I semester.

**SRG 135- Surgical Clinical II**

This course provides operating room experience to enhance the student's understanding of the principles and skills required to assist in surgical procedures for otorhinolaryngology, oral, plastics and reconstructive surgery, neurological and cardiothoracic specialties. Focus is directed on independent role assumption and the ability to function as a member of the sterile surgical team during advanced surgical interventions. Prerequisite or Co Requisite: SRG 121; SRG 125; SRG131. Credit: 3 hours. Offered summer I semester.

**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. Prerequisite and Co-requisites: SRG 131. Credit: 3 hours.

**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. Credit: 3 hours

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AS, Cabarrus College of Health Sciences, Concord, NC

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MHA, Pfeiffer University, Charlotte, NC  
BS, Western Michigan University, Kalamazoo, MI

**Mary Holder, MS, RT(R)(MR)** ..... **Program Chair, Medical Imaging**

Certificate, RT, The Williamsport Hospital School of Radiologic Technology,  
Williamsport, Pennsylvania  
MS, University West Virginia College of Graduate Studies, Charleston, WV  
BA, West Virginia State College, Institute, WV

**Rachel Houston, CMA, AAMA** ..... **Program Chair, Medical Assistant**

Associate Degree, Cabarrus College of Health Sciences, Concord, NC  
Diploma, Cabarrus College of Health Sciences, Concord, NC

**John Kapp, PhD** ..... **Program Chair, Associate in Science**

PhD, University of Maryland, College Park, MD  
MS, University of Maryland, College Park, MD  
BS, University of Maryland, College Park, MD

**Molly Patton, MSN, RN** ..... **Program Chair, BSN**

MSN, Queens University, Charlotte, NC  
BSN, George Mason University, Fairfax, VA  
AS, Nursing, Wilkes Community College, Wilkesboro, NC

**Kimberly B. Plemmons, MSN, RN, CNE** ..... **Program Chair, Nursing**

MSN, University of North Carolina at Charlotte, Charlotte, NC  
BSN, University of North Carolina at Chapel Hill, Chapel Hill, NC

**Annette Simmons, BS, CPhT** ..... **Program Chair, Pharmacy Technology**

BS, East Carolina University, Greenville, NC  
AA, Central Piedmont Community College, Charlotte, NC

**Stacey F. Wilson, MHA, MT, PBT, CMA(AAMA)** **Program Chair, General Education,  
HSLM & Institutional Effectiveness**

MHA, Pfeiffer University, Misenheimer, NC  
MT, Presbyterian Hospital, Charlotte, NC  
BS, Lenoir Rhyne College, Hickory, NC

## FACULTY

- Debbie Alder, MSN, RN, CNE.** . . . . . **Nursing**  
MSN, Gardner-Webb University, Boiling Springs, NC  
BSN, University of Virginia School of Nursing, Charlottesville, VA
- Anastasia Allen MSN, RN** . . . . . **Nursing**  
MSN, Winston-Salem State University, Winston-Salem, NC  
BSN, Winston-Salem State University, Winston-Salem, NC  
ADN, Central Piedmont Community College, Charlotte, NC  
BA, University of North Carolina at Charlotte, Charlotte, NC
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MEd., University of North Carolina at Charlotte, Charlotte, NC  
BS, Appalachian State University, Boone, NC
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BS, University of North Carolina at Chapel Hill, Chapel Hill, NC  
BA, University of North Carolina at Chapel Hill, Chapel Hill, NC
- Jamie Brandon, BSN, RN** . . . . . **Nursing**  
BSN, Winston-Salem State University, Winston-Salem, NC  
Diploma, Cabarrus College of Health Sciences, Concord, NC
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MSN, University of North Carolina at Charlotte, Charlotte, NC  
BSN, University of North Carolina at Greensboro, Greensboro, NC
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BSN, Medical College of Georgia, Augusta, Georgia
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BSN, Lander University, Greenwood, SC
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Ed.D, University of North Carolina at Charlotte, Charlotte, North Carolina  
MSN, University of Akron, Akron, Ohio  
BSN, University of Akron, Akron, Ohio  
Diploma in Nursing, M.B. Johnson School of Nursing, Elyria Memorial Hospital, Elyria, Ohio

- Debra S. Clark (Susie) MSN, RN, CPN** ..... **Nursing**  
 MSN, Indiana State University, Terre Haute, Indiana  
 BSN, Winston-Salem State University, Salisbury, North Carolina  
 ADN, Presbyterian Hospital School of Nursing, Charlotte, North Carolina  
 ADMA, Gaston College, Dallas, North Carolina
- Deanna D'Addezio, MA** ..... **English**  
 MA, University of North Carolina at Charlotte, Charlotte, NC  
 BA, Rutgers University, New Brunswick, NJ
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 MPH, Indiana University, Bloomington, IN  
 BS, Johnson C. Smith University, Charlotte NC
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 Diploma, Carolinas College of Health Sciences
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 MA, The College of New Jersey, Ewing, NJ  
 BA, Brown University, Providence, RI
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 Certificate, Carolinas Medical Center School of Surgical Technology, Charlotte, NC
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 FNP, University of North Carolina at Chapel Hill, Chapel Hill, North Carolina  
 MSN, University of North Carolina at Charlotte, Charlotte, North Carolina  
 BSN, University of North Carolina at Charlotte, Charlotte, North Carolina
- Carol Fain, OTD, OTR/L.** ..... **OTA Instructor and Fieldwork Coordinator**  
 OTD, Rocky Mountain University of Health Professions, Provo, UT  
 MS, State University of New York at Buffalo, Buffalo, NY  
 BS, Drexel University, Philadelphia, PA
- Ernie M. Faw, Jr., MEd.** ..... **Information Technology/Biology/Chemistry**  
 Graduate Certificate in I.T. Mgt. University of North Carolina at Charlotte, Charlotte, NC  
 MEd, University of North Carolina at Charlotte, Charlotte, NC  
 BS, Appalachian State University, Boone, NC
- Janet S. Fletcher, BSN, RN** ..... **Nursing**  
 BSN, Northwestern State University, Shreveport, LA  
 ADN, Southern Arkansas University, Magnolia, AR

- Pam Halter, MSN, RN** ..... **Nursing**  
 Post-Master's Certificate, Indiana University, Bloomington, IN  
 MSN, University of Phoenix  
 BA, Malone College, Canton, OH  
 ADN, University of Cincinnati, Cincinnati, OH  
 Diploma, Portage Lakes Career Center, Green, OH
- Shuna Harper, MHSA, BSN, CRRN** ..... **Nursing**  
 MHSA, Strayer University  
 BSN, Tuskegee University, Tuskegee, AL
- Mary Harrington, BSN, RN** ..... **Nurse Aide I Coordinator**  
 BSN, Gardner Webb University, Boiling Springs, NC  
 ADN, Cabarrus Memorial Hospital School of Nursing, Concord, NC  
 LPN, Rowan-Cabarrus Community College, Salisbury, NC
- Rhonda Hartsell, MBA, MHA** ..... **Business, HSLM**  
 MBA, MHA, Pfeiffer University, Charlotte, NC  
 BA, Virginia Wesleyan College, Virginia Beach, VA
- Zinat Hassanpour, MS** ..... **Biology**  
 MS, Ahwaz University - Ahwaz, Iran  
 BS, Ahwaz University - Ahwaz, Iran
- Carroll Hodgson, MS** ..... **Sociology**  
 MA, University of North Carolina at Charlotte, Charlotte, NC  
 BS, University of North Carolina at Greensboro, Greensboro, NC
- Christy Holson, MA** ..... **Sociology**  
 MA, University of North Carolina at Charlotte, Charlotte, NC  
 BA, University of North Carolina at Charlotte, Charlotte, NC
- Theresa Isibor, EdD** ..... **HSLM**  
 Ed.D, University of North Carolina at Charlotte, Charlotte, NC  
 MS, University of North Carolina at Charlotte, Charlotte, NC  
 BS, Delta State University, Anwai, Nigeria
- Johnnie R. Jones, MHS** ..... **Nutrition**  
 MHS, Western Carolina University, Cullowhee, NC  
 BS, Western Carolina University, Cullowhee, NC
- Victoria Killoren, MS** ..... **Communication**  
 MS, Bay Path College, Longmeadow, MA  
 BA, Bay Path College, Longmeadow, MA



- David Kline, PhD** ..... **Philosophy**  
 PhD, University of Wisconsin, Madison, Madison, WI  
 MA, Northern Illinois University, Dekalb, IL  
 BS, Wake Forest University, Winston-Salem, NC
- John Ashley Knight, MFA** ..... **Art**  
 MFA, University of North Carolina at Greensboro, Greensboro, NC  
 BFA, University of North Carolina at Greensboro, Greensboro, NC
- Melissa Knosp, MA** ..... **Spanish**  
 MA, Winthrop University, Rock Hill, SC  
 MS, SUNY, Oswego, Oswego, NY  
 BA, SUNY, Oswego, Oswego, NY
- Sandi Lane, Ph.D, FACHE.** ..... **HSLM**  
 PhD, University of North Carolina at Charlotte, Charlotte, NC  
 MS, University of New Haven - West Haven, CT  
 BS, Southern Illinois University - Carbondale, IL
- Jennifer Lowder, BA, COTA/L** ..... **OTA**  
 BA, Pfeiffer University, Misenheimer, NC  
 AS, Stanly Community College, Albemarle, NC
- Charles Lowrance, PhD.** ..... **Psychology**  
 PhD, Carlos Albizu University, Miami, FL  
 MA, University of Maryland, College Park, MD  
 BA, University of Miami, Coral Gables, FL
- Amy Mahle, BA,COTA/L.** ..... **OTA**  
 BA, Houghton College, Houghton, NY  
 AS, Cabarrus College of Health Sciences, Concord, NC
- Patricia McCahan, MSN, RN, CNE** ..... **Nursing**  
 MSN, University of South Florida, Tampa, FL  
 BSN, Pennsylvania State University, State College, PA  
 Diploma, Altoona Hospital School of Nursing, Altoona, PA
- Lois Morris BSN, RN.** ..... **Nursing**  
 BSN, University of Central Florida, Orlando, FL  
 BA, Economics and English, Randolph-Macon Woman's College, Lynchburg, VA
- Patricia Mullens, MSN, RN, CNE** ..... **Nursing**  
 MSN, Radford University, Radford, VA  
 BSN, Bluefield State College, Bluefield, WV
- Deborah Myers, MHDL** ..... **Information Technology**  
 MHDL, University of North Carolina at Charlotte, Charlotte, NC  
 BS, Appalachian State University, Boone, NC  
 AS, Wingate College, Wingate, NC

- Kristi Pair, BS, CST**..... **Surgical Technology**  
 BS, Cabarrus College of Health Sciences, Concord, NC  
 AS, Cabarrus College of Health Sciences, Concord, NC
- Shelley Palmer, MA** ..... **English**  
 MA, English, University of North Carolina at Charlotte, Charlotte, NC  
 BA, University of North Carolina at Chapel Hill, Chapel Hill, NC
- Valerie Rakes, MSN, RN** ..... **Nursing**  
 MSN, East Carolina University, Greenville, North Carolina  
 BSN, Cabarrus College of Health Sciences, Concord, NC  
 ADN, Fayetteville Technical Community College, Fayetteville, NC
- Margaret Saunders, BSN, RN** ..... **Nursing**  
 BSN, University of North Carolina at Charlotte, Charlotte, North Carolina  
 ADN, Louise Harkey School of Nursing, Concord, North Carolina
- Brandon Scott, COTA/L, LMBT, CIMI** ..... **OTA**  
 AS, Cabarrus College of Health Sciences
- Scott Simpson, D Min** ..... **Sociology/Religion**  
 Doctor of Ministry, Eastern Theological Seminary, Philadelphia, PA  
 Master of Divinity, Southeastern Seminary, Wake Forest, NC  
 MA, Binghamton University, Binghamton, NY  
 BA, University of North Carolina at Chapel Hill, Chapel Hill, NC
- Vèronique Singerman, MSN, MAT, RN** ..... **Nursing**  
 MSN, University of North Carolina at Charlotte, Charlotte, NC  
 MA, University of Rennes, Rennes, France  
 MAT, University of Maine Orono, Orono, ME  
 BSN, University of North Carolina at Charlotte, Charlotte, NC  
 ADN, Carolinas College of Health Sciences, Charlotte, NC
- Vickie Smith, BS** ..... **Medical Assisting**  
 BS, East Carolina University, Greenville, NC
- Gwyndolan Swain, MBA, MHA** ..... **HSLM**  
 DHA(C), Medical University of South Carolina, Charleston, SC  
 MBA, MHA Pfeiffer University, Charlotte, NC  
 BSN, Dillard University, New Orleans, LA
- Vanessa Tackett** ..... **Medical Assistant**  
 Diploma, Cabarrus College of Health Sciences, Concord, NC
- Lisa Tardo-Green, MSN, RN** ..... **Nursing, Simulation & Skills Lab Coordinator**  
 MSN, Duke University, Durham, NC  
 BSN, Cabarrus College of Health Sciences, Concord, NC  
 ADN, Cabarrus College of Health Sciences, Concord, NC

**Tim Truemper, MS** ..... **Psychology**  
MS, Texas A & M University, College Station, TX  
BS, University of Mississippi, Oxford, MS

**Amber Ward, MS, OTR/L, BCPR, ATP** ..... **OTA**  
MSOT, Mount Mary College, Milwaukee, WI  
BS, University of Wisconsin, Madison, WI

**Rhonda Weaver, BS, RT(R)(M)(BD)(CT)** ..... **Medical Imaging**  
BSMI, Cabarrus College of Health Sciences, Concord, NC  
A.A.S., Rowan-Cabarrus Community College, Salisbury, NC

**Geoffrey Whitehead, DM**.....**Humanities/Music**  
Doctor of Music, Indiana University, Bloomington, Indiana  
MA, University of Western Australia, Perth, Australia  
BA, University of Western Australia, Perth, Australia

**Tamara Williams, MSN,RN, NP-BC** ..... **Nursing**  
MSN, University of North Carolina at Charlotte, Charlotte, NC  
BSN, University of North Carolina at Charlotte, Charlotte, NC

**Marcia D. Zipf, MSN, RN, CNE** ..... **Nursing**  
MSN, University of Pittsburgh, Pittsburgh, PA  
BSN, University of Pittsburgh, Pittsburgh, PA

## **PROFESSIONAL STAFF**

**Wayne Beam, AAS**..... **Media Support**  
AAS, Rowan-Cabarrus Community College

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EdD, North Carolina State University, Raleigh, NC  
MEd, University of South Carolina, Columbia, SC  
BSBA, Western Carolina University, Cullowhee, NC

**Angela M. Ferguson, NCC, LPC**..... **Coordinator for Campus and Community Outreach**  
MA, University of North Carolina at Charlotte, Charlotte, NC  
BA, University of North Carolina at Charlotte, Charlotte, NC

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BA, University of North Carolina at Charlotte, Charlotte, NC

**Julie Holland, BA** ..... **Coordinator for Advising and Student Success**  
BA, Berry College, Rome, GA

**Emily Patridge** . . . . . **Librarian**  
MLS, University of North Texas, Denton, TX  
BS, University of North Texas, Denton, TX

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BSBA, Appalachian State University, Boone, NC

**Tihida Simmons, MEd.** . . . . . **Admissions Specialist**  
MEd, University of Akron, Akron, OH  
BA, University of Akron, Akron, OH

**Michael P. Smith, BS** . . . . . **Director of Student Records and Information Management**  
BS, Indiana State University, Terre Haute, IN

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