

CABARRUS COLLEGE

of

HEALTH SCIENCES

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CONTENTS

Greetings From the Chancellor	3
Academic Calendar.....	4
Accreditation	6
History.....	9
Diversity Education.....	10
Mission, Vision & Values	11
Academic Offerings	12
Admission.....	14
Transfer Credit and Advanced Placement	19
Financial Information	23
Academic Information and Policies.....	33
Rights, Responsibilities & Standards of Behavior.....	45
Student Services	53
Academic Requirements	59
Continuing Education.....	100
Distance Education	101
Electronic Delivery of Instruction	102
Course Identification.....	104
Course Descriptions.....	105
Directory of Governing Board, Administration, Faculty & Staff	130



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**

2013-2014

FALL SEMESTER

Faculty Return to Work.....	August 5, 2013
Annual Adjunct Faculty Meeting/Orientation	August 6, 2013
Fall Semester Tuition Due.....	August 12, 2013
Convocation.....	August 19, 2013
Classes Begin – Full Fall & Fall I.....	August 19, 2013
Last Day of Drop/Add – Registration Ends	August 23, 2013
No Show Reports Due.....	August 30, 2013
Labor Day Holiday (No Classes – College Closed).....	September 2, 2013
Classes resume.....	September 3, 2013
Early Alerts Due.....	September 13, 2013
Last day to drop course without academic penalty for Fall I.....	September 20, 2013
Fall I Final Exams.....	October 10 & 11, 2013
Mid-term Grades Due.....	October 11, 2013
Fall Break (No Classes – College Closed).....	October 14 & 15, 2013
Classes resume.....	October 16, 2013
Classes begin Fall II.....	October 16, 2013
May 2014 Intent to Graduate Form Due	October 18, 2013
Last day to drop course without academic penalty for Full Fall.....	October 25, 2013
Registration for Spring Semester for Enrolled Baccalaureate Students	Nov. 4 – Dec. 6, 2013
Registration for Spring Semester for Enrolled Associate & Diploma Students.....	Nov. 6 – Dec. 6, 2013
Thanksgiving Holidays (No Classes – College Closed).....	November 27 – December 1, 2013
Classes resume.....	December 2, 2013
Last day to drop course without academic penalty for Fall II.....	December 2, 2013
Classes End.....	December 6, 2013
Reading Days	December 7 & 8, 2013
Final Exams.....	December 9-13, 2013
Winter Commencement.....	December 13, 2013
Winter Recess	
(College Closed Wed-Fri of Christmas Holiday Week & New Year’s Day) ...	Dec. 14, 2013 –Jan. 1, 2014

SPRING SEMESTER

Faculty Return to Work	January 2, 2014
Classes Begin - Full Spring & Spring I.....	January 6, 2014
Spring Semester Tuition Due.....	January 8, 2014
Last Day of Drop/Add – Registration Ends.....	January 10, 2014
No Show Reports Due.....	January 17, 2014
Dr. Martin Luther King, Jr. Holiday (No Classes – College Closed)	January 20, 2014
Classes resume.....	January 21, 2014
Early Alerts Due.....	January 31, 2014
Last day to drop course without academic penalty for Spring I.....	February 7, 2014
Spring I Final Exams	February 24-28, 2014
Mid-term Grades Due.....	February 28, 2014
Spring Break (No Classes – College Closed, March 3 & 4)	March 3-7, 2014
Classes resume.....	March 10, 2014
Classes begin Spring II.....	March 10, 2014
December 2014 Intent to Graduate Form Due.....	March 14, 2014
Last day to drop course without academic penalty for Full Spring	March 21, 2014
Registration for Fall Semester for Enrolled Baccalaureate Students	Mar. 31-May 2, 2014

Registration for Fall Semester for Enrolled Associate & Diploma Students	Apr. 2-May 2, 2014
Good Friday Holiday (No Classes – College Closed)	April 18, 2014
Classes Resume.....	April 21, 2014
Last day to drop course without academic penalty for Spring II.....	April 21, 2014
Classes End	April 25, 2014
Reading Days	April 26 & 27, 2014
Final Exams.....	April 28-May 2, 2014
Spring Commencement.....	May 6, 2014

SUMMER SESSIONS

Summer I Semester Tuition Due.....	May 1, 2014
Classes begin Full Summer & Summer I.....	May 19, 2014
Last Day of Drop/Add – Registration Ends Summer I.....	May 23, 2014
Memorial Day Holiday (No Classes – College Closed)	May 26, 2014
Classes resume	May 27, 2014
No Show Reports Due – Full Summer & Summer I.....	May 30, 2014
Last day to drop course without academic penalty for Summer I	June 6, 2014
Summer II Semester Tuition Due	June 12, 2014
Classes End – Summer I.....	June 20, 2014
Last day to drop course without academic penalty for Full Summer	June 20, 2014
Classes begin Summer II.....	June 23, 2014
Last Day of Drop/Add – Registration Ends Summer II	June 27, 2014
July Fourth Holiday (No Classes – College Closed).....	July 4, 2014
Classes resume	July 7, 2014
No Show Reports Due – Summer II.....	July 7, 2014
Last day to drop course without academic penalty for Summer II.....	July 11, 2014
Classes End – Full Summer & Summer II.....	July 25, 2014

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 Southern Association of Colleges and Schools (SACS) Commission 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.

Further, the Commission on Colleges may be contacted to file a third-party comment at the time of Cabarrus College's decennial review or to file a complaint against Cabarrus College for alleged non-compliance with a standard or requirement. Normal inquiries regarding admission requirements, financial aid, academic programs, etc., should be directed to Cabarrus College.

In addition, many of the programs at Cabarrus College of Health Sciences are accredited by a governing body in that area of healthcare or health education. Each accrediting body is listed below.

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 bachelor degree program is accredited by the:

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

The Louise Harkey School of Nursing associate degree program is accredited by the:

Accreditation Commission for Education in Nursing
3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326 (404) 975-5000

The Louise Harkey School of Nursing Associate Degree and Bachelor Degree programs are approved by

The North Carolina Board of Nursing
4516 Lake Boone Trail, Raleigh, NC 27607 (919) 782-3211

Bachelor of Science in Health Services Leadership and Management

There are no required additional accreditations for this program.

Bachelor of Science in Medical Imaging

There are no required additional accreditations for this program.

Bachelor of Science in Interdisciplinary Health Studies

Pending approval from SACS.

The Medical Assistant Diploma program is accredited by the:

Commission on Accreditation of Allied Health Education Programs upon the recommendation of the
Medical Assisting Education Review Board (MAERB)
Commission on Accreditation of Allied Health Education (CAAHEP)
1361 Park Street, Clearwater, FL 33756 (727) 210-2350 www.caahep.org

The Occupational Therapy Assistant program is accredited by the:

Accreditation Council for Occupational Therapy Education (ACOTE):
The American Occupational Therapy Association
4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449 (301) 652-AOTA (2682) www.acoteonline.org

The Pharmacy Technology program has an accreditation application submitted to:

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 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 (CAAHEP)
1361 Park Street, Clearwater, FL 33756 (727) 210-2350 www.caahep.org

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

Associate in Science

There are no required additional accreditations for this program beyond the college accreditation by the Southern Association of Colleges and Schools.

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 POLICY

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
- 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 (entering cohort) completing their program on time (150%).

Diploma Programs: Fall

	2009	2010	2011
Graduated on Time	75%	53%	44%
Graduated	75%	76%	56%

Associate Degree Programs: Fall

	2009	2010	2011
Graduated on Time	63%	68%	44%
Graduated	68%	68%	44%

Bachelor Degree Programs: Fall

	2009	2010	2011
Graduated on Time	36%	55%	30%
Graduated	45%	55%	30%

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 four baccalaureate programs (Health Services Leadership & Management, Interdisciplinary Health Studies, 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 of 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. 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.

In collaboration with CMC-NorthEast, Cabarrus College opened a simulation learning lab in March 2011 enhancing the learning environment for clinical students. In Fall 2011, Cabarrus College started the first Pharmacy Technology Associate Degree program in the region.

The College celebrated its 70th anniversary in 2012 with a special Homecoming event on Saturday, October 20, 2012.

DIVERSITY EDUCATION

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 by incorporating cultural competency throughout the curricula of every program and using service learning as the capstone. The necessity and benefits of being culturally competent are emphasized continually in most courses within each program. Discussion and assignments reiterate the importance of cultural competency education in relation to the care of diverse populations. 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 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. Between pedagogy within coursework and 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 inspire and prepare our students to be exemplary healthcare professionals.

VISION

To be the premier leader of innovative healthcare education.

CORE VALUES

CARING

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

COMMITMENT

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

TEAMWORK

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

INTEGRITY

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

ACADEMIC OFFERINGS

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 Degree Programs

Health Services Leadership & Management (This program is currently under review.)

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

Interdisciplinary Health Studies

The Bachelor of Science in Interdisciplinary Health Studies degree will provide the practicing occupational therapy assistant with the knowledge, skills, and course credits needed to progress into a master's in occupational therapy program. Coursework focuses on leadership, science, and occupational therapy along with the general education courses you need to be successful at the graduate level. Pending approval from SACS, this program will enroll new students starting Fall 2013.

Medical Imaging (Bachelor of Science and Certificate)

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

Health Sciences Associate 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, Accelerated Alternative Delivery Diploma and Diploma)

The Surgical Technology program offers a two year associate degree, a one-semester Accelerated Alternative Delivery diploma (ADD), and one year diploma.

The ADD diploma program is a one-semester, online program to prepare professionals working in the Surgical Technology field for certification by the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

Surgical technologists work closely with surgeons, registered nurses and anesthesiologists to provide the best possible care for patients in surgery. They perform tasks ranging from maintaining aseptic conditions and preparing patients for surgery to actually assisting during surgical procedures.

Associate of Science Degree Programs

The Associate of 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 of 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.

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
- official documentation of standardized test scores (SAT, ACT or ASSET). See specific program information for minimum requirements

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.

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.

International applicants and applicants for whom English is a second language may be asked to submit a TOEFL (Test of English as a Foreign Language) score of 550 or above to verify language proficiency.

Pre-Enrollment Requirements

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

- non-refundable tuition deposit.
- 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.
- verification of required immunizations (See section below).

Students enrolling in clinical programs must submit:

- evidence of current course completion in American Heart Association BLS for Healthcare Providers prior to enrollment in first clinical course.
- negative drug screen from a certified lab within 30 days prior to the first day of the semester.
- complete 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.

Students enrolling in clinical programs will set up an appointment with Teammate/Student 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.

Background and Sanctions Checks

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:

1. A sex crime
2. Exploitation of an endangered adult
3. Failure to report battery, neglect, or exploitation of an endangered adult
4. Murder
5. Voluntary manslaughter
6. Involuntary manslaughter within the previous seven (7) years**
7. Battery within the past seven (7) years**
8. A felony offense relating to controlled substances within the last seven (7) years**
9. Abuse or neglect of a minor, child or dependent
10. Failure to report the abuse of a minor, child or dependent
11. 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:

1. Who has abused, neglected, or mistreated a patient or misappropriated a patient's property, as reflected in the state nurse aide registry, or
2. Whose name appears in the N.C. Sex Offender Registry, or
3. 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.

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

Required Immunizations

North Carolina law requires all students entering undergraduate or graduate studies at any public or private college or university in North Carolina must provide proof of the following immunizations: Diphtheria, tetanus and pertussis (3 doses, one within the past ten years; polio (3 doses, only if under the age of 18); Measles (2 doses); mumps (2 doses); rubella; and Hepatitis B (3 doses).

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

- 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).

CONCURRENT ENROLLMENT (FOR HIGH SCHOOL STUDENTS)

Concurrent enrollment is offered to exceptional high school students who have completed at least their junior year of high school. Students may begin their college education as non-degree students 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 Concurrent/Dual Enrollment and nonrefundable application fee. The Director of Admissions will review applicants on an individual basis. Students are required to submit the following:

- evidence of US Citizenship (e.g. driver's license, social security card), a current Permanent Resident Card or a current I-551card from the Department of Immigration and Naturalization Services
- evidence of all immunizations and/or health information required by the College
- official verification from high school principal that student completed junior year of high school prior to the semester in which the student desires enrollment by submitting high school transcript
- evidence of a minimum cumulative grade point average of 3.0 in high school by submitting official verification from high school principal by completing page two of the Application for Concurrent/Dual Enrollment form along with a copy of the student's high school transcript
- recommendation for enrollment by the high school principal page 2 of enrollment form

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 a high school official and Cabarrus College of Health Sciences' Director of Admissions each semester.

The student may apply for admission to any of Cabarrus College of Health Sciences' degree, diploma, or certificate programs. However, participation in the Concurrent/Dual Enrollment Program does not guarantee acceptance to these programs. Students are advised by the Coordinator of Advising & Student Success as to the applicability of courses for degree credit. Student understands there are no guarantees relative to the transferability of courses to other

colleges or universities. Students accepted to the Concurrent/Dual Enrollment Program will pay tuition and fees according to the regular Cabarrus College of Health Sciences' tuition and fees schedule. A student who is enrolled in the Concurrent/Dual Enrollment program is not eligible for financial aid. The required non-refundable application fee is deducted from the tuition of the course taken, but is non-refundable should student choose not to enroll.

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 15 semester hours. Exceptions to the limit of 15 semester hours may 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 from the Office of Advising and Student Success or online at www.cabarruscollege.edu. Contact 704-403-3207 for more specific information.

READMISSION

Students who withdraw or are withdrawn 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 students only)

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 Director of Student Records and Information Management 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.

All transfer credits must be finalized with the Office of Student Records and Information Management by the end of the first semester of enrollment. After the tuition deposit has been paid, the Office of Student Records and Information Management will review and award approved transfer credits prior to the first day of registration. Students are encouraged to compare their program curriculum plan to their degree audit to confirm transfer credit awarded and the courses in which to register. Time limitations may restrict the transfer of some courses into the college if it is determined that course material is outdated.

Undergraduate 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. Graduate students receiving transfer credit must meet all admission requirements or approved equivalents and must complete a minimum of one-third of the total credit hours needed for graduation at Cabarrus College.

Once a student is enrolled at Cabarrus College, additional transfer credit will be awarded only if approval from the Office of Students Records and Information Management is obtained prior to dual enrollment in another college.

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

BLOCK TRANSFER CREDIT INTO BACCALAUREATE PROGRAMS

Allied Health and Nursing Students applying to baccalaureate completion programs at Cabarrus College of Health Sciences may receive block credit for a previously earned professional diploma or degree. Block transfer is a process in which a block of credits is granted to students who have completed a certificate, diploma, degree or some cluster of courses that is recognized as having an academic integrity that relates to a particular degree program. The College generally grants up to two full years toward 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.

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

- The transferring program must be accredited by the national body responsible for accreditation in that particular discipline
- The Program Chair for the Baccalaureate Degree program will evaluate the curriculum based on the accreditation essentials for the discipline and recommend to the Office of Student Records and Information Management the amount of credit to be granted in the block
- 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
 - Interdisciplinary Health Studies: 69 credit hours
 - Bachelor of Science in Nursing: 61 credit hours
- 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
- 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
- Courses taken outside the scope of the program curriculum will be considered on a course by course 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), CLEP AND REGENTS EXAMS

A student may earn credit for 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 general education courses and first year major courses is available to students who have 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 program chair.

To challenge a course by departmental examination, the student must complete the Credit by Examination and Authorization form which includes:

- providing acceptable evidence of proficiency in the area (e.g., relevant course descriptions, course work, certificates, letters of recommendation from employers, a recent resume;
- paying a nonrefundable challenge fee of \$100 for non-laboratory courses and \$150 for laboratory courses.

A course may be challenged before the course begins. A grade of “C” or better is required to receive credit for the course.

The challenge exam for courses involving laboratory and clinical experiences contains 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. The letters “CE” (Credit by Exam) will be recorded on the transcript to indicate the examination was passed. Upon successful completion of the challenge exam, the non-refundable fee is applied to the next session’s tuition.

Hours earned through credit by examination will not be counted in determining hours for full time status. The student is allowed only one challenge exam attempt per eligible course. 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 Office of Student Records and Information Management:

- 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 with the exception of the NA I requirement which will be waived. 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 111 (Foundations in Nursing – Health Promotions) 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 LPN will be required to complete the general education courses or equivalents that are prerequisite to NSG 121 (Foundations in Nursing – Chronic Conditions).

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 \$5,520 per semester
- 7-11 credit hours \$3,850 per semester
- 6 or less credit hours \$355 per credit hour
- Each additional credit hour above 16 \$355 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 April 15 prior to each academic year for which a student wishes to be considered for financial aid.

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

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

- Need is determined by subtracting the resources of the student and the family's contribution from the total student expenses.
- The total financial aid awarded will never exceed the costs of attending Cabarrus College.
- The total cost of attendance is determined by the financial aid office and may include tuition, fees, room and board, books, transportation, and miscellaneous expenses.
- The award may include a combination of funds from scholarships, grants, loans and student employment.

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

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

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. The interest rates are determined yearly by Congress.
- Direct Unsubsidized Loans are not based on financial need; interest is charged during all periods. The interest rates are determined yearly by Congress.
- New students apply on-line at 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. 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. Parents will also use their PIN number from the FAFSA to sign the Master Promissory Note electronically. The interest rates for Plus loans are set by Congress.

Fees Associated with Direct Loans

Impact of Sequestration on the Federal Student Aid Programs

On August 2, 2011, Congress passed the Budget Control Act of 2011, which put into place automatic federal budget cuts, known as a "sequester," to take effect if Congress failed to enact legislation to reduce the Federal deficit by March 1, 2013. Because Congress did not act, these budget cuts are now in effect. Below is a summary of the impact of these budget cuts on certain federal student aid programs.

Direct Loan Program

While this law does not otherwise change the amount or terms or conditions of Direct Loans, it does raise the loan fee paid by borrowers for Direct Loans first disbursed after March 1, 2013.

- For a Direct Subsidized or Direct Unsubsidized Loan, the loan fee will increase from 1.0 percent of the principal amount of a loan to 1.051 percent.
- For Direct PLUS Loans for both parent and graduate student borrowers, the loan fee will increase from 4.0 percent to 4.204 percent.

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.

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.

Cabarrus College Merit Based Scholarship

Available to first time college students only with no transfer credit regardless of the year of high school graduation. Students with Career and College Promise Program credits (e.g. Advanced Placement, Early College, Huskins, etc.) while in high school will not be penalized and are eligible. Students must enroll in a minimum of 12 semester hours during each of the fall and spring terms in an Associate degree program.

Merit Scholarship Levels

Eligibility and award level are determined by the Director of Admissions and notification will be included in the student's acceptance letter.

Gold Merit Scholarship – total value of \$4500

- Students who have a high school GPA > 4.0 and
- Students who score at or above 1100 on the SAT (> 480v/440m) or > 22 composite on the ACT.

Scholarship: \$750 per semester for up to six semesters (with continued eligibility) or associate degree completion; whichever comes first.

Silver Merit Scholarship – total value of \$3000

- Students who have a high school GPA 3.50 – 3.99 and
- Students who score at or above 1000 on the SAT (> 480v/440m) or > 21 composite on the ACT.

Scholarship: \$500 per semester for up to six semesters (with continued eligibility) or associate degree completion; whichever comes first.

Bronze Merit Scholarship - total value of \$1500

- Students who have a high school GPA 3.00 – 3.49 and
- Students who score > 950 on the SAT (> 480v/440m) or > 19 composite on the ACT.

Scholarship: \$250 per semester for up to six semesters (with continued eligibility) or associate degree completion; whichever comes first.

Maintaining Eligibility

Students must maintain a semester Grade Point Average (GPA) at or above a 3.0 for each term of enrollment; students must complete a FAFSA form each year; and students must be continuously enrolled full-time to maintain eligibility and retain the scholarship. The scholarship is applied per term and renewable until associate degree requirements are met or up to six academic terms, whichever comes first.

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 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.

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 or who have already received the Federal Pell grant for six scheduled award years will not be eligible for this funding. Students must be enrolled in nine or more program required course hours. This grant is not available for summer terms.

Service Cancellation Opportunities:

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

CONSEQUENCES OF NON-PAYMENT

Students are responsible for all financial obligations to the College. The College may take the following measures for students not meeting financial obligations:

- deny admission to class or clinical activities
- deny registration
- dismissal from the College
- withhold grades and transcripts
- withhold the granting of degrees, diplomas or certificates
- deny participation in graduation activities
- add a late fee to student account
- submit student account to collections agency

Payment Dates

Fall Semester.	August 6, 2013
Spring Semester.	January 8, 2014
Summer Session I.	May 1, 2014
Summer Session II.	June 12, 2014

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.

Satisfactory academic progress is measured once each academic year at the end of the spring semester for degree students. For students who have been approved for a change of major, progress is measured before they begin classes in the new program. For Diploma students, academic progress is measured at the end of each semester. 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, and hours from course withdrawal.
- Maximum Time Frame: Federal regulations limit the maximum timeframe 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, and hours from course withdrawal.
- Examples of the 150% rule are: Associate degree programs (ADN): 72 credit hours x 150% = 108 credit hours attempted. Diploma programs (ST-D): 39 credit hours x 150% = 59 credit hours attempted. Baccalaureate degree completion programs (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 progress 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 it to begin.)

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.

ACADEMIC INFORMATION AND POLICIES

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. All academic appeals must be submitted using the Academic Appeal Checklist located under Forms on the College website.

Appeal of Academic Dismissal

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

1. The student must submit the Appeal Checklist to the Director of Student Records and Information Management within five (5) business days of the dismissal letter date. The appeal should include: a) relevant documentation of extenuating circumstances, b) a reflection of the circumstances that resulted in the dismissal, and 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 review the Appeal Checklist 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. This request must be received in writing no later than five (5) business days after the date of the decision in Step 2. 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. 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. The Appeal Checklist must be received 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 the Appeal Checklist 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, submitting a paper or other work with marginal original thought, 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 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. Seventeen (17) credit hours are considered a maximum academic load. Special permission must be obtained from the academic Program Chair 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 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 Chair 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.

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. "Academic Probation" will appear on the official transcript. (NOTE: Academic Probation may include stipulations, remediation, and a redesigning of the student's curriculum plan). The Dean for Student Affairs & Enrollment Management will send a letter alerting the student to his/her probationary status. Students on Academic Probation are required to meet with the Coordinator for Advising and Student Success to develop an Academic Improvement Plan, prior to registration for the following term. The student's GPA must be increased to a level of 2.00 to be removed from academic probation. After two consecutively enrolled semesters (excluding summer sessions) of not achieving a GPA level of 2.00, the student will be dismissed from the College.

If a student has fewer than 12 cumulative credit hours, the student will have an additional semester (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 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.

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.

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 Edvance 360 and their Cabarrus College 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.

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 NAME, ADDRESS AND/OR TELEPHONE NUMBER

It is the responsibility of all students to notify the College 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.

CHANGE OF MAJOR

Applications for change of major can be made at any time. Requests received by the established application deadlines for each semester (February 1 for the fall and October 1 for the spring) are guaranteed for consideration and decision prior to course registration for the following semester. 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; and grades in courses enrolled in at Cabarrus College, specifically science and math courses. It is the student's responsibility to ensure that they meet all program 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. A change of major acceptance is contingent upon successful completion of currently enrolled coursework and continued good academic standing at Cabarrus College.

CHANGE OF LEVEL

Students who desire to change level within a program (ie. diploma to associate degree, certificate to bachelors degree or associate degree to diploma) must submit a completed Request for Change of Level form to the Office of Student Records and Information Management. Forms must be submitted prior to published deadlines if graduation plans are impacted.

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

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, especially the FAQs at 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 prior to or in the same semester as the course with which it is identified as a co-requisite.

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.

DROPPING OR ADDING A COURSE (DROP/ADD)

Students may add a course within the first five (5) business days of the semester.

Students may drop a course at any time during the semester prior to the week of the course's final exam. The procedure and consequences vary and are outlined below.

If the student drops a course during the first five (5) business days of the semester, the student is considered never enrolled and the course will not be listed on an official transcript.

After the five day limit, dropping a course will follow the course drop/add policy which states: The last day to drop a course without academic penalty is at 60% of the course. The date will be published in the College calendar and the catalog. A student who drops a course the five day limit but prior to exams will receive a 'W' if passing and a 'WF' if failing.

Should a student stop attending a course at any time without officially dropping the course the student is considered enrolled and will receive the grade earned in the course and is responsible for the full tuition.

Students must use the Drop/Add Form (see "Forms" on the Cabarrus College website) 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.

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 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	Laboratory/Clinical Sections
87 - 92% = B	S = Satisfactory
80 - 86 % = C	U = Unsatisfactory
73 - 79% = D	
<73% = F	

GRADE WARNING SYSTEMS

The College has devised two grade warning systems to help contribute to a successful educational experience for students. The early alert warning system allows faculty and staff to identify students with academic concerns after the fourth week of the semester. Students are contacted by the Coordinator of Advising & Student Success to set up an appointment to discuss resources available and to develop a plan for improvement. After official midterm grades have been reported, any student with a failing grade received notification from the Dean of Student Affairs & Student Enrollment. These students are required to meet with the Coordinator of Advising and Student Success to develop an Academic Improvement Plan. Early warnings allow the students ample opportunity to correct academic behaviors either before midterm or final grades are assigned.

GRADUATION MARSHALS

Marshals will be selected from those students having the highest GPAs (minimum cumulative GPA of 3.00) and at least 15 credit hours earned at Cabarrus College of Health Sciences. Up to six (6) student Marshals will be chosen for the Fall and Spring graduation ceremonies, 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. Refer to the current Academic Calendar for due date.
- Graduation Clearance – completed prior to graduation

Each student must meet the following requirements:

- 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 (undergraduate students)
- complete a minimum of one-third of the total credit hours needed for graduation at Cabarrus College (graduate students).
- all financial obligations of the College must be current.
- minimum cumulative GPA of 2.00.
- all requirements of the curriculum in which the student is enrolled.
- register for and complete the post ETS Proficiency Profile during the last semester of enrollment (associate and baccalaureate degree students only).

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. This includes students lacking no more than six semester hours of credit toward completion of all degree requirements or who have a single internship or practicum worth no more than fifteen credit hours, which will be graded on a pass/fail basis. Students must submit all necessary paperwork for graduation (see above) by the stated deadline in order to participate.

A student may not participate in two separate graduation exercises for the same degree.

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) and 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.

OBTAINING GRADE REPORTS

Grade reports with grade point averages are available online using SONISWEB at the end of each semester.

PASS/FAIL OPTION

Students may elect to take one course per semester on a pass/fail basis. Courses in the General Education Curriculum and courses required in the student's major field are excluded from this option. Students must have approval from the course instructor and the associate registrar prior to course registration for a pass/fail course.

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.
- 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.

Associate of Science and Diploma in Allied Health

- 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 of 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.

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 completes the Course Drop/Add form and secures the required signatures. 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 and is responsible for the full tuition.

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 Curriculum Leave of Absence (CLOA) or Withdrawal from the College. The Coordinator of Advising & Student Success and the faculty advisor can help students decide the more appropriate course of action for their situation.

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

A CLOA 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 CLOA 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) and return the name badge to the college. The request must be approved by a College official and the student must understand that re-enrollment is on a space available basis and the student is required to meet the curriculum requirements of the class in which the student is to re-enroll. Individuals returning from a CLOA will pay tuition according to the current tuition and fee schedule.

At the end of one year on CLOA, the student must withdraw from the College or re-enroll, at which point the CLOA fee will be forfeited. A CLOA is treated the same as a withdrawal for financial aid purposes. Students returning from a CLOA 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 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 or CLOA 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 CLOA to be finalized, the student's completed Withdrawal or CLOA Form must be filed in the Office of Student Records and Information Management. The date the Associate Registrar receives the completed Withdrawal or CLOA 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/CLOA Form will result in an Administrative/Involuntary Withdrawal from the College.

RIGHTS, RESPONSIBILITIES & STANDARDS OF BEHAVIOR

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
- 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.

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 weekends, holidays and designated “closed” days.

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

Employees with a valid badge will have access to the building when locked, 24 hours per day, seven days per week. Students with a valid badge will have access to the building when locked, from 6:30 am to 10 pm daily including weekends and holidays.

CAMPUS AND WORKPLACE ZERO 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, clinical or fieldwork affiliations. Such actions include but are not limited to, unwanted hostile contact, such as hitting, pushing, shoving, or throwing objects.
- Threaten another individual stating a present or future intention to cause physical or mental harm. Any expression of intent to cause physical or mental harm is considered to be a threat.
- Harass another individual through communication or behavior designed or intended to intimidate, threaten or frighten another individual.
- Damage another individual’s, Cabarrus College or CHS property.

Notify CMC-NE Security and the Dean for Student Affairs and Enrollment Management 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 or CMC- NE locations as being protected areas and who request security services, should provide copies of the order to the Dean for Student Affairs and Enrollment Management, 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 Dean’s office.

CAMPUS COMMUNICATION

Students are responsible for checking college email, and the Virtual Campus, daily for announcements concerning rescheduling and individual communications. The complete email usage policy is available on the College website.

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

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.

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.

DISCRIMINATION, HARASSMENT, ASSAULT AND RETALIATION

Cabarrus College of Health Sciences 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 Cara Lursen, Coordinator for Campus and Community Outreach and Title IX Coordinator at 704-403-1614.

DRUG AND ALCOHOL USE AND PREVENTION

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. The College's alcohol and drug prevention program 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 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.

Students are advised of the health risks associated with the use of drugs and alcohol and federal and state laws associated with usage. Students are required to sign the student acknowledgement form which indicates receipt and understanding of the policies related to a drug and alcohol free campus. The financial aid department also requires that all students sign a form which outlines the consequences of convictions, possession, and sale of illegal drugs in order to meet Federal Student Aid eligibility requirements.

If you need help coping with alcohol and drug problems, contact the Employee Assistance Program (EAP), available through Carolinas HealthCare System for personal counseling. Visit our website to learn more about EAP. To schedule an appointment or speak with a counselor, please call 704-355-5021 or toll-free at 800-384-1097, 24-hours a day, seven days a week.

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

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. 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.

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 Teammate/Student Health (704-403-2601). Associate in Science students should submit updated immunization information and skin test results to the Student Support Center.

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 Advising & Student Success.

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 Advising & Student Success, 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 Advising & Student Success, 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 healthcare provider to the Coordinator for Advising & Student Success. 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, clinical or fieldwork assignments to the instructor who will complete an online CARE event report regarding the incident.

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 & 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 & 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 & 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 & 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 & Enrollment Management or designee. Failure to report a conviction or sanction will be grounds for dismissal. The Dean for Student Affairs & 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 & 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.

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 activities at Cabarrus College and to ensure the safety of persons engaging in those pursuits. 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 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.

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 system. 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 and complete a report to the Coordinator for Campus and Community Outreach and the Title IX Coordinator at 704-403-1614. Those requesting reasonable academic arrangements following an incident will be appropriately accommodated. The Employee Assistance Program is 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>

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. 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 of Advising & Student Success is available to assist students with this process.

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 Handbook.

STUDENT CONDUCT CODE, DISCIPLINARY ACTIONS AND APPEAL PROCEDURE

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. The full policy can be located in the Student Handbook and online.

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, Cara Lursen 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. Lursen, 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 the coordinator or Dean can be reached at 704-403-1614 and after hours on the administrative pager at 704-783-4759.

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.

STUDENT SERVICES

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, 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 specific academic issues and help students identify services that will aid them in achieving their goals.

COUNSELING SERVICES

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.

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. All contacts are private and confidential.

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. 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.

INFORMATION RESOURCE CENTER

The College's library, known as the Information Resource Center (IRC), provides a variety of library and instructional design services to the Carolinas Healthcare System community of students, faculty, staff and medical center employees.

The IRC provides print support for patrons with a print journal collection, College Reserve collection, Reference Collection, Pastoral Care collection, Business and Leadership collection, and a History collection. The IRC has 3903 book titles and copies listed in its online catalog. The online catalog is hosted by EOS International, <http://www.eosintl.com/>. In addition to the holdings in EOS, the IRC also has a print journal collection of 40 journal titles.

The majority of the print collection is available for general checkout except for:

- Periodicals
- Reference materials (REF on label)
- Temporary reserve materials, except as noted

Temporary Reserve Materials may be checked out during the last one-half ($\frac{1}{2}$) hour of operation each day, but must be returned during the first one-half ($\frac{1}{2}$) 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 cannot be removed from the IRC except by an instructor.

The IRC is currently housed at CMC-NE near the Mariam Cannon Hayes Family Center on the lower level. The physical space of the IRC has six computer workstations connected to a printer and access to the Internet, and places to study or hold a meeting. The IRC can accommodate groups of up to 75 people.

The virtual space of the IRC accommodates any online or distant education student. With a username and password, students can access the IRC website and use the online databases at http://www.cabarruscollege.edu/student_life/academic_resources/information_resource_center.cfm.

The AHEC Digital Library is the virtual library for all of CHS and provides electronic databases, journals, and e-books. Through the AHEC Digital Library Consortium, the College has access to 803 electronic resources, including well known databases such as Ovid Medline 1946 to present, EBSCO's CINAHL, and EBM Resources Cochrane Database of Systematic Reviews

The IRC staff is a full time librarian/manager, an e-resources and serials librarian, an instructional designer to assist faculty with online course development, and work study students.

The IRC is staffed Monday-Friday from 8:00 a.m. to 4:00 p.m. with plans to transition to a Monday-Saturday schedule to accommodate the graduate education program. There is also a twenty-four hour, seven day a week badge access reader that primary users can use to gain access to the IRC.

The IRC prides itself on the quality of its' excellent customer service. To ensure that all patrons have convenient and user-friendly access, the IRC staff provides faculty, staff, and students with education on how to access resources and use its databases effectively.

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 compliance and HIPAA Privacy. Federal mandates such as voter registration, alcohol and drug prevention program, sexual harassment, sexual violence and assault prevention, Title IX, and financial aid are reviewed. Student Affairs provides an overview of programs and services for new students with information provided from the offices of Student Records, Admissions, Financial Aid, Business, Information Resource Center, Technology, and Security (including campus crime statistics). All students receive email, Virtual Campus and SONISWEB information including user IDs and passwords. Students will be required to sign documents including but not limited to the enrollment agreement, release from responsibility, and confidentiality. At their discretion, some programs may provide a program specific orientation.

STUDENT HONOR SOCIETIES AND ORGANIZATIONS

Honor Societies

Lambda Nu National Honor Society (AN)

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 AN honor cords at graduation.

Phi Theta Kappa International Honor Society (PTK)

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 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% 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.

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 Student Nurses Association (NSNA), 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, a service club for enrolled students, is college-based and sponsored by the Cabarrus Rotary Club making us true "partners in service" and key members of the Rotary family. Through 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 non-denominational organization which provides spiritual guidance and fellowship opportunities for all interested students. Activities may include community service projects, fundraisers, and social gatherings.

Medical Assistant 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, professional development, and fundraising activities.

Pharmacy Technology Student Association (PTSA)

The Pharmacy Technology Student Association 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. Activities include guest speakers, continuing education opportunities and community service projects.

Student Government Association (SGA)

The Cabarrus College of Health Sciences Student Government Association 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, when needed. 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 in the field of surgical technology.

STUDENT SUCCESS SERVICES

A student may be referred to Student Success to maximize their academic potential. Services are open to any enrolled student and may be recommended by an advisor or faculty in instances when the student: scores less than 80 on an exam; attains less than a C in any course at midterm; 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; referral to group or individual peer tutoring; recommended attendance at Student Success workshops or individual sessions which may include, but are 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 TESTING AND SURVEYS

The College administers a variety of tests, inventories, surveys and profiles. The Admissions Office offers the ACT and ASSET to be used in the admissions process for students who have applied to Cabarrus College. All associate and baccalaureate degree seeking students are required to take the ETS Proficiency Profile scheduled after the student has been admitted to the College and again during the semester in which the student anticipates graduation. Students are requested to participate in surveys throughout the academic year as part of the College's institutional effectiveness to identify factors that influence undergraduate academic success and satisfaction.

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 Advising and Student Success 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.

TEXTBOOKS AND ONLINE BOOKSTORE

Cabarrus College has an online bookstore at <http://bookstore.mbsdirect.net/cabarruscollege.htm> 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, used, rental and electronic format. Books may also be bought back at the end of the semester. Students may use Financial Aid credits to purchase books online.

A bookstore voucher will be provided by the seventh day of the payment period to any student who meets all of the following requirements before the beginning of the payment period:

- has completed a current FAFSA form and listed Cabarrus College
- has provided all required financial aid documents requested
- is Pell grant eligible
- would have a credit based only on Federal Student Aid sources

Students do not have to use the book store voucher provided and use of the voucher is considered to have authorized the use of the FSA funds.

Bookstore Refund Policy

The online bookstore return policy is determined by MBS, Cabarrus College's bookstore partner, and may be found at <http://bookstore.mbsdirect.net/cabarruscollege.htm>

ACADEMIC REQUIREMENTS

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.

Department 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

All degrees offered at Cabarrus College require completion of General Education coursework. Each major may have different requirements when it comes to specific subject areas because those courses enhance your learning or preparation in the major. The subject areas that will vary by major are Mathematics, Natural Sciences, and Social Sciences. Therefore it is always advisable to consult your advisor as you plan your schedule.

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 Associate Registrar, or the General Education Program Chair.

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 (RN to BSN) online program is designed for Registered Nurses (RNs) who are seeking to expand their skills in the ever-changing healthcare 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, teamwork and integrity through scholarship, service and shared governance.
- Prepare nurses to assume the roles necessary to provide care to 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

Course #	Course Title	Credit Hours
CAS 302	Research in an Electronic Environment	3
BUS 310	Introduction to Financial Management	3
HUM	Humanities Elective	3
ELEC	200 level or above	3
ELEC	200 level or above	3

Program Requirement

Course #	Course Title	Credit Hours
ENG 302	Professional Research & Reporting	3
MAT 310	Statistics	3
PHL 310	Ethics in Healthcare	3
SOC 313	Issues in Diversity	3

Total General Education and Program Requirement Course Credit Hours: 27

Major Nursing Courses

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

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

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. Current requirements for consideration in the 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 an 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 pre-requisite.
- Completion of the RN-BSN application located online at www.cabarruscollege.edu.

WRITTEN ESSAY

The Admissions Committee considers your responses to the essay questions important in the selection process. Respond fully and concisely using double line spacing, 12 size font in Microsoft Word format. Essays should be 300-500 words.

The written essay should include a description of your professional short and long-term goals and how earning a degree from the RN-BSN program will help you achieve these goals.

Email the essay to 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: community service activities; special skills/attributes you would bring to the program (e.g., foreign language fluency, international experience, healthcare experience, leadership experiences, etc.); explanations of previous academic performance (e.g., why you withdrew from enrolled courses or less than satisfactory performance); if you have previously applied to the Louise Harkey 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.

If you are currently employed, 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). Please note that an application is not considered complete until we have received both recommendations.

In some instances, the BSN Completion program may choose to accept students conditionally. A student accepted into the program as a conditional acceptance must meet the following criteria: carry a minimum of six (6) credit hours in the first semester; and maintain a 3.0 GPA for the first semester in all program courses. If the student does not meet these criteria, the student will be withdrawn from the program.

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 of 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 72 credit hours of course work. This includes 28 semester hours of general education credits and 44 semester hours of nursing credits.

A.D.N. Curriculum Plan for Fall Admission

Fall Semester

Course #	Course Title	Credit Hours
NSG 111**	Foundations in Nursing-Health Promotion	7
NSG101**	Introduction to Professional Nursing	1
BIO 210*	Human Anatomy & Physiology I	4
PSY 101	General Psychology	3
BIO 100*	Medical Terminology	1
TOTAL		16

Spring Semester

Course #	Course Title	Credit Hours
NSG 121**	Foundations in Nursing – Chronic Conditions	7
ENG101	English Composition I	3
BIO 220*	Human Anatomy & Physiology II	4
MAT161	College Algebra	3
TOTAL		17

Summer Session

Course #	Course Title	Credit Hours
NSG 131**	Foundations in Nursing – Mental Health	6
PSY150	Human Growth & Development	3
TOTAL		9

Fall Semester

Course #	Course Title	Credit Hours
NSG 212**	Foundations in Nursing – Family Health	8
NSG 201**	Application of Nutrition & Pharmacology	4
BIO190	Principles of Microbiology	4
TOTAL		16

Spring Semester

Course #	Course Title	Credit Hours
NSG 221**	Foundations in Nursing – Acute Illness	9
NSG 231**	Transition to Professional Practice	2
ELEC	Humanities Elective	3
TOTAL		14

72 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 111**	Foundations in Nursing –Health Promotion	7
NSG101**	Introduction to Professional Nursing	1
BIO 210*	Human Anatomy & Physiology I	4
PSY 101	General Psychology	3
BIO 100*	Medical Terminology	1
TOTAL		16

Summer Session

Course #	Course Title	Credit Hours
ENG 101	English Composition I	3
TOTAL		3

Fall Semester

Course #	Course Title	Credit Hours
NSG 121**	Foundations in Nursing – Chronic Conditions	7
MAT161	College Algebra	3
BIO 220*	Human Anatomy & Physiology II	4
PSY 150	Human Growth & Development	3
TOTAL		17

Spring Semester

Course #	Course Title	Credit Hours
NSG 212**	Foundations in Nursing – Family Health	8
NSG 201**	Application of Nutrition & Pharmacology	4
BIO190	Principles of Microbiology	4
TOTAL		16

Summer Session

Course #	Course Title	Credit Hours
NSG131**	Foundations in Nursing – Mental Health	6
TOTAL		6

Fall Semester

Course #	Course Title	Credit Hours
NSG221**	Foundations in Nursing – Acute Illness	9
NSG 231**	Transition to Professional Practice	2
ELEC	Humanities Elective	3
TOTAL		12

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

*Program requirement

** Major requirement

Licensure

Upon graduation from the A.D.N. 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 (A.D.N.) 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”
- minimum standardized test scores:
 - SAT scores of 480 – critical reading and 440 – math OR
 - ACT composite score of 21
- evidence of high school class rank (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 Nurse Aide I 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.

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, or surgical technology. A student may receive block credit for a previously earned professional allied health diploma or degree. 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
ELEC	behavioral and /or social sciences	3
ELEC	300 level	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:

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
ELEC	HSL Electives	12

SUBTOTAL **60**

Associate Degree credits 60

TOTAL **120**

Program Electives:

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

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 Medical Imaging curriculum is designed to build upon an 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 a 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

- 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.
- Provide learning resources necessary for students' mastery of instructional activities.
- Retain and develop qualified educators and professional staff who are inspired and committed to academic innovation and excellence.
- 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 121/122 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
ELEC	300 level general elective	3

Program Requirements:

Course #	Course Name	Credit Hours
ELEC	Ethics Course (HSL 411 or PHL 310)	3
BIO 311	Cross Sectional Anatomy & Pathophysiology	3
ELEC	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	Healthcare Informatics	3
HSL 400	Organization Dynamics and Communications	3
CAT 301	Introduction to CT and CT Physics	3
CAT 302	Computer Tomography Pathophysiology	1
CAT 303	CT Procedures and 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
	TOTAL	121

Program Electives:

Course #	Course Name	Credit Hours
CAS 302	Research in the Electronic Environment	3
HSL 302	Methods for Health Services Research and Evaluation	3
HSL 330	Human Resource Management	3
HSL 341	Issues in Performance Improvement	3
HSL 350	Leadership in the Health Services Industry	3
HSL 411	Legal and Ethical Issues	3
PHL 310	Ethics in Healthcare	3
MIS 301	Bone Densitometry	3
MIS 302	Pharmacology for Imaging Professionals	3
ELEC	Humanities	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
ELEC	300 Level general elective	3

Program Requirements:

Course #	Course Name	Credit Hours
ELEC	Ethics Course (HSL 411 or PHL 310)	3
BIO 311	Cross Sectional Anatomy & Pathophysiology	3
ELEC	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	Healthcare Informatics	3
HSL 400	Organization Dynamics and Communications	3
MRI 301	Introduction to MRI and MR Physics	3
MRI 302	Magnetic Resonance Pathophysiology	1
MRI 303	MRI Procedures and Protocols	3
MRI 304	MRI Clinical Applications	6
MIS 400	Medical Imaging Special Procedures & Quality Control	3
MIS 450	Imaging Management Internship (capstone)	3
	SUBTOTAL	61
	Associate Degree Credits	60
	TOTAL	121

Program Electives:

Course #	Course Name	Credit Hours
CAS 302	Research in the Electronic Environment	3
HSL 302	Methods for Health Services Research and Evaluation	3
HSL 330	Human Resource Management	3
HSL 341	Issues in Performance Improvement	3
HSL 350	Leadership in the Health Services Industry	3
HSL 411	Legal and Ethical Issues	3
PHL 310	Ethics in Healthcare	3
MIS 301	Bone Densitometry	3
MIS 302	Pharmacology for Imaging Professionals	3
ELEC	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
ELEC	300 Level general elective	3

Program Requirements:

Course #	Course Name	Credit Hours
HSL 300	Introduction to Health Services Organizations	3
ELEC	Ethics Course (HSL 411 or PHL 310)	3
BIO 311	Cross Sectional Anatomy and Pathophysiology	3
ELEC	Program Electives	6

Major Requirements:

Course #	Course Name	Credit Hours
CAT 301	Introduction to Computed Tomography & CT Physics	3
CAT 302	Computed Tomography Pathophysiology	1
CAT 303	Computed Tomography Procedures & Protocols	3
CAT 304	Computer Tomography Clinical Applications	6
MRI 301	Introduction to MRI and MR Physics	3
MRI 302	Magnetic Resonance Pathophysiology	1
MRI 303	MRI Procedures and 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	62
	Associate Degree Credits	60
	TOTAL	122

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
ELEC	One upper division general elective	3

Program Requirements:

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

Major Requirements:

Course #	Course Name	Credit Hours
HSL 300	Introduction to Health Services Management	3
HSL 302	Methods for Health Services Research & Evaluation	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
MIS 400	Medical Imaging Special Procedures & Quality Control	3
MIS 450	Imaging Management Internship (capstone)	3
ELEC	Program Electives	18
SUBTOTAL		60
Associate Degree Credits		60
TOTAL		120

Program Electives:

Course #	Course Name	Credit Hours
CAS 302	Research in the Electronic Environment	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 403	Current Issues in Health Services 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
ELEC	Humanities Elective	3

Medical Imaging Advanced Specialty Certificate - MRI Option Curriculum Plan

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

Spring Semester

Course #	Course Name	Credit Hours
MRI 301	Introduction to MR and MR Physics	3
MRI 302	Magnetic Resonance Pathophysiology	1
BIO 311	Cross Sectional Anatomy and Pathophysiology	3
MRI 303	MR Procedures and Protocols	3
MRI 304	MR Clinical Applications	6
	TOTAL	16

Medical Imaging Advanced Specialty Certificate - CT Option Curriculum Plan

Fall Semester

Course #	Course Name	Credit Hours
CAT 301	Intro to CT and CT Physics	3
CAT 302	Computed Tomography Pathophysiology	1
BIO 311	Cross Sectional Anatomy & Pathophysiology	3
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 five 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 – Bachelor Degree and Certificate

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

BACHELOR OF SCIENCE IN INTERDISCIPLINARY HEALTH STUDIES

The Bachelor of Science in Interdisciplinary Health Studies (IHS) degree is designed to provide occupational therapy assistants with the knowledge, skills, and course credits for progression into a Master's in Occupational Therapy program. Coursework focuses on leadership, science, and occupational therapy, as well as the general education courses needed for success in graduate level education. The program will enroll new students starting fall 2013 pending approvals from SACS and ACOTE.

Mission

The mission of the Interdisciplinary Health Studies program is to prepare health service providers for advanced studies, leadership roles, and enhanced practice delivery in the rapidly changing and multi-professional world of healthcare.

Program Goals

- Promote students' understanding of diverse academic and healthcare disciplines.
- Increase students' knowledge of healthcare services and needs across communities, cultures, and the lifespan.
- Improve students' communication skills.
- Improve students' ability to synthesize theory and practice.
- Cultivate students' analytical skills needed to support evidence-based practice.
- Promote students' awareness of their own role in collaboration with others in the delivery of quality healthcare.

Interdisciplinary Health Studies Curriculum Plan

The Bachelor of Science in Interdisciplinary Health Studies will be awarded to students who successfully complete 120 credit hours of course work with a grade of "C" or better. This includes 51 semester hours of coursework listed below and up to 69 transfer credits from an associate degree in occupational therapy assistant. Enrollment for the first two semesters of the program can be full-time or part-time, every subsequent semester requires full-time enrollment. Courses offered the first two semesters are online. Courses for Fall semester II and Spring semester II are online hybrid courses with face-to-face meetings every third weekend.

Fall Semester

Course #	Course Title	Credit Hours
HSL 300 *	Introduction to Health Services Organizations	3
ENG 302	Professional Research and Reporting	3
MAT 310	Statistics	3
SOC 313 *	Issues in Diversity	3
BUS 310	Introduction to Accounting & Financial Management	3
TOTAL		15

Spring Semester

Course #	Course Title	Credit Hours
CAS 302	Research in an Electronic Environment	3
HSL 411 *	Legal and Ethical Issues	3
HSL 300/400	Health Services Leadership Elective	3
HSL 300/400	Health Services Leadership Elective	3
TOTAL		12

Fall Semester

Course #	Course Title	Credit Hours
BIO 410 *	Advanced Applications of Human Anatomy & Physiology	3
BIO 420 *	Functional Kinesiology	3
TBD *	Applied Statistics & Research Methods	3
OCT 410 *	Foundations for Occupational Therapy	3
TOTAL		12

Spring Semester

Course #	Course Title	Credit Hours
BIO 430 *	Fundamentals in Neuroscience	3
BIO 440 *	Pathophysiology	3
OCT 420 *	Occupational Development Through the Lifespan	3
OCT 430 *	Occupational Therapy in Health Care	3
TOTAL		12

* Major requirement courses

To graduate, students must complete all major required courses with a grade of "C" or higher.

Admission

For admission into the Bachelor of Science in Interdisciplinary Health Studies, applicants must meet the general college admission requirements and submit:

- An essay explaining interest in this degree and in becoming an occupational therapist
- Three letters of recommendation (at least one from an occupational therapist and at least one from another health care professional)
- An official transcript indicating:
 - Completion of an Associate of Science in Occupational Therapy Assistant (OTA) from an accredited OTA program showing an overall OTA Associate of Science GPA of 3.0 on a 4.0 scale
- Transcripts showing completion of the following courses: English Composition; Anatomy and Physiology I and II with labs, Human Kinesiology, Introduction to Psychology, Human Growth and Development or Developmental Psychology, Abnormal Psychology, and Medical Terminology. If course material for Human Kinesiology and Medical Terminology are covered in other classes, please provide a course syllabus. Students who have graduated from an OTA program at a North Carolina Community College have satisfied all pre-requisite requirements.
- Evidence of certification as an OTA by the National Board for Certification in Occupational Therapy
- Evidence of current license or other regulation according to the state or jurisdiction of employment
- Evidence of employment as an OTA for at least one year
- a professional resume

A criminal background screening showing a felony conviction may prohibit eligibility for future licensure, and therefore may preclude admission into the program.

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
TOTAL		16

Spring Semester

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

Summer Session

Course #	Course Title	Credit Hours
MED 120**	Medical Assistant Practicum	6
TOTAL		6

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
TOTAL		14

Spring Semester

Course #	Course Title	Credit Hours
NTR 210*	Nutrition for Healthy Living	3
BIO 220*	Human Anatomy & Physiology II	4
ELEC	Humanities Elective	3
ELEC	Math Elective	3
TOTAL		13

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 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 Occupational Therapy Assistant (OTA) Program is to prepare graduates to be exceptionally skilled and compassionate OTA professionals through progressive and active learning experiences.

Program Goals

- Provide progressive and active learning experiences that prepare students with the foundation for practice as an OTA.
- Facilitate exemplary skills, competencies, and professional behaviors for success as a generalist in OTA.
- Provide students with the knowledge to successfully pass the national certification examination on the first sitting.
- Prepare students to embrace lifelong learning through opportunities for personal and professional development.

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

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

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 & Physiology I	4
ENG 101	English Composition I	3
CAS 190	Computer Technology Applications	3
TOTAL		17

Spring Semester

Course #	Course Title	Credit Hours
OTA 130**	Fundamentals of Occupations	3
OTA 140**	Adult Physical Conditions	3
OTA 145**	Level I Fieldwork # 2	1
MAT	MAT 161 or MAT310	3
PSY 101*	General Psychology	3
BIO 220*	Human Anatomy & Physiology II	4
TOTAL		17

Summer Session I

Course #	Course Title	Credit Hours
OTA 150**	Pediatrics in OT	3
PSY 150*	Human Growth & Development	3
TOTAL		6

Summer Session II

Course #	Course Title	Credit Hours
OTA 160**	Kinesiology	3
OTA 170**	Professional Behaviors for the OTA	2
TOTAL		5

Fall Semester

Course #	Course Title	Credit Hours
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
ELEC	Elective	3
TOTAL		17

Spring Semester

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

Total Program Hours **74**

* 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 settings by three different occupational therapy professionals either an OTR/L or COTA/L is acceptable.

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
BIO 163*	Basic Anatomy & Physiology	5
PHT 110**	Introduction to Pharmacy	3
PHT 120**	Pharmacy Practice I	3
PHT 120L**	Pharmacy Practice I Lab	1
PHT 130**	Pharmaceutical Calculations	3
	TOTAL	16

Spring Semester

Course #	Course Title	Credit Hours
ENG 101	English Composition I	3
PHT 140**	Principles of Sterile Product Preparation	3
PHT 140L**	Principles of Sterile Product Preparation Lab	1
PHT 150**	Pharmacology for Technicians I	4
PHT 165**, #	Community & Home Care Pharmacy	6
	TOTAL	17

Fall Semester

Course #	Course Title	Credit Hours
PHT 210**	Pharmacology for Technicians II	4
PHT 225**, #	Acute Care Pharmacy	6
PHT 240**	Pharmacy Professional Applications	3
MAT	Math Elective	3
	TOTAL	16

Spring Semester

Course #	Course Title	Credit Hours
PHT 235**, #	Pharmacy Practicum	8
ELEC	Humanities/Fine Arts Elective	3
COM 201	Communications in Business & Professional Life	3
PSY 101/SOC101	General Psychology or Introduction to Sociology	3
	TOTAL	17

* Program requirements ** Major requirements

All PHY courses are offer in on-line format, with the exception of courses in bold.

Indicates courses requiring clinical internship experience.

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 certification and state registry thereby precluding 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 Anatomy & Physiology	5
	TOTAL	17

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
	TOTAL	16

Summer Session

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

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
ELEC	Social Science Elective	3
MAT 161	College Algebra	3
SRG 211**	Advanced Clinical Practice	3
TOTAL		16

Spring Semester

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

* 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 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 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 Surgical Technology Accelerated Alternative Delivery (AAD) option is an accredited online program that prepares professionals working in the Surgical Technology field for certification by the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

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:

- official transcripts from previous schools attended (high school and college)
- evidence of successful completion of high school or college level Algebra I, and either Algebra II or geometry, and biology
- two references speaking to academic ability and work ethic
- evidence of completion of the following courses or the equivalent:
 - ENG 101 English Composition I 3 credit hours
 - BIO 100 Medical Terminology 1 credit hour
 - BIO 190 Principles of Microbiology 4 credit hours
 - PSY 101 General Psychology 3 credit hours

** Science credits cannot be more than five (5) years old**

- evidence of test scores on the SAT (430 critical reading/ 380 math), ACT (18), or ASSET (35 writing, 37 reading, 33 numerical)
- letters of recommendation from a current immediate supervisor and from a surgeon.
- a clinical experience portfolio to include: a letter of recommendation from a current immediate supervisor; two letters of recommendation from surgeons; clinical experience verification form to verify at least 120 procedures in: General, OB/GYN, ENT, URO and Ortho Specialties. This document is available upon request from the Program Chair.

Upon meeting all requirements for admission and enrollment, the student may request experiential learning credit by submitting the following items to the Director of Student Records and Information Management:

- 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 OF SCIENCE DEGREE

The Associate of Science program provides a wide array of options for students preparing for a career in life sciences or for transfer into our nursing or allied health programs. Enrollment tracks include Life Sciences, Pre-Professional, Pre-Medical Assistant, Pre-Occupational Therapy Assistant, Pre-Pharmacy Technology, Pre-Surgical Technology, and Pre-Nursing.

The Life Sciences Track is designed for students seeking an associate's degree in preparation for a career in life sciences. The two semester Pre-Professional track gives students who are undecided in their major a foundation of coursework that will prepare them for entry into one of the College's clinical programs. The Pre-Medical Assistant, Pre-Occupational Therapy Assistant, Pre-Pharmacy Technology, and Pre-Surgical Technology Tracks are designed to prepare individuals for admission into the respective clinical program. Admission to one of these Associate in Science tracks does not guarantee admission into a clinical program.

The Pre-Nursing Track of the Associate of 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.

Mission Statement

The mission of the Associate of 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

- 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 of 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 of 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
TOTAL		17

Semester II

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

Semester III

Course #	Course Title	Credit Hours
BIO 100*	Medical Terminology	1
BIO 190**	Microbiology	4
HUM	Humanities Elective	3
BIO 240**	General Genetics	3
COM 201	Communication in Business	3
TOTAL		15

Semester IV

Course #	Course Title	Credit Hours
NTR 210**	Nutrition for Healthy Living	3
BIO 230**	Cell Biology	4
ELEC	General Education Elective	8
TOTAL		15

PROGRAM TOTAL 63

* Program requirements

** Major Requirements

PRE-PROFESSIONAL TRACKS

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.

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
ELEC	Social Science Elective	3
PSY 101	General Psychology	3
	Total	13

Summer Semester

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

Students who would like to request a change of major into the Medical Assistant program are encouraged to do so during their second semester of study.

Pre-Occupational Therapy Assistant Track Curriculum Plan

Fall Semester

Course #	Course Title	Credit Hours
OTA 110	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

Spring Semester

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

Students who would like to request a change of major into the Occupational Therapy Assistant program are encouraged to do so during their second semester of study.

Pre-Pharmacy Technology Track Curriculum Plan

Fall Semester

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

Spring Semester

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

Students who would like to request a change of major into the Pharmacy Technology program are encouraged to do so during their second semester of study.

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
ELEC	Social Science Elective	3
PSY 101	General Psychology	3
	Total	13

Summer Semester

Course #	Course Title	Credit Hours
BIO 220	Human Anatomy & Physiology II	4
	Total	4

Students who would like to request a change of major into the Surgical Technology program are encouraged to do so during their second semester of study.

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
MAT 161	College Algebra	3
ENG 101	English Composition I	3
BIO 210	Human Anatomy & Physiology	4
PSY 101	General Psychology	3
BIO 100	Medical Terminology	1
	TOTAL	14
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
ELEC	Humanities Elective	3
	TOTAL	14

Admission Information

Life Sciences and Pre-Professional Tracks

For admission into the Associate in Science Degree (AS) program Life Sciences and Pre-Professional Tracks, applicants must meet 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”
- 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-Medical Assistant and Pre-Surgical Technology Tracks

The admissions requirements for the Pre-Medical Assistant and Pre-Surgical Technology tracks are the same as the requirements for the diploma options in each of those programs.

Pre-Occupational Therapy Assistant and Pre-Pharmacy Technology Tracks

The admissions requirements for the Pre-Occupational Therapy Assistant and the Pre-Pharmacy Technology tracks are the same as the requirements for the clinical programs.

Pre-Nursing Track

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 Nurse Aide I 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.
- 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 request 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 the healthcare field.

Beginning Your Career In Healthcare

Courses offered for those seeking a career in healthcare 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. All Continuing Education courses, 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 the course. If the tuition deadline is not met, the participant will be subject to forfeiting his/her space in the course. Tuition is refundable if the applicant submits in writing a request to be withdrawn from the course no less than three (3) weeks (15 business days) prior to the first day of the course. If communication is not in writing or if the student does not withdraw prior to fifteen (15) business days before the course begins, tuition is NOT refundable. Continuing Education reserves the right to cancel any course due to low enrollment. Should course cancellation occur, the \$50 registration fee along with any tuition paid will be refunded. Refer to the Continuing Education link at www.cabarruscollege.edu for upcoming course offerings.

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, contact the Coordinator for Campus and Community Outreach, Cara Lursen 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 complete an online orientation prior to the beginning of the first semester of enrollment. Students 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, are oriented to advising and student support services, 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 online 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.

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 generally 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 in the course syllabus.
- Testing in electronically delivered courses may occur online, on campus or at another approved site.
- 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 (recommended)

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.
- 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 freshmen and sophomores.

Courses numbered from 100 through 199-Introductory level courses provide a knowledge base, develop basic competencies, and/or teach the principles and methodology of a discipline. These courses are recommended for, but are 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 build on 100 level courses, broaden knowledge, and/or continue to develop skills and competencies. These courses are recommended for, but are 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 courses build on 100 and 200 course content and demand understanding of principles and methodology in a focused area of study or discipline. These courses are recommended for, but are 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. These are courses are recommended for, but are 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 provide specific knowledge which 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. 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. Credit: 1 hour. *This course may be offered in a hybrid and/or on-line format.* Fall, Spring.

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, cellular, and systems level. Lab reinforces and demonstrates theory content. Credit: 4 Hours. (3 hours theory, 3 hours lab). Fall.

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. Credit: 4 hours. (3 hours theory, 3 hours lab). Fall.

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. (4 hours theory, 2 hours lab). Fall.

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. Credit: 4 hours. (3 hours theory, 3 hours lab). Fall, Spring, Summer I, Summer II.

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. Credit: 4 hours. (3 hours theory, 3 hours lab). Fall, Spring.

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: BIO210. Credit: 4 hours. (3 hours theory, 3 hours lab). Fall, Spring.

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. Prerequisites: BIO101 or BIO190, or permission of Instructor. Credit: 4 hours. (3 hours theory, 3 hours lab). Spring.

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. Prerequisites: BIO101 or BIO190, or permission of Instructor. Credit: 3 hours. *This course may be offered in a hybrid and/or on-line format.* Fall.

BIO 311 - Cross Sectional Anatomy and Pathophysiology

This is a study of human anatomy as seen in axial, sagittal, and coronal planes. Other imaging planes are studied when relevant for demonstration of anatomy in specific regions. Correlation to CT/MR images is practiced in this course. Bony, muscular, vascular, organs and soft tissues of the following anatomical regions are studied: central nervous system (brain and spine), other structures in the head, soft tissue neck, musculoskeletal, cardiovascular, thorax, abdomen, and pelvis. Prerequisite: Admission to the program, or permission of Instructor. Credit: 3 hours. Fall, Spring.

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. Credit: 3 hours. *This course may be offered in a hybrid and/or on-line format.* Fall, Spring.

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. Credit: 0 hours. 45 contact hours. Summer.

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 CHM090. Credit: 4 hours. (3 hours theory, 3 hours lab). *This course may be offered in a hybrid and/or on-line format.* Fall.

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: CHM101. Credit: 4 hours. (3 hours theory, 3 hours lab). Spring.

COMMUNICATION (COM)

COM 201-Communication in Business and Professional Life

This course covers the basic writing process and interpersonal communication skills needed to prepare effective professional business communication for audiences inside and outside the business environment. Pre-requisite: ENG101. Credit: 3 hours. Spring.

COMPUTED TOMOGRAPHY (CAT)

CAT 301 - Introduction to CT and CT Physics

This course provides the Radiologic Technologist with a general overview of the computed tomography environment (instrumentation and physics). Focus will be placed on system operations and components, image processing and display, image quality, and artifacts in computed tomography. Specific emphasis will be on terminology, data acquisition components, tissue attenuation conversions, image manipulation, and factors controlling image resolution. Prerequisite: Admission to the program. Credit: 3 hours. Fall.

CAT 302 – CT Pathophysiology

This course will familiarize the student with the common pathologies found in computed tomography and their appearance with various imaging protocols. The course content will be inclusive of all commonly imaged body systems and areas. Case studies and images of the pathologies will be used to reinforce course subject matter. Credit: 1 hour. *Online.* Fall.

CAT 303 - CT Procedures and Protocols

This course will take the student's knowledge of CT technology and relate with day-to-day tasks encountered in the CT department. Image production will be discussed in detail, with emphasis on image manipulation for various protocols. Quality management, radiation protection, pharmacology, patient care, and procedure protocols will be discussed to provide the student with a firm knowledge base of all aspects of the CT environment. Prerequisite: Admission to the program. Credit: 3 hours. *This course may be offered in a hybrid format.* Fall.

CAT 304 - Computed Tomography Clinical Applications

This course provides the opportunity to apply knowledge gained from classroom instruction to the computed tomography clinical setting. Emphasis is placed on patient care and positioning, scanning procedures and image production in computed tomography. Upon completion, students should be able to assume a variety of duties and responsibilities within the computed tomography clinical environment and meet the necessary requirements to apply to take the ARRT Computed Tomography Registry Examination. Clinical education is conducted at a clinical facility. Prerequisite: Admission to the program, or permission of Instructor. Credit: 6 Hours. (18 hours clinical). Fall, and by request.

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. Credit: 3 hours. *This course may be offered in a hybrid and/or on-line format.* Fall, Spring.

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. Prerequisite: CAS190. Credit: 3 hours. *This course may be offered in a hybrid and/or on-line format.* Fall, Spring.

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. Credit: 3 hours. *This course may be offered face to face and/or on-line format.* Fall, Spring.

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. Prerequisite: ENG101. Credit: 3 hours. As needed.

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. Prerequisite: ENG101. Credit: 3 hour. Spring.

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. Prerequisite: ENG101. Credit: 3 hours. *This course may be offered in a hybrid and/or on-line format.* Fall.

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. Credit: 3 hours. Fall, Spring.

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. Credit: 3 hours. Fall

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. Prerequisite: Admission to Health Services Leadership and Management Program or permission of course faculty. Credit: 3 hours. *This course may be offered in a hybrid and/or on-line format.* Fall.

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. Corequisite: Math 310, HSL 300, or permission of course faculty. Credit: 3 hours. *This course may be offered in a hybrid and/or on-line format.* Spring.

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 functions are targeted. Corequisite: HSL300 or permission of course faculty. Credit: 3 hours. *This course may be offered in a hybrid and/or on-line format.* As needed.

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. Corequisite: HSL300 or permission of course faculty. Credit: 3 hours *This course may be offered in a hybrid and/or on-line format.* 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. Corequisite: HSL300 or permission of course faculty. Credit: 3 hours. *This course may be offered in a hybrid and/or on-line format.* Fall.

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. Corequisite: HSL300 or permission of course faculty. Credit: 3 hours. *This course may be offered in a hybrid and/or on-line format.* Spring.

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. Corequisite: HSL300 or permission of course faculty. Credit: 3 hours. *This course may be offered in a hybrid and/or on-line format.* 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. Corequisite: HSL300 or permission of course faculty. Credit: 3 hours. *This course may be offered in a hybrid and/or on-line format.* Summer II.

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. Corequisite: HSL300 or permission of course faculty. Credit: 3 hours. *This course may be offered in a hybrid and/or on-line format.* Spring.

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. Corequisite: HSL350. Credit: 3 hours. (9 hours clinical). *This course may be offered in a hybrid and/or on-line format.* 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 or people within those structures. The effect of organizational structure on communication among participants and the impact on organizational functioning will be major concepts presented in the course. Corequisite: HSL300 or permission of course faculty. Credit: 3 hours. *This course may be offered in a hybrid and/or on-line format.* Spring.

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. Corequisite: HSL300 or permission of course faculty. Credit: 3 hours. *This course may be offered in a hybrid and/or on-line format.* Spring, 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. Corequisite: HSL300 or permission of course faculty. Credit: 3 hours. *This course may be offered in a hybrid and/or on-line format.* Fall.

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. Corequisite: HSL300 or permission of course faculty. Credit: 3 hours. *This course may be offered in a hybrid and/or on-line format.* 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. Corequisite: HSL300 or permission of course faculty. Credit: 3 hours. *This course may be offered in a hybrid and/or on-line format.* Spring.

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. Corequisite: HSL300 or permission of course faculty. Credit: 3 hours. *This course may be offered in a hybrid and/or on-line format.* Spring, 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. Corequisite: HSL300, or permission of course faculty. Credit: 3 hours. *This course may be offered in a hybrid and/or on-line format.* 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. Corequisite: HSL403 or permission of course faculty. Credit: 3 hours. *This course may be offered in a hybrid and/or on-line format.* As needed.

HUMANITIES (HUM)

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. Credit: 3 hours. Fall.

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. Credit: 3 hours. *This course may be offered in a hybrid and/or on-line format.* Spring.

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

ENG 210 – World Literature

REL 210 – World Religion

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

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. 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. This introduction will provide basic knowledge of terminology, imaging parameters, safety, patient preparation and monitoring of the patient in MRI. This information will enable the student to better communicate with the MR imaging staff and to ensure the safety of the patient and coworkers. Credit: 3 hours. Spring

MRI 302 - MRI Pathophysiology

This course will familiarize the student with the common pathologies found in magnetic resonance imaging and their appearance with various imaging protocols. The course content will be inclusive of all commonly imaged body systems and areas. Case studies and images of the pathologies will be used to reinforce course subject matter. Credit: 1 hour. *Online.* Spring.

MRI 303 - MRI Procedures and Protocols

This course will take the Medical Imaging student's knowledge of MR technology and relate it with day-to-day tasks encountered in the MR Department. Image production will be discussed in detail with emphasis on image manipulation for various protocols. Quality management, magnetic safety, pharmacology, patient care, and procedural protocols will be discussed to provide the student with a firm knowledge base of all aspects of the MR environment. This course outlines the critical criteria relevant to the acquisition of high quality images of various anatomical regions. Credit: 3 hours. *This course may be offered in a hybrid format.* Spring.

MRI 304 - Magnetic Resonance Imaging Clinical Applications

This course provides the opportunity to apply knowledge gained from classroom instruction to magnetic resonance imaging clinical setting. Emphasis is placed on patient care and positioning, scanning procedures, and image production in magnetic resonance. Upon completion, students should be able to assume a variety of duties and responsibilities within the MR clinical environment and will meet the necessary requirements to apply to take the ARRT Magnetic Resonance Registry Exam. Clinical education is conducted at a clinical facility after or in conjunction with didactic instruction. Credit: 6 hours. (18 hours clinical). Spring, as needed.

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. Credit: 3 hours. Fall, Spring.

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. Credit: 3 hours. *This course may be offered in a hybrid and/or on-line format.* Fall, Summer I.

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. Co-requisites: BIO100, ENG101. Credit: 6 hours. (4 hours theory, 6 hours lab). Fall.

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. Co-requisite: BIO100. Permission of Program Chair required to register for this course. Credit: 3 hours. Fall.

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. Prerequisites: MED101, MED102. Credit: 10 hours. (6 hours theory, 12 hours lab). Spring.

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. Prerequisites: MED101, MED102. Permission of Program Chair required to register for this course. Credit: 4 hours. (3 hours theory, 3 hours lab). Spring.

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. Prerequisite: Successful completion of all courses in the Medical Assistant Diploma Curriculum. Credit: 6 hours. (2 hours theory, 13 hours lab). Summer I.

MED 230 - Medical Assistant Internship

This course is designed to provide the associate degree level student experience in the medical assisting role, including a focus on advanced skills in a specialty practice. Emphasis is placed on further developing and demonstrating proficiency in skills necessary for the medical assisting practice in specialty and management roles. The student will have various advanced opportunities to apply techniques and standards they have mastered and to recognize and research an area for possible improvement in the delivery of health care. Prerequisite: Successful completion of all courses in the Medical Assistant Associate Degree Curriculum. Credit: 3 hours. (9 hours clinical). Fall, Spring, Summer I, Summer, 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 will prepare the student 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. Credit: 3 hours. *This course may be offered in a hybrid format.* Summer I.

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-requisite: Admission to the program. Credit: 3 hours. *This course may be offered in a hybrid format.* Summer II

MIS 400 – Medical Imaging Special Procedures and Quality Control

This course will focus on special procedure imaging to familiarize the Medical Imaging Manager with all aspects of the department, including quality assurance and quality control. Areas studied will 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. Pre-requisite: Admission to the program or permission of faculty. Credit: 3 hours. *This course may be offered in a hybrid format.* Spring.

MIS 450 – Imaging Management Internship

This course is designed as a practicum that provides the student with the opportunity to apply first level management/leadership skills including group dynamics and communication. The student will also observe the organizational structure, philosophy, personnel interrelationships, and current challenges of the organization under the direction of a preceptor. Included in this course will be a 15 hour service learning experience with a reflective writing assignment. Prerequisite: HSL300. Credit: 3 Hours. (9 hours clinical). Fall, Spring, Full Summer, as needed.

NURSING (NSG)

NSG 101 – Introduction to Professional Nursing

This course introduces the standards of professional nursing practice which provide the foundation for the registered nurse in maintaining quality in today's dynamic healthcare environment. Discussions will revolve around the following essential themes as identified by the American Nurses Association: 1) Age-appropriate, culturally and ethnically sensitive care; 2) Maintaining a safe environment; 3) Educating clients about healthy practices and treatment modalities; 4) Assuring continuity of care; 5) Collaboration with the multidisciplinary team; 6) Utilizing technology to manage information and promote quality; and 7) Communicating effectively. Other concepts that will be introduced include ethical and legal boundaries, scope of practice, educational advancement, autonomy and professional regulation. This non-clinical course will support application of concepts in clinical courses. Corequisite: NSG111. Credit: 1 hour. Fall, Spring.

NSG 111 – Foundations in Nursing – Health Promotion

This course introduces the student to the nursing process as the framework for provision of care to clients. Discussions will launch the concept of holistic client care based on five common interacting variables: physiological, psychological, sociocultural, developmental and spiritual. These five variables function in relationship with the environment, which are the internal and external stressors that influence the client and affect health. Emphasis will be on primary prevention strategies across the lifespan to maintain optimal wellness. The concepts of secondary prevention and tertiary prevention to regain optimal wellness will be introduced. Therapeutic modalities presented include physical assessment, medication administration, perioperative care, and pain management. Students will demonstrate critical thinking through development of individualized plans of care that promote health. These plans should incorporate research evidence about healthy lifestyle patterns and risk factors for disease/illness. The clinical aspect of the course allows the student to provide client-centered care within the parameters of professional nursing practice. Prerequisite: Admission to the ADN program. Corequisites: BIO100, BIO210, NSG101, PSY101. Credit: 7 hours. (4 hours theory, 9 hours clinical). Fall, Spring.

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: NSG110. Corequisite: BIO220, NTR210, PSY101. Credit: 6 hours (3 hours theory, 9 hours clinical). Fall, Spring. This course will be replaced with NSG121 in Spring 2014.

NSG 121 – Foundations in Nursing – Chronic Health Conditions

This course will strengthen the student's ability to apply the nursing process to plan and provide individualized care for clients experiencing common chronic conditions. Emphasis will be on clinical practice guidelines and research evidence used to guide clinical judgments when caring for individuals with chronic conditions. Common therapeutic modalities utilized to minimize problems of cognition, promote oxygenation, tissue perfusion, and mobility will be discussed. Students will also strengthen physical assessment, communication and collaboration skills. Discussions will guide students in recognizing how effective secondary and tertiary prevention strategies can decrease illness exacerbations that necessitate acute care admissions. The clinical aspect of the course allows the student to provide client-centered care within the parameters of professional nursing practice. Prerequisite: NSG101, NSG111. Co-requisite: BIO220. Credit: 7 hours. (4 hours theory, 9 hours lab). Fall, Spring.

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: NSG120. Credit: 5 hours (3 hours theory, 6 hours clinical). Spring, Summer. This course will be replaced with NSG131 in Summer 2014.

NSG 131 – Foundations in Nursing – Mental Health

This course focuses on self-concept, interpersonal relationships, personal coping strategies, stress perception & adaptation, mood stability, and physiologic functioning of the limbic system and neurotransmitters. Ethical and legal standards related to the mental health client will be discussed. Self-awareness and its effects on interpersonal relationships with clients/families will be promoted. Emphasis will be on applying therapeutic communication strategies with clients experiencing situational crises and chronic psychiatric disorders. Evidence-based therapeutic modalities such as milieu therapy, behavioral therapy, cognitive therapy, electroconvulsive therapy and psychopharmacology will be discussed. Cultural awareness, the impact of environmental and socioeconomic variables on coping, communication skills, and application of teaching-learning principles will be reinforced through development of a service-learning project. The clinical aspect of the course allows the student to provide client-centered care within the parameters of professional nursing practice. Prerequisite: NSG121, PSY101. Credit: 6 hours. (5 hours theory, 3 hours lab). Summer.

NSG 201 - Application of Nutrition and Pharmacology

This course will focus on treatment modalities of nutrition and pharmacology throughout the lifespan. Discussions will center on educating clients regarding the role of nutrition in health promotion and the role of pharmacology in health maintenance. Emphasis will be on nutritional screening, recommendations for healthy living from Dietary Guidelines for Americans, dietary and medication modifications alterations based on disease process, potential food-drug interactions, and specific assessments per drug classification. The impact of health literacy, socioeconomic and culture on patient choices in nutritional intake, medication compliance, and complementary and alternative medicine will be considered. Learning activities will enhance the student's ability to collaborate with other disciplines and provide client teaching for the promotion of health. This non-clinical course will support application of concepts in clinical courses. Prerequisites: NSG111, BIO220. Credit: 4 hours. Fall, Spring.

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. Prerequisites: NSG130, PSY150. Corequisites: ENG101, NSG211, SOC101. Credit: 3 hours (2 hours theory, 3 hours clinical). Fall, Spring. This course will be replaced with NSG212 in Fall 2014.

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: NSG130. Corequisites: ENG101, NSG210, SOC101. Credit: 6 hours (3 hours theory, 9 hours clinical). Fall, Summer. This course will be replaced with NSG212 in Fall 2014.

NSG 212 - Foundations in Nursing – Family Health

This course enhances the student's ability to apply the concepts of health promotion to family development and family centered care. Students will continue to broaden their understanding of holistic care while learning how the interacting variables impact the family system. Emphasis will be placed on collaborating with the multidisciplinary team to promote healthy dynamics in family planning, pregnancy, childbirth, child development, childhood illnesses and with clients experiencing problems of the genitourinary and immune systems. Students are expected to demonstrate refinement of skills and the use of technology in planning and prioritizing individualized care. The clinical aspect of the course allows the student to provide client-centered care within the parameters professional nursing practice. Prerequisites: NSG131, PSY150. Co-requisite: BIO190. Credit: 8 hours. (4 hours theory, 12 hours lab). Fall, Spring.

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. Prerequisites: NSG 210, NSG211. Co-requisite: NSG230. Credit: 9 hours (5 hours theory, 12 hours clinical). Fall, Spring. This course will be replaced with NSG221 in Spring 2015.

NSG221 - Foundations in Nursing – Acute Illness

This course facilitates growth in the application of new and previously learned concepts when caring for clients with acute and complex conditions. Discussions of therapeutic modalities will include appropriate focused assessments utilized in the treatment of acute and complex clients. Clinical learning will promote strong communication skills, multidisciplinary collaboration, and appropriate decision making. Transition from student to novice in the discipline of nursing is supported by a practicum experience in which the student is assigned a clinical preceptor. During this experience students will demonstrate ability to provide efficient and effective care for a group of clients utilizing principles of prioritization and delegation, and make appropriate clinical decisions based on supporting evidence. Students will participate in quality improvement initiatives designed to improve nursing practice. The clinical aspect of the course allows the student to provide client-centered care within the parameters of professional nursing practice. Prerequisites: NSG201, NSG212. Co-requisites: NSG231, Humanities elective. Credit: 9 hours. (4 hours theory, 15 hours lab). Fall, Spring.

NSG 230 - Nursing Practicum

This course is designed to facilitate the transition from student to beginning practitioner in the discipline of nursing. This transition will be facilitated through the discussion and clinical application of evidenced-based practice, quality improvement strategies, informatics and concepts of culturally sensitive client care management in the health care system. The student is assigned a clinical nurse preceptor with whom they will practice the role of a beginning staff nurse as a multidisciplinary team member in today's healthcare environment. Pre-requisites: NSG210, NSG211. Corequisite: NSG220. Credit: 3 hours (1 hour theory, 6 hours clinical). Fall, Spring. This course will be replaced with NSG231 in Spring 2015.

NSG231 - Transition to Practice

This course explores how standards of nursing practice and professional performance can impact clinical decisions and improve the quality of healthcare. Discussions will emphasize the nurse's role as a leader in managing client care. Students are challenged to develop their role in team work and team building, prioritization, application of legal and ethical principles, delegation and supervision, and analyze quality data to improve client outcomes. Students recognize the value of lifelong learning and are able to identify educational requirements for continued practice. This non-clinical course will support application of concepts in the clinical setting. Prerequisites: ENG101, NSG201, NSG212. Corequisites: NSG231, Humanities elective. Credit: 2 hours. Fall, Spring.

NSG 300 - Nursing in Society

This course examines the evolution of professional nursing, the healthcare system and healthcare trends influencing nursing practice. This course explores functions, interdisciplinary relationships and the future role of professional nursing. Pre and/or Corequisites: CAS302, Admission to BSN program. Credit: 3 hours. *On-line*. Fall, Spring.

NSG 301 - Health Assessment

This course examines holistic health assessment of culturally diverse clients across the lifespan. This course includes comprehensive health assessment and communication of health assessment findings. The course engages students in clinical reasoning to safely and accurately perform a health assessment. Pre and/or Corequisite: NSG300. Credit: 4 hours. (3 hours theory, 1 hour lab). *On-line*. Fall.

NSG 303 - Nursing Leadership and Management

This course focuses upon the concepts of nursing leadership and management essential to effectively lead individuals, groups and organizations. This course includes principles of group dynamics, organizational behavior, concepts of conflict management, change theory and basic management functions. Prerequisite: NSG300. Pre and/or Corequisite: BUS310. Credit: 3 hours. *On-line*. Spring.

NSG 305 - Health Policy

This course emphasizes the relationship between the role of the nurse as social advocate, the politics of healthcare and the impact of these on the nursing profession. Topics will explore the roles of government, bureaucratic agencies, organizations, consumers and health care providers in the shaping, development and implementation of health policy. Prerequisite: NSG300. Credit: 3 hours. *On-line*. Spring, Summer.

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: CAS302, ENG302, NSG300, NSG303. Credit: 3 hours. *On-line*. Summer.

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: CAS302, ENG302, Humanities course, MAT310, NSG300, NSG301, NSG303, NSG305, NSG313, PHL310. Credit: 3 hours. *On-line*. Fall.

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 using holistic patient-centered culturally sensitive care based on current best practice standards. This course is designed to build upon prior knowledge of pharmacology of the practicing nurse. Prerequisite: NSG300, NSG301. Credit: 3 hours. *On-line*. Spring.

NSG 407 - Nursing Research

This course will utilize prior knowledge of inquiry and introduce the nursing research process, theory and methods for making informed decisions in nursing practice. The aim of this course is to promote the role of the nurse as a consumer of research and evidence-based practice. This course expands upon the role of the nurse as an advocate of evidence-based research through the utilization of health information technology. Prerequisites: CAS302, ENG302, MAT310, NSG300, NSG301, NSG303, NSG305, NSG313, PHL310. Credit: 3 hours. *On-line*. Fall.

NSG 410 - Health and Populations and Service Learning Project

This course focuses on nursing management of culturally diverse individuals, families, and aggregates within communities. There is an emphasis on health-promotion, risk reduction, population-based care and epidemiology. The practicum experience in the course provides the student the opportunity to gain additional theoretical knowledge and to apply community health nursing concepts and principles. Learning experiences are individualized and guided by selected preceptor and course faculty. Prerequisites: BUS310, CAS302, Electives, ENG302, Humanities course, MAT310, NSG300, NSG301, NSG303, NSG305, NSG313, PHL310, SOC313. Credit: 7 hours. 3 hours theory, 4 hours clinical. Credit: 7 hours. *This course is web-based and clinical.* Spring.

NUTRITION (NTR)

NTR210 – Nutrition for Healthy Living

Nutrition is the study of how nutrients and food components function at molecular, cellular, and whole-body levels to impact human health and disease. Nutritional requirements and related health concerns of pregnant and lactating women, infants, children, adults and geriatric population are studied in relation to the physiological and metabolic aspects of pregnancy, lactation, growth and development, maintenance of health, prevention of disease, and aging. Credit: 3 hours. *Online.* Spring.

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 COTAs 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 intervention, evidence based practice and documentation. Credit: 2 hours. Fall.

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. Co-requisite: OTA110, OTA 120. Credit: 1 hour. (3 hours lab or clinical). Fall.

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. Co-requisite: OTA110, OTA115. Credit: 3 hours. (2 hours theory, 3 hours lab). Fall.

OTA 130 – Fundamentals of Occupations

This course includes assessment of body functions and performance skills in relation to client performance and engagement in all areas of occupation. Health and wellness and health promotion are emphasized. Laboratory sessions provide basic instruction and hands-on experience in therapeutic assessment and intervention skills. Students collaboratively use critical thinking and problem solving to design assistive technology with a focus on client use. The course also examines the Americans with Disabilities Act, driving, and community mobility. Pre-requisite: OTA120. Co-requisites: OTA140, OTA145. Credit: 3 hours. (2 hours theory, 3 hours lab). Spring.

OTA 140 - Adult Physical Conditions

This course focuses on the major diagnostic categories seen in adult physical rehabilitation with an emphasis on theoretical models, treatment techniques and interventions, and documentation. Healthcare disparities among various populations will be explored. Students will fabricate static thermoplastic splints/orthotics with an understanding of appropriate use and design. Pre-requisite: OTA 20. Co-requisites: OTA 30, OTA 45. Credit: 3 hours. (2 hours theory, 3 hours lab). Spring.

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-requisites: OTA115. Co-requisites: OTA130, OTA140. Credit: 1 hour. (3 hours lab). Spring.

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-requisites: OTA130, OTA140. Co-requisite: PSY150. Credit: 3 hours. Summer I.

OTA 160 - Kinesiology

This course will 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 prominences, prime movers, movements, bones, innervations, actions, origins, and insertions. The Occupational Therapy Practice Framework: Domain and Process and use of scholarly works will be incorporated in classroom and learning experiences. Pre-requisite: OTA150. Co-requisite: OTA170. Credit: 3 hours. *This course is offered in a hybrid format.* Summer 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, 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 healthcare professional. Students will apply Occupational Therapy theory and professional skills in their 36 hour direct service learning experience in a community or camp setting. Pre-requisite: OTA150. Co-requisite: OTA160. Credit: 2 hours. (1 hour theory, 3 hours lab or clinical). *This course is offered in a hybrid format.* Summer II.

OTA 200 - Pediatric Therapeutic Intervention

This course builds upon and expands skills developed in OTA 150 with an emphasis on assessment, reevaluation, supervisory relationships, treatment planning and intervention. Students will learn to assess performance skills, and develop and implement intervention plans appropriate for the pediatric populations commonly receiving occupational therapy services. Students will also discuss current trends in literature drive practice. Pre-requisites: OTA160, OTA170. Co-requisites: OTA210, OTA215, OTA220. Credit: 2 hours. Fall.

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-requisites: OTA160, OTA170. Co-requisites: OTA200, OTA215, OTA220. Credit: 2 hours. Fall.

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-requisite: Successful completion of all courses in the first year of the Occupational Therapy Assistant degree curriculum. Co-requisites: OTA200, OTA210, OTA220. Credit: 1 hour. (3 hours lab or clinical). Fall.

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-requisite: Successful completion of all courses in the first year of the Occupational Therapy Assistant degree curriculum. Co-requisites: OTA200, OTA210, OTA215. Credit: 3 hours. (2 hours theory, 3 hours lab). Fall.

OTA 240 - Level II Fieldwork #1

This is the first of two full time (40 hours per week), eight week clinical experiences designed to facilitate the transition from student to entry level occupational therapy assistant practitioner. Level II Fieldwork # 1 continues the educational process by providing students with in-depth experiences to apply acquired knowledge and skills to delivery of occupational therapy services under the supervision of an assigned Fieldwork Educator. Upon completion of this course each student will demonstrate entry-level competence as an occupational therapy assistant in the type of setting and with the population in which they are assigned. Pre requisite: Successful completion of all courses in the Occupational Therapy Assistant degree curriculum. Credit: 6 hours. (320 hours clinical). Spring.

OTA 260 - Level II Fieldwork #2

This course is the second full-time (40 hours per week), eight week clinical experience designed to prepare students for transition to entry level occupational therapy assistant practitioner under the supervision of an assigned Fieldwork Educator. Level II Fieldwork # 2 continues the fieldwork educational process for in-depth experiences applying acquired knowledge and skills to delivery of occupational therapy services in an alternate setting and different population from the first Level II Fieldwork. Upon completion of this course each student will demonstrate entry-level competence as an occupational therapy assistant within the type of setting and the population in which they are assigned. Pre requisite: Successful completion of all courses in the Occupational Therapy Assistant degree curriculum. Credit: 6 hours. (320 hours clinical). Spring.

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. Credit: 3 hours. *On-line*. 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. Co-requisite: PHT120L. Credit: 3 hours. *Online*. Fall.

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. Co-requisite: PHT120. Credit: 1 hour. (3 hours lab). *Weekly on-campus lab attendance required*. Fall.

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. Credit: 3 hours. *Online*. Fall.

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-requisite: PHT130. Co-requisite: PHT 140L. Credit: 3 hours. *Online*. Spring.

PHT 140L – Principles of Sterile Product Preparation Lab

Aseptic technique and skills learned in PHT140 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-requisite: PHT130. Co-requisite: PHT140. Credit: 1 hour. *Weekly on-campus lab attendance required*. Spring.

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: BIO163. Credit: 4 hours. *Online*. Spring.

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. Credit: 6 hours. (3 hours theory, 9 hours clinical). *This course is web-based and clinical*. Spring.

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-requisite: PHT150. Credit: 4 hours. *Online*. Fall.

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. Credit: 6 hours. (3 hours theory, 9 hours clinical). *This course is web-based and clinical.* Fall.

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: Successful completion of all courses in the Pharmacy Technology degree curriculum. Credit: 8 hours. (360 hours clinical). *This course is web-based and clinical.* Spring.

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. Credit: 3 hours. *Online.* Spring.

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

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. Credit: 1 hour. Activity 2 hours.

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: PED110. Credit: 1 hour. Activity 2 hours.

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. Credit: 3 hours. Fall, Spring.

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. Credit: 3 hours. *This course may be offered in a hybrid and/or on-line format.* Fall, Spring, Summer II.

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: PSY101. Credit: 3 hours. Fall.

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. Credit: 3 hours. *This course may be offered in a hybrid and/or on-line format.* Fall.

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. Credit: 3 hours. *This course may be offered in a hybrid and/or on-line format.* Fall, Spring.

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. Prerequisite: SOC101. Credit 3 hours. Spring.

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. Credit: 3 hours. *This course may be offered in a hybrid and/or on-line format.* Fall.

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. Credit: 3 hours. Spring.

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. *This course may be offered in a hybrid and/or on-line format.* Spring.

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. Co-requisites: BIO100, BIO163, ENG101, SRG115. Credit: 4 hours. Fall.

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. Co-requisites: BIO100, BIO163, ENG101, SRG111. Credit: 4 hours. Fall.

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-requisites: SRG111, SRG115. Co-requisites: BIO190, PSY101, SRG125. Credit: 4 hours. Spring.

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-requisites: SRG111, SRG115. Co-requisites: BIO190, PSY101, SRG 121. Credit: 5 hours. Spring.

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. Pre-requisites: SRG121, SRG125. Co-requisites: SRG135. Credit: 3 hours. Summer I.

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. Prerequisites: SRG121, SRG125. Co-requisite: SRG131. Credit: 3 hours. Summer I.

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: Successful completion of all courses in the Surgical Technology Diploma Program curriculum. Credit: 3 hours. Fall, Summer II

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. Pre-requisite: Successful completion of all courses in the Associate Degree Surgical Technology curriculum Credit: 3 hours. Spring, Summer II

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