



COX COLLEGE

CoxHealth

**1423 N. Jefferson Avenue
Springfield, Missouri 65802**

**417-269-3401
Toll-free 866-898-5355
Fax 417-269-3581
www.coxcollege.edu**

2011-2012

Volume 16

The programs described in this publication apply to students enrolling and graduating within the academic year of 2011-2012 at Cox College.

Cox College does not discriminate on the basis of age, sex, color, disability, marital status, race, religion, ethnic or national origin. The college is committed to a policy that all qualified persons shall have access to its program and facilities. Any person having concerns with respect to rights under Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1992, Title VI of Civil Rights Act of 1964 and Age Discrimination Act of 1975, or Title IX of the Education Amendments of 1972 should contact the director of student services/section 504 coordinator, by telephone, 417-269-3598; e-mail studentservices@coxcollege.edu; or by mail at 1423 North Jefferson Avenue, Springfield, MO 65802, Attn: Director of Student Services.

If you have questions about reasonable accommodations; the existence and location of services, activities, and facilities that are accessible to and usable by persons with disabilities; or need other information as required by the Section 504 regulation at 34 C.F.R. § 104.22(f), please contact the Director of Student Services, Cox College, 1423 N. Jefferson Ave., Springfield, MO 65802 or call 417-269-3598 regarding this information.

All data in this catalog reflects information as it was available on the publication date. Cox College reserves the right to revise all announcements contained in this publication and, at its discretion, to make reasonable changes in requirements to improve or upgrade academic and non-academic programs. This catalog is not intended to be a contract, explicit or implied.



The Cox College Pin

The Cox College pin retains the original design of the pin awarded in 1910 to the first graduate of Burge Deaconess Training School for Nurses.

The design of the pin reflects the religious inspiration for the school of nursing that was established in 1907 by the hospital that has since evolved into CoxHealth. The design also connects nursing and other health care professions with their distant roots as sacred and altruistic vocations.

In this spirit, Cox College is committed to awarding this pin to graduates who are educationally prepared to be caring and competent health care professionals.

Accreditations and Organizations

Cox College is accredited by The Higher Learning Commission, a commission of the North Central Association of Colleges and Schools, 30 N. LaSalle Street, Suite 2400, Chicago, IL 60602-2504, 800-621-7440, www.ncahigherlearningcommission.org.

Cox College is a single-purpose specialized private college and affiliate of CoxHealth. The college provides integrated, comprehensive educational programs that prepare graduates for a changing health care environment.

The Missouri State Board of Nursing (MSBN) 3605 Missouri Blvd, PO Box 656, Jefferson City, MO 65102-0656, 573-751-0681, <http://pr.mo.gov> has approved both the Associate and Bachelor of Science in Nursing degree programs. The Associate of Science in Nursing degree program is accredited by the National League for Nursing Accrediting Commission, 3343 Peachtree Road NE, Suite 500, Atlanta, GA 30326, 800-669-1656, www.nlnac.org. The Commission on Collegiate Nursing Education, One DuPont Circle NW, Suite 530, Washington, DC 20036-1120, 202-463-6930, www.aacn.nche.edu, accredits the Bachelor of Science in Nursing degree program. The Master of Science in Nursing degree program is accredited by the Commission on Collegiate Nursing Education.

The Diagnostic Medical Sonography and Diagnostic Medical Sonography-Echo Extension program has been programmatically reviewed and approved by the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS) 6021 University Boulevard, Suite 500, Ellicott City, MD 21043, 443-973-5251, jrcdms@intersocietal.org, in general, vascular and cardiovascular and accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) 1361 Park Street, Clearwater, FL 33756, 727-210-2350, mail@caahep.org in general, vascular and cardiovascular.

The Dietetic Internship program is accredited by the Commission on Accreditation for Dietetics Education, American Dietetic Association, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, 312-899-0040, www.eatright.org

The Medical Billing and Coding program is an approved coding program from the American Health Information Management Association (AHIMA) 233 N. Michigan Avenue, 21st Floor, Chicago, IL 60601-5809, www.ahima.org

The Nurse Assistant course is approved by the Missouri Department of Health and Senior Services, PO Box 570, Jefferson City, MO 65102-0570, 573-751-6400, www.dhss.mo.gov

Cox College holds memberships in numerous professional and educational organizations, examples of which are:

American Association of Colleges of Nursing (AACN)
American Association of Collegiate Registrars and Admissions Office
American Council on Education (ACE)
American Health Sciences Education Consortium (AHSEC)
American Institute of Ultrasound in Medicine
American Society of Echocardiography
American Society of Radiologic Technologists
Association of Educators in Imaging and Radiologic Sciences
Association of Governing Boards of Universities and Colleges
Association of Veterans Education Certifying Officials
Council of Higher Education Accreditation (CHEA)
Council of Independent Colleges (CIC)
Medical Library Association
Missouri Association of Student Financial Aid Administrators
Missouri Association of Colleges of Nursing
Missouri Association of Collegiate Registrars and Admissions Officers
Missouri Association of Student Financial Aid Personnel
Missouri Council of Associate Degree Nursing Programs
Missouri League for Nursing
Missouri Nurses Association (MONA)
Missouri Society of Radiologic Technologists
Missouri Vocational Association
National Association for College Admissions Counselors
National Association of Student Financial Administrators
National League for Nursing
Society of Diagnostic Medical Sonography
Society of Vascular Ultrasound
Southwest Missouri Nursing Education Consortium

Directory for Cox College

Receptionist – Main Lobby	417-269-3401
Academic Resource Center (ARC).....	417-269-3225
Administrative Assistant for Academic Affairs.....	417-269-3667
Administration Office, Executive Secretary	417-269-3402
Admissions Counselor/Recruiter	417-269-3069/ 3038
Bookstore.....	417-269-3508
Bursar	417-269-3440
Dean, Department of Health Sciences.....	417-269-3469
Dean, Department of Nursing	417-269-8316
Dean, Enrollment Management.....	417-269-8423
Director of Admissions	417-269-3083
Director of Alumni Relations and Marketing	417-269-3873
Director of Financial Aid	417-269-3045
Director of Student Services	417-269-3598
Faculty Support Specialist.....	417-269-8450
Financial Aid Office	417-269-3160
Financial Services Business Manager.....	417-269-8910
General Education Specialist.....	417-269-3081
Health Sciences Programs.....	417-269-8450
Library.....	417-269-3460
Drury University, F.W. Olin Library	417-873-7400
Nursing Programs	417-269-8450
President, Office of the	417-269-3402
Registration Office	417-269-8374
Security	
Cox North	417-269-3715
Cox South	417-269-6120
Technology Support	417-269-3854/ 3407
Vice President for Academic Affairs.....	417-269-8272
Fax	417-269-3586
Toll Free	1-866-898-5355

Mission, Vision, Core Values and Goals of Cox College

Mission Statement

Cox College is committed to excellence by meeting the educational needs of students and the health care community.

Vision

Cox College: Leaders in health care education

Core Values

Student First: We believe in providing a learning environment that promotes student inspiration, support and academic achievement.

Highest Quality: We believe in providing an educational experience utilizing cutting edge technology and evidence-based curriculum.

Communication: We believe in shared, transparent communication that is respectful and responsible.

Nothing is Impossible: We believe in working together, taking reasonable risks and daring to change so that the impossible becomes possible.

Lifelong Learning: We believe that professional curiosity develops over a lifetime based on self-evaluation, effective questioning and critical analysis of information.

Goals

- To provide quality educational programs
- To provide a quality customer experience
- To provide a quality workforce experience
- To achieve quality business practices
- To collect data and utilize systematic assessment practices

Notices

Compliance with Americans with Disabilities Act Standards

All students with verified disabilities must provide to the director of student services/section 504 coordinator (1423 N. Jefferson Ave., Springfield, MO 65802; phone number 417-269-3598) verification of and required accommodations for their disability upon admission to the college. Students who suspect they might have a disability should contact the director of student services for assistance. The college will allow for implementation of reasonable and appropriate accommodations necessary for participation in the college's programs.

Background check and drug screening.

Students of Cox College are subject to a background check and drug screening before admission to any certificate or degree program. Positive results on the drug screening may result in a student's acceptance into the program being denied or rescinded. Results remain confidential.

Students that have already undergone a background check for current employment with CoxHealth or Cox College will be subject to a pre-enrollment drug screening prior to acceptance to any certificate or degree program. Positive results on the drug screening may result in a student's acceptance into the program being denied or rescinded. Results remain confidential.

Drug-Free Schools

Students of Cox College are subject to the Drug-Free Schools policy. Students are expected to remain drug free and in a suitable physical and mental condition for the learning environment. Students suspected of being under the influence of drugs or alcohol will be removed from the college or clinical environment, placed on temporary suspension and evaluated, which will include drug testing. A copy of this policy is provided to all students during college orientation. Additional copies are available in the Academic Resource Center (ARC).

Family Educational Rights and Privacy Act (FERPA) Directory Information

In compliance with Public Law 93-380, Family Educational Rights and Privacy Act of 1974 (FERPA) as amended, Cox College defines directory information as name, local and other addresses, local and other telephone numbers, date of birth, dates of attendance, enrollment status, high school, date of high school graduation, classification, major field of study, previous institution(s) attended, awards, honors, degree(s) conferred (including dates) Information designated as directory information may be released unless specifically prohibited by the student in writing. Forms authorizing Cox College to withhold any or all such information are available in the Registration office.

In accordance with this federal law, the institution has adopted policies and procedures governing the confidentiality of student educational records. No individual shall have access to, nor will the institution disclose any information from a student's educational record without the prior written consent of the student or as otherwise authorized by FERPA. Permitted exceptions under the law include disclosures to college personnel who have a legitimate educational interest; officials of other institutions in which a student seeks enrollment; representatives of agencies or organizations from which a student has received financial aid; and certain federal and state officials. Educational records are maintained in the Registration office, and copies of records are provided to advisors. Official transcripts are maintained in the Registration office and are, except as herein provided, released upon the student's prior written request only.

Financial Condition Information Requests

An annual audited fiscal report is available to interested parties upon written request to the Chief Financial Officer of CoxHealth. Access to the 990T forms is available for viewing by interested parties in the Accounting office of CoxHealth.

Harassment Policy

Cox College is committed to creating and maintaining an atmosphere in which all individuals can work and learn free of all forms of harassment, exploitation or intimidation. Cox College will not tolerate harassment of students or employees by anyone. Harassment consists of unwelcome conduct, whether verbal, physical or visual, that is based on a person's protected status such as sex, color, race, ancestry, religion, national origin, age, physical disability, medical condition, veteran status, citizenship status or other protected group status. Cox College will not tolerate harassing conduct that creates an intimidating, hostile or offensive environment.

Sexual harassment as defined by the Equal Employment Opportunity Commission:

"Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing and
2. Submission to or rejection of such conduct by an individual is used as a basis for academic or personal decisions affecting such an individual, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work or learning environment. Sexual harassment may include explicit sexual propositions, sexual innuendo, gender-specific traits, foul or obscene language or gestures, display of foul or obscene printed or visual material, and physical contact such as patting, pinching or brushing against another's body."

Harassment, especially sexual harassment is a violation of Title VII of the Civil Rights Act of 1964 and of Title IX of the Education Act Amendments of 1972. Cox College will not tolerate, condone or subject anyone to any form of harassment. In addition to being illegal, any form of harassment violates the dignity of the individual and the integrity of the college as an institution of learning.

Harassment includes behavior which is personally offensive and which interferes with the working or learning effectiveness of individuals. Such behavior may include:

- Sexually oriented verbal kidding or abuse.
- Subtle pressure for sexual activity.
- Sexual flirtations, touching, advances, propositions or blocking normal movement.
- Verbal conduct such as epithets, derogatory comments, slurs, or unwanted sexual advances, invitations or comments.
- Visual, graphic, or suggestive comments about an individual's dress or physical appearance, derogatory posters, cartoons, drawings or display in the college environment of sexually suggestive objects or pictures, including nude photographs.
- Using degrading words sexual or otherwise to describe an individual.
- Retaliation for having resisted or reported any alleged harassment.

Any employee or student who believes that the actions or words of another individual constitute harassment as defined above has the responsibility to first express their perception of harassment to that individual and ask that the behavior stop.

If this fails or if the individual does not feel that they can safely or effectively confront the individual they should immediately make a verbal and written complaint of the behavior to the Director of Student Services, the college security officer or a faculty advisor.

All complaints of harassment will be investigated promptly, in an impartial manner and as confidentially as possible. The investigation will be conducted by personnel not involved in the alleged harassment.

Upon completion of an investigation, determination will be made regarding the resolution of the complaint. The college will take whatever action is needed to prevent, stop, correct or discipline behavior that violates this policy. Disciplinary action may include but is not limited to oral or written warnings or dismissal for students and employees.

If an individual is not satisfied with the handling of the complaint or the action taken by the college, he/she can file a complaint by following the Complaint Resolution Procedure. In all cases, all parties involved will be notified of the findings and conclusions. See Cox College Web site www.coxcollege.edu for additional information.

Non-Discrimination Policy

Cox College does not discriminate on the basis of age, sex, color, disability, marital status, race, religion, ethnic or national origin. The college is committed to a policy that all qualified persons shall have access to its programs and facilities. Any person having concerns with respect to rights under Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1992, Title VI of Civil Rights Act of 1964 and Age Discrimination Act of 1975, or Title IX of the Education Amendments of 1972 should contact the director of student services/section 504 coordinator, by telephone, 417-269-3598; e-mail studentservices@coxcollege.edu; or by mail at 1423 North Jefferson Avenue, Springfield, MO 65802, Attn: Director of Student Services.

Notification of Rights Regarding Education Records

FERPA affords students certain rights with respect to their education records. These are:

1. The right to inspect and review the student's education records
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent
4. The right to file with the US Department of Education a complaint concerning alleged failure by Cox College to comply with the requirements of FERPA
5. The right to obtain a copy of the college's FERPA policy. Students can obtain a copy of the policy from the Registration office.

Student Right to Know and Campus Security Act

In compliance with Title II of Public Law 101-542 of the Federal Student Right to Know and Campus Security Act of 1990, the Security office of CoxHealth collects relevant crime statistics and establishes appropriate security policies. The Security office revises and makes available these statistics annually. In addition, the statistics are published monthly in the campus newsletter and on the college Web site. This information is distributed to all enrolled students and employees and is made available to all prospective students. Additional information is provided to students on crime prevention, drug/alcohol abuse education and awareness and prevention of sex offenses. Information related to these programs and counseling services is provided through the Academic Resource Center and the director of student services.

Tobacco-Free Facilities

The college facilities, as well as CoxHealth buildings, grounds and parking lots are tobacco free. The CoxHealth policy states that tobacco use will not be permitted in or within 500 feet of the hospital and its facilities. Employees/students may not smoke or use tobacco in any form while wearing their CoxHealth photo ID badge or in CoxHealth issued uniforms, scrubs or other clothing provided by CoxHealth whether at work or off duty. Employees/students may not smoke in their vehicles while on campus. Employees/students with an offensive smoke odor on or in their clothing may be asked to change into a

set of hospital issued scrubs or sent home on their own time to change clothes. Failure to comply may result in the application of formal sanctions. Contact the director of student services at 417-269-3598 for more information.

Academic Programs

Certificates Offered

Cox College awards certificates in Breast Imaging, Computed Tomography, Diagnostic Medical Sonography, DMS-Echo Extension, Interventional Radiography, Magnetic Resonance Imaging, Mammography, Medical Transcription, Medical Billing/Coding and the Dietetic Internship. In addition, the Continuing Education department awards certificates of completion for continuing education programs including Nurse Re-Entry and Nurse Assistant.

Degrees Offered

Cox College awards an Associate of Science in Medical Assisting degree (ASMA), Associate of Science in Nursing degree (ASN), Associate of Science in Radiography degree (ASR), a Bachelor of Science in Nursing degree (BSN) and a Master of Science in Nursing degree (MSN).

The ASN and the BSN degree earned in the entry-level and accelerated BSN tracks enable the graduate to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN®) to become licensed as a registered nurse. The BSN degree received in the RN-BSN completion track provides the registered nurse with a foundation for professional nursing practice and increased marketability.

The ASR degree qualifies the graduate to apply to take the American Registry of Radiologic Technologists' certification examination to become a registered radiologic technologist and also enables the graduate to apply for entry into the diagnostic imaging certificate programs.

Buildings and Facilities

Computer Laboratories

Three computer laboratories provide networked workstations. Workstations provide software applications for word processing, spreadsheets and databases, e-mail, Internet access, multimedia presentations and a variety of computer-assisted instruction materials.

Libraries

The CoxHealth Libraries, a cooperative service, provide information resources for the college. The primary library serving the college is located at Cox North. The Libraries' Web page, <http://www.coxhealth.com/libraries>, is accessible directly from the Cox College Web site. This Web page provides access to the CoxHealth online card catalog of books and journals, EBSCO and Ovid (literature databases), Web links, and additional library information. Materials not available in the library collection are retrieved through a variety of interlibrary loan and cooperative agreements.

Writing Center

The Writing Center, located in the Olin Library, room 204, on the Drury University Campus is available to Cox College students. Hours are from 1:00-4:00 p.m. and 7:00-10:00 p.m. Monday-Thursday or 7:00-10:00 p.m. Sunday or by appointment. Contact the Academic Resource Center for more information.

Student Services

Activities, programs and services are designed to support students in their academic endeavors and to facilitate personal and professional development. Students are encouraged to participate in campus activities.

Academic Resource Center (ARC)

The Academic Resource Center (ARC) at Cox College provides support for students in academics and personal and social development. The ARC aids students in developing transition-to-college foundations such as study strategies, note taking tips, test taking proficiencies, time management skills, learning styles assessments and relaxation techniques, as well as providing guidance in dealing with stress, anxiety and personal concerns.

The ARC is located on the 2nd floor Terrace of the college. At the ARC, students and faculty will find many informational forms, including those listed as follows: *Information Update* forms, *Student Employment* forms, *Tutoring Request* forms, *Early Warning/Early Intervention* forms, *Request for Accommodations* forms, and information about Student Ambassadors, the Student Government Association and other clubs and organizations. Students may suggest ideas or make comments via a suggestion box. Another suggestion box is located in the 1st floor stairwell by the elevator.

The Academic Resource Center's goal is to encourage success strategies for college and for life. In addition to the ongoing support which the ARC provides, particular programs have been developed to address the needs of the student body. Students may access the Writing Center and Math Labs at Drury University or may consult with the director of student services on Cox College's campus. Additionally, workshops and seminars on textbook reading, all stages of writing research papers and reports, APA style and test taking strategies may be offered each semester. An introductory course, CCPL 100 Promoting Learning and Ultimate Success, provides incoming students with the opportunity to become familiar with the campus and to develop their learning skills.

A tutoring program is available to all students with one-on-one, small group and large group tutoring in both the general education courses and the nursing and health sciences courses. Students may serve as peer tutors through an application, orientation and training process. Tutor resources such as tutor scheduling, handbooks, timesheets and attendance sheets provide an organized structure to the tutoring process. Students using the tutor services may be asked to fill out *Tutor Evaluation* forms.

Cox College offers an Early Warning/Early Intervention program. This program occurs during the first five weeks of classes, during the fall and spring semesters. The ARC utilizes a proactive format to aid students needing additional study opportunities and resources. All students are encouraged to use the support services available through the ARC.

Bookstore

Textbooks, supplies, food and beverages may be purchased at the bookstore located on the first floor of the college. An ATM is available in the bookstore. Clothing and other items are also available. Bookstore hours will be posted at the beginning of each semester. Please check with the bookstore for extended business hours during school year.

Communication

All students are assigned e-mail accounts which will need to be activated before classes begin. Communications vital to students are frequently delivered via e-mail by faculty and administration. Students are encouraged to check their e-mail accounts daily and to delete unnecessary messages. If students' inboxes become too full, their accounts may become locked. If a student account is not accessed within a 90 day period it will be deleted from the system, you will need to contact the college

IT department to reestablish a new account. After a student graduates their account will remain active for 90 days then be removed.

Counseling

Counselors are usually on campus during the fall and spring semesters. Our counselors are doctoral candidates from Forest Institute/Murney Clinic. The counseling office is located on the 3rd floor of the college in room 305. The Pastoral Care department of CoxHealth is available to students needing assistance in making decisions affecting personal and educational plans related to life goals. Contact the Academic Resource Center (417-269-3225) for additional details or to schedule an appointment.

Child Care

Cox Learning Center will provide care for children of students on a space-available basis. The center is open seven days a week, 6:00 a.m. to midnight, for children ages six weeks through 12 years. A fee is charged.

Employment Opportunities

Information concerning employment opportunities for students and graduates of Cox College are posted on the bulletin board in the student lounge located on the lower level.

Financial Arrangements

Students are expected to have made necessary financial arrangements prior to the start of the semester. Prior to the first day of each semester, students should have: (1) enough financial assistance to cover their entire account balance (pending aid); (2) enroll in the FACTS Automatic Payment Plan during the scheduled enrollment period; or (3) pay the required tuition and fees in full with personal funds. Failure to do so will result in a hold being placed on the student's account until the account is paid in full. Students will not be entitled to enroll for any upcoming semesters/terms nor receive recommendations, degrees, honors, certificates or official transcripts until all financial obligations to the college are fulfilled.

Cox College works in cooperation with Nelnet Business Solutions to offer an interest-free monthly payment plan to our students. Students who prefer to make monthly payments can sign up with Nelnet Business Solutions for the **FACTS Automatic Payment Plan** during the scheduled period. For more information regarding this payment option please visit www.coxcollege.edu/paymentplan or contact the Business office at 417-269-3440.

Food Service

Students may purchase meals at a discount in the Cox North and Cox South cafeterias by showing their CoxHealth photo badge, and in addition, there are microwaves at the cafeterias for student use. Microwaves and refrigerators are also available in the college's lower level student lounge and the ARC. Vending machines are located on the lower level of the college.

Handbook

The *Student Handbook* is available on the Cox College Web site (www.coxcollege.edu). The handbook contains institutional policies and procedures relevant to student and college life. Any updates or changes to the handbook will be posted on the college Web site. Students are responsible for referring to the online handbook for any changes that may be implemented throughout the year.

Health Services

The Emergency Departments at Cox North and Cox South are available to provide services to students who need emergency health care. Non-emergencies are referred to Urgent Care at either Cox North or Cox South-Turner Building. Students assume the total cost of their health care and are encouraged to have health insurance.

Orientation to Cox College

An orientation to Cox College is held for new students at the beginning of fall and spring semester. The purpose of orientation is to acquaint students with the Cox College mission, core values, programs, facilities and available services. It is strongly suggested that all new students attend. In addition, orientation for specific programs may be required.

Recreation

The Meyer Center, a 60,000 square-foot facility, offers members free screenings/assessments, educational opportunities and many other services to assist in the pursuit for a healthy lifestyle. Other fitness centers are located at Cox North and in Willard and Republic. Contact the Fitness Centers for additional information. College students may join these centers for a nominal fee which includes a required orientation to the facilities and a 3-month or 6-month membership. Those wishing to add a family membership will be charged according to the CoxHealth employee rate schedule.

Religious Life

Cox College is nonsectarian and respects the religious beliefs of members of the college community. A synagogue, churches of many denominations and other places of worship are located in Springfield, several within walking distance of the college. Chaplains of CoxHealth are available at 417-269-6116 and chapels are located at both Cox North and Cox South.

Transportation

Students are responsible for providing their own transportation to all class and laboratory experiences. Adequate off-street parking is available at Cox College and laboratory facilities. Parking permits are required for parking at the college, Cox South and Drury University campuses.

Tutoring

One-on-one, small group and large group tutoring sessions are available at no charge to the student; however, if a tutee is unable to attend the tutoring appointment and adequate notice is not provided, a \$10.00 fee will be charged to the student's college account. Peer tutors are individuals who have successfully completed courses within the curriculum with a grade of "B" or higher and have a 3.0 cumulative GPA. Students who seek tutoring assistance or are interested in becoming a tutor should contact the Academic Resource Center.

Services for Students with Disabilities

Cox College is committed to facilitating learning for all students. The college complies with the Americans with Disabilities Act and supports the provision of reasonable and appropriate accommodations in order to foster student success.

**American Disabilities Act/Section 504 of the Rehabilitation Act of 1973
Students with Disabilities**

I. Academic Requirements

Cox College is committed to making reasonable modifications to its academic requirements when such modifications are necessary to ensure that academic requirements do not discriminate (or have the effect of discriminating) on the basis of disability, against a qualified applicant or student with a disability as defined under the Americans with Disabilities Act. Modifications may include, but are not limited to the following:

- A. Changes in the length of time permitted for the completion of degree requirements
- B. Substitution of specific courses required for the completion of degree requirements
- C. Adaptation of the manner in which specific courses are conducted

If a qualified applicant or student with a disability requests an academic modification that Cox College can demonstrate is essential to the instruction being pursued by such student or to any directly related licensing requirement, then failure to make such academic modification by Cox College shall not be regarded as discriminatory under the Americans with Disabilities Act.

II. To Whom Students Should Make Requests for Academic Adjustments/Advance Notice

- A. **To Whom Request Shall Be Directed.** If a qualified applicant or student with a disability believes an academic adjustment is necessary, he/she should immediately contact the director of student services/section 504 coordinator, by telephone (417) 269-3598; e-mail: studentservices@coxcollege.edu; or by mail at 1423 North Jefferson Avenue, Springfield, MO 65802, Attn: Director of Student Services. Please see Section III of this policy for more specific guidelines regarding requests.
- B. **Advance Notice.** If a qualified applicant or student with a disability believes an academic adjustment is necessary, he/she shall use best efforts to provide the director of student services/section 504 coordinator with at least three weeks advance notice of the request for an academic adjustment.

III. Procedure by Which Requests for Academic Adjustments Shall Be Considered

- A. If an applicant or student believes an academic adjustment is necessary, he/she shall make a written request to the director of student services/section 504 coordinator (submitted either by electronic mail at studentservices@coxcollege.edu or by mail to 1423 North Jefferson, Springfield, MO 65802, Attn: Director of Student Services). The request shall include:
 - 1. Course in question
 - 2. Nature of the disability and the reason for the request (i.e. the reason that taking the required coursework would amount to discrimination based on the disability)
 - 3. Student's history with courses or subject matter, including any attempts to pass the classes, whether accommodations were requested, and what accommodations were available
 - 4. Statement of the accommodation he/she is seeking
 - 5. Applicant or student should attach documentation of the disability from a qualified diagnostician and may attach letters or other documents supporting the request. ("Documentation" refers to, but is not limited to, the following:

a diagnosis made by a medical, psychological, educational or rehabilitation professional or other professional personnel qualified to make the particular diagnosis)

6. Students may consolidate written requests for multiple classes, academic adjustments and/or auxiliary aids in one request

NOTE: The college reserves the right to request documentation as to how the diagnosis was determined, such as what tests were applied to reach the diagnosis (i.e. for learning disabilities or test anxiety), and as to how the diagnosed impairment affects the applicant or student in the education setting. A physician's letter stating a student is under a physician's care for stress does not necessarily indicate a diagnosis of test anxiety. (Test anxiety is not a qualified disability under the ADA.) The college expects that any testing and/or documentation of the disability will come from a qualified diagnostician. Any testing necessary to determine diagnosis of a disability will be done at the student's expense.

- B. The director of student services/section 504 coordinator shall review the request and documentation, and shall meet individually with the applicant or student within 10 business days following receipt of the request to engage in an interactive process with the applicant/student in making the determination whether the student is a qualified individual with a disability under Section 504/the ADA and in determining the specific academic adjustments/auxiliary aids the college will provide.
- C. The director of student services/section 504 coordinator shall schedule additional meetings if needed and shall make a decision based on the individual circumstances and the law, within seven business days of the meeting with the applicant or student.
- D. The director of student services/section 504 coordinator will inform the applicant or student of the decision in writing within five business days of the decision.
- E. The applicant or student may appeal the director of student services/section 504 coordinator's decision, in writing, by submitting a letter to the president that indicates the desire to appeal, within five business days of notification (to the applicant or student). The applicant's or student's letter should be sent to: 1423 North Jefferson, Springfield, MO 65802, Attn: President. Failure to submit a request for appeal within the time frame set forth herein will result in an acceptance of the director of student services/section 504 coordinator's decision, and will constitute an automatic waiver of the applicant's or student's right to appeal.
- F. The president shall, within five business days of receipt of the letter requesting an appeal, call a special meeting of the College Leadership Council to hear the appeal.
- G. The applicant or student shall be given a minimum of 10 business days advance notice of the College Leadership Council's special meeting date. The meeting shall be held within 15 business days of the request for appeal. The applicant or student will be informed at this time that he/she may appear at the College Leadership Council's special meeting to present his/her request and/or relevant documentation. During the College Leadership Council's special meeting, the director of student services/section 504 coordinator shall present his/her decision, his/her reasoning and/or documentation for the decision. Then, the applicant or student shall have the opportunity to present his/her request, documentation and reasoning. (The director of student services/section 504 coordinator shall leave the meeting room during the applicant's or student's presentation). After the College Leadership Council hears both the director of student services/section 504 coordinator's reasoning and the applicant's or student's request, it shall excuse the director of student services/section 504 coordinator and the applicant or student from the meeting, deliberate and vote, based on the circumstances and the

law. (The director of student services/section 504 coordinator shall not be permitted to vote on this issue). The College Leadership Council's decision shall be binding, and the applicant or student shall have no further right to appeal.

- H. The president shall inform the applicant or student in writing of the College Leadership Council's decision within three business days of the decision.

IV. Procedure by Which Academic Adjustment Shall Be Considered in Emergency Situations

In the event that an applicant or student requests an academic adjustment in an emergency situation ("emergency situation" is defined in this policy as a situation in which an answer to the request for the academic adjustment is needed before the time periods permitted in Section III of this policy), then the director of student services/section 504 coordinator shall use best efforts to expedite the process provided in Section III of this policy, to provide the applicant or student an answer as soon as is reasonably practicable.

V. Other Rules

Cox College shall not prohibit students with a disability from using tape recorders in classrooms or using dog guides in campus buildings to the extent such prohibitions have the effect of limiting the participation of students with a disability in Cox College education programs or activities.

VI. Auxiliary Aids and Services

- A. **Absence of Auxiliary Aids.** Cox College shall take reasonable steps to ensure that no student with a disability is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination because of the absence of educational auxiliary aids for students with impaired sensory, manual, or speaking skills. (Auxiliary aids may include taped texts; interpreters; note takers; transcription services; written materials, or other effective methods of making orally delivered materials available to students with hearing impairments; Braille materials; large print materials; acquisition or modification of equipment or devices; readers and other similar services and actions).
- B. **Aids of a Personal Nature.** Cox College shall not provide attendants, individually prescribed devices, readers for personal use or study, or other devices or services of a personal nature.

VII. Confidentiality and Procedures for Handling Confidential Information

Information about an applicant's or student's disability is confidential. This information may not be shared, whether orally or in writing, with any parties beyond those directly involved in the proceedings and decision making.

VIII. Publication of Policy

This policy shall be publicized in the student handbook, student catalog, course syllabi and shall be provided to all college personnel.

Organizations

Alumni Association

Upon graduation, Cox College students automatically become members of the Alumni Association, which evolved from the Burge School of Nursing Alumni Association founded in 1920. Activities of the Alumni Association include newsletters, fund raising, educational and social programs, and student scholarships. For further information contact the Director of Alumni Relations at 417-269-3873.

InterVarsity Christian Fellowship/Nurses Christian Fellowship

The purpose of InterVarsity Christian Fellowship/USA is to establish and advance at colleges and universities witnessing communities of students and faculty who follow Jesus as Savior and Lord: growing in love for God, God's Word, God's people of every ethnicity and culture and God's purposes in the world. The Nurses Christian Fellowship is a ministry of InterVarsity Christian Fellowship/USA. ALL students are welcome to join in fellowship with Christian students who meet for sharing and Bible study.

Lambda Nu

Cox College has a chapter of Lambda Nu, which is a national honor society for the radiologic and imaging sciences. Lambda Nu's objectives are to foster academic scholarship at the highest academic levels, promote research and investigation in the radiologic and imaging sciences and to recognize exemplary scholarship.

Men About Caring (MAC)

The purpose of Men About Caring is to promote fellowship among nursing and health sciences students and employees associated with CoxHealth; to educate our community in the vital role that men play in the nursing and health science professions; and to improve our community by leading by example in both our professional and personal lives.

National Student Nurses' Association (NSNA)

Cox College Student Nurses' Association (CCSNA) is the campus chapter of the Missouri Nursing Students' Association (MONSA) and the NSNA. Students interested in learning more about current issues and future trends in nursing are encouraged to join these groups. Participating in local, state and national activities provides students a forum to address issues facing the profession. Students may learn more about NSNA during orientation.

Society of Diagnostic Medical Sonography (SDMS)

The Society of Diagnostic Medical Sonography (SDMS) is a non-profit association for ultrasound professionals. Students enrolled in the Diagnostic Medical Sonography and Echo Extension programs are required to become student members. Being involved in the professional association, the students gain knowledge about current issues regarding sonographers. With each membership, the student receives the Journal of Diagnostic Medical Sonography which is utilized throughout the programs.

Student Ambassadors Program

Student Ambassadors represent Cox College at a variety of events including graduation ceremonies, community events and recruitment activities. Serving for two years, Student Ambassadors promote a positive, professional image of the college. Students who have completed 18 or more credit hours at Cox College and have a 3.5 or higher GPA are encouraged to apply for this honor. Applications are mailed to all students who qualify.

Student Government Association

The Student Government Association (SGA) promotes leadership development and is a vehicle for student input into the programs and interactions of the college. The SGA provides a formal channel of communication for the student body, and all students are highly encouraged to actively participate in the organization. SGA also plans, promotes, and provides social, cultural and community activities throughout the academic year. The president of SGA (or designee if the president is unable) sits on the College Leadership Council as a voting member.

Cox College Admissions

Admissions Department

The Admissions office is the gateway to accessing college programs. All prospective students are strongly encouraged to visit with one of the admissions counselors of Cox College. Prospective students may call 417-269-3038 or 417-269-3069 to make an appointment with an admissions counselor.

Early application to Cox College is encouraged. An application may be obtained online, in person at the college, or by calling 417-269-3401 and requesting an application. Applicants will be notified of their admission status after all documentation required for admission has been received.

For more information, please contact the Cox College Admissions office (417-269-3401). The Admissions office is open Monday through Friday, 8:00 a.m. to 5:00 p.m. The mailing address is:

Cox College
Admissions Office
1423 N. Jefferson Avenue
Springfield, Missouri 65802

Cox College Admission Standards

Regular Admission – First Time Student

- Official high school transcript or official G.E.D. certificate
- Composite ACT of 18 or SAT combined score of 860 or higher
- High school cumulative GPA of 2.0 or higher or proof of having successfully passed the GED

NOTE: If the applicant presents a GED, he/she must also have a composite ACT of 18 or SAT combined score of 860 or higher. If the applicant presenting a GED does not have ACT or SAT scores, then he/she must take and pass the Test of Essential Academic Skills (TEAS) examination, scoring in the 70th percentile or higher.

Regular Admission – Transfer Student

- Must have passed 12 college hours
- Have a college cumulative GPA of 2.0 or higher
- Have less than 24 college hours must take CCPL 100

If the applicant does not meet the above admission standards, he/she will be required to take and pass the Test of Essential Academic Skills (TEAS) examination. The TEAS examination is offered the 1st and 3rd Tuesdays and Fridays of each month. An applicant may take the TEAS examination two times. On Tuesdays, the examination is given at 5:00 p.m. and Fridays at 8:30 a.m. The applicant must schedule the TEAS examination through their admissions counselor. In order to take the TEAS exam, a fee is charged to the applicant.

Provisional Admission

Applicants scoring between the 60th and 69.9th percentile on the TEAS Adjusted Individual Score will be offered provisional admission to the college. Provisional admission requires the applicant to take and pass 12 hours of general studies at Cox College and have a cumulative GPA of 2.5 or higher in the 12 hours. The 12 hours must be completed within two semesters. Foundations of Science, Beginning Algebra, Fundamentals of English and Promoting Learning and Ultimate Success (CCPL 100) must be a

part of the 12 hours.

Admission Procedure to Cox College

1. Submit a completed Cox College application.
2. Submit a nonrefundable application fee of \$45.00.
3. Submit an official copy of your high school transcript or GED certificate.
4. Submit official transcripts from all accredited post-secondary institutions attended.
(If you have earned less than 24 college credits, you must also submit your official high school transcript or GED certificate.)

*A student's Cox College application is valid for one year if the student does not enroll in courses at Cox College. If the student wishes to reapply they will need to resubmit the Cox College application along with the \$45 application fee.

English and Mathematics Proficiency

Students admitted to Cox College must demonstrate proficiency in English and Mathematics.

Proficiency may be met by one of the following:

- ACT Math score of 22 or higher or an SAT Math score of 520 or higher
- ACT English score of 22 or higher or an SAT Writing score of 510 or higher
- An official college or university transcript with a grade of "C" or better in English Composition and College or Intermediate Algebra courses
- Successfully passing the TEAS mathematics exam with an Adjusted Individual Math score of 70% or higher and/or the TEAS English and language usage exam with an Adjusted Individual English score of 70% or higher

If the student meets proficiency by one of the above means, the student will receive credit value (CV) for the appropriate course (MATH 150 or ENGL 150).

If the student cannot provide one of the above, placement in Math and English is based on the following:

- ACT Math score between 19-21 or SAT Math score between 460-510 the student must take MATH 100 or its equivalency
- ACT English score between 19-21 or SAT Writing score between 450-500 the student must take ENGL 150 or its equivalency
- TEAS Adjusted Mathematics or Adjusted English & Language Usage exam of 60-69% must take either MATH 150 or ENGL 150

If the student cannot meet one of the above criteria, he/she will be required to complete with a passing grade MATH 100 and/or ENGL 100. Students possessing a RN license are exempt from this requirement.

Advanced Placement (AP) Credit

Applicants who have completed advanced work in high school and have taken the AP tests given by the College Board may be awarded college credit for designated subjects, provided their AP test score is three or above.

College Level Examination Program (CLEP)

Applicants who have successfully passed the College Board's CLEP examinations (50th percentile or higher) may be awarded college credit for designated subjects.

International Baccalaureate (IB)

Applicants who have a score of four or higher on the International Baccalaureate examination and a score of five or higher on the International Baccalaureate higher-level examination may be awarded college

credit for designated subjects.

Requirements Prior to the First Department-Specific Course

The following requirements must be completed before beginning department-specific courses (unless otherwise noted in the specific program).

A. Immunization Requirements:

- Initiation, completion or lab confirmation of Hepatitis B immunization or immunity
- Current documentation of TB screen
- Current Tdap (written documentation of one dose of adult pertussis vaccination)
- Current measles, mumps and rubella (MMR) immunization status or proof of immunity through titer
- Current tetanus/diphtheria immunization status (booster required every 10 years)
- Current varicella immunization status (reliable history, serological evidence or immunization series complete)
- Completion of health form

B. Additional Requirements for program admissions:

- Negative drug screen
- Clear background check
- Acceptance of functional abilities requirements (provided by the Admissions office)
- Completion of the American Heart Association (AHA) for Healthcare Provider course or equivalent prior to enrollment
- Uniform information obtained and uniforms ordered
- Current unrestricted RN licensure in state of clinical practice (RN to BSN and MSN students only)

American Heart Association (AHA) Healthcare Provider Course Requirement

Prior to enrollment in department-specific courses, the student must have completed the AHA for Healthcare Provider course. It is the responsibility of the student enrolled at Cox College to maintain certification in lifesaving techniques at the health care provider level, as designated by the American Heart Association. The AHA for Healthcare Provider course is offered at Cox College in August and January, prior to the beginning of each semester. For additional information, contact the Admissions department or refer to the Web site.

Re-Enrollment to Cox College

If a student does not enroll at Cox College for one semester (unless granted a leave of absence) or withdraws from the college during a semester, he/she ceases to be a student of the college. If a student is dismissed from the college, re-admission is generally not considered sooner than one year from dismissal date.

Eligibility for re-enrollment will be determined based upon current admission policies, academic accomplishments and potential for success. Students must meet the catalog policies and graduation requirements in effect at the time of re-admission.

To re-enroll, the student must:

1. Submit a completed Cox College application.
2. Submit a non refundable re-enrollment fee of \$25.00.

3. Submit official transcripts from all accredited post-secondary institutions attended since withdrawing from Cox College.
4. A personal interview may be required.

Re-Admission to Programs

If a student is dismissed from a college program, the appropriate department will determine the standards for program re-admission. Refer to the appropriate department for these standards.

Transfer of Credit

Students desiring to transfer credits from another college/university must have official transcripts sent to Cox College from the transferring college/university. Cox College only accepts grades of “C” or higher.

Guaranteed Acceptance Program (GAP)

- Meet the application deadline for the appropriate nursing program.
 - Applicants may only apply for either the Associate of Science in Nursing (ASN) program or the Bachelor of Science in Nursing entry (BSN-E) program.
 - Complete the four core science courses (Anatomy, Physiology, Nutrition and Microbiology) and two additional general education courses (from the list below) through Cox College.
 - Have a minimum course GPA of 3.0 (“B”) or better in each of the core science courses and the two general education courses.
 - Complete the four core sciences and two general education courses within a maximum of four consecutive semesters, not counting summer.
 - The six courses may only be taken once.
 - Have a minimum cumulative GPA of 3.0 in all of the completed courses listed on the program application.
 - Must be math proficient or have passed intermediate algebra or equivalent with a grade of “C” or better.
 - For the Associate of Science in Nursing (ASN) program, a maximum of 20 students in each cohort will be admitted through this program.
 - For the Bachelor of Science in Nursing Entry (BSN-E) program a maximum of 15 students in each cohort will be admitted through this program.
 - The maximum admitted for each program will be determined by the first 20 (for the ASN program) and the first 15 (for the BSN-E program) correct, completed applications received in the office of Admissions of Cox College. Applications received after the maximum number has been reached will be placed in the regular acceptance process.
 - Must meet all other required program qualifications.
- *The above requirement “None of the six courses may be repeated to attain either the course and/or cumulative 3.0 (“B”)” refers only to courses taken at Cox College. If an applicant has taken the course at a college or university other than Cox, it will not count as a repeated course.

General Education Course for ASN Program

BIOL	205	Human Anatomy – core science course
BIOL	206	Human Physiology – core science course
BIOL	208	Microbiology – core science course
BIOL	302	Principles of Human Nutrition – core science course
CHEM	103	Fundamentals of Chemistry
ENGL	150	English Composition
PHIL	201	Introduction to Philosophy
PSYC	101	Introduction to Psychology
SOCI	101	Introduction to Sociology

General Education Courses for the BSN-E Program

BIOL	205	Human Anatomy – core science course
BIOL	206	Human Physiology – core science course
BIOL	208	Microbiology – core science course
BIOL	302	Principles of Human Nutrition – core science course
CHEM	103	Fundamentals of Chemistry

ENGL	150	English Composition
ENGL	207	Expository Writing
GOVT	101	Government & Politics in the United States
MATH	227	Introduction to Statistics
NRSI	200	Introduction to Professional Nursing
PHIL	201	Introduction to Philosophy
PSYC	101	Introduction to Psychology
PSYC	230	Life-span Development
SOCI	101	Introduction to Sociology

Academic Policies and Procedures

Academic Year

The academic year is divided into two 16-week semesters and one 10-week summer session. The fall semester begins the academic year and starts in August and ends early to mid-December. The spring semester begins in January and ends in May. The summer session begins in May and ends in July. The current academic calendar is posted on the college Web site.

Adding a Course

To add a course, students complete the *Change of Schedule* form available in the Registration office. Students must complete the form, obtain the signature of their advisor and the course instructor(s) listed on the official class schedule, and return the form to the Registration office within the add period. Refer to the academic calendar for these dates.

Advisement

Academic advising is available to all students of Cox College. The General Education Specialist is the advisor for all students not accepted into a program. Students admitted to the individual programs are assigned an advisor within his/her program. If you do not know your advisor, check with the program dean.

Once a student has been accepted into a program, an academic advisor will be assigned to assist in the student's *Proposed Plan of Study*. Prior to registration each semester, students must consult with their academic advisor regarding the *Proposed Plan of Study*. The advisor's signature is required in order to register for courses for the upcoming semester.

It is highly recommended that students not making satisfactory progress meet with his/her academic advisor early in the semester (academic advisors have their office hours posted outside their offices.) The responsibility to arrange academic counseling rests with the student.

Credit by Examination

There are currently two mechanisms whereby a student may receive course credit by examination: the College Level Examination Program (CLEP) and the challenge examination. Regardless of which mechanism is used, only a total of nine credit hours toward graduation may be earned in this manner.

Challenge Examinations

Not every course at Cox College is eligible for credit through a challenge examination. The vice president for academic affairs (VPAA) will determine which courses may receive credit through a challenge examination.

1. Students wishing to receive course credit through a challenge examination must first have the permission of the VPAA. Students must put the request in writing and clearly identify the course(s) they wish to challenge. A maximum of nine credit hours may be earned by challenge examination.
2. The student must register for the course(s) for which the challenge examination is sought and pay the tuition and fees for the course(s).
3. The VPAA will arrange with the appropriate faculty member(s) to provide the challenge examination.
4. The student must achieve at least a grade of 70 (based upon the current college grading scale) on the challenge examination in order for credit to be granted.
5. If the student achieves the minimum score or above, the course and transfer grade (Credit by Validation - CV) will be entered on the student's transcript.

Dean's List

The calculation of the Dean's List will be determined at the end of each semester. Only grades completed through Cox College will be utilized in computing the semester GPA, and no grade may be lower than "C".

Fall Semester or Spring Semester (fulltime students): Student must complete a minimum of 12 credit hours and receive a minimum semester GPA of 3.5 or better during the semester for which Dean's List honors are being awarded.

Fall Semester (part-time students): Student must complete a minimum of 12 credit hours over the previous summer and current fall semester and receive a minimum cumulative GPA of 3.5 or better.

Spring Semester (part-time students): Student must complete a minimum of 12 credit hours during spring and the previous fall semesters and/or summer session and receive a minimum cumulative GPA of 3.5 or better. Therefore, students beginning during the spring semester must be fulltime for consideration of Dean's List recognition for that academic year.

Academic year is defined by fall and spring semesters and the summer session.

Disciplinary Probation

A student may be placed on disciplinary probation for the following reasons:

1. Failure to meet remediation related to laboratory/clinical suspension
2. Unsatisfactory laboratory/clinical performance (including, but not limited to, lack of preparation and irresponsible, unsafe or unprofessional conduct)
3. Scholastic misconduct (including but not limited to plagiarism or dishonesty)
4. Non-academic misconduct in violation of published standards described in the *Student Handbook*, including those specifically addressed in the *Student Code of Conduct* and *Drug-Free Schools* policy, which includes sexual offenses or harassment

Disciplinary Dismissal

A student may be dismissed from Cox College for any of the following reasons:

1. Failure to conduct oneself in a responsible, safe and professional manner as described in the *Student Handbook*
2. Academic misconduct including, but not limited to plagiarism or dishonesty
3. Failure to meet remediation requirements
4. Use of or being under the influence of alcohol and/or illegal drugs in the classroom, laboratory or clinical setting
5. Sexual offenses or harassment
6. Conviction of a felony

Grade Reports

Midterm and semester grade reports are sent to students at their permanent ("home") address on file upon completion of each semester. Refer to the *Student Handbook* for other policies and procedures related to academic records.

Grades

Each course earns one grade, combining the results of class work, research, lab results and examinations. Grades are indicated by letters, with the following value in honor points given to each:

Grade	Honor Points
A	4.0
B	3.0

C	2.0
D*	1.0
F	0.0

The grading scale for all courses will be provided in the individual course syllabus.

*** NOTE: Does not meet degree requirements for students admitted into a college program. Any program course must be repeated in order to meet degree requirements (for financial aid purposes, only a “D” grade may be counted as “passing”).**

Graduation Honors

Final graduation honors are based upon the final grade point average (GPA) at the time the degree is issued.

Public recognition honors (honors that appear in the commencement program) are based upon the cumulative GPA of the semester preceding the graduation ceremony.

Summa Cum Laude:	Graduate with highest distinction; cumulative GPA 3.9-4.0
Magna Cum Laude:	Graduate with high distinction; cumulative GPA 3.75-3.899
Cum Laude:	Graduate with distinction; cumulative GPA 3.5-3.749
With Honors:	Certificate programs, cumulative GPA of 4.0

Grievance Procedure

Cox College has developed a procedure for resolution of academic and non-academic complaints. The *Complaint Resolution Procedure* is detailed in the *Student Handbook*.

Incomplete Course Grades

A student may receive a grade of “I” (incomplete) in a course if, in the faculty’s estimation, there has been sufficient progress in the course to justify a grade of incomplete as opposed to a withdrawal. The progress must be sufficient to assure that the student will be able to complete all course requirements. The schedule for the completion of incomplete grades is as follows:

Fall Incomplete – Must be completed no later than the 1st week of February

Spring Incomplete – Must be completed no later than the 2nd week of June

Summer Incomplete – Must be completed no later than the 2nd week of September

Failure to satisfy incomplete coursework by the prescribed date will result in an “F” being recorded as the final grade in the course. If a student received an “I” in a prerequisite course, the student may register for the subsequent course in the semester the incomplete course is to be completed; however, if the “I” is not removed in the prescribed time frame, the student will be withdrawn from the subsequent course.

Refer to the department-specific Academic Policies section of this catalog.

Leave of Absence (from the department and college)

A one-semester LOA from the department and college may be granted for extraordinary situations to students accepted into a college program by the department dean. Requests must be made in writing. Failure to register for the semester immediately following the LOA will be considered a withdrawal from Cox College. A college and a program application will be required for re-admission.

Emergency Leave of Absence

A LOA may be granted for emergencies occurring during the semester, as defined by the Family Medical Leave Act (FMLA). If possible, the request should be made prior to the semester for which the Leave is being requested.

1. Students who are admitted to an academic program and who are requesting a Leave of Absence from the college must complete the *Request for Emergency Leave of Absence* form available on the Web

- site.
2. The *Request for Emergency Leave of Absence* form must be signed by the student and a representative of the Financial Aid Office.
 3. The form is then forwarded to the vice president for academic affairs.
 4. The student will be notified regarding the request in writing via certified mail by the vice president for academic affairs.
 5. Students granted a LOA will receive a grade of “W” for all courses during the LOA semester.
 6. The student must register for the fall or spring semester immediately following the semester of the Leave of Absence.
 7. Students completing the required procedure will be re-admitted to the college without requiring re-application and attendant fees.
 8. Students who fail to register for the fall or spring semester immediately following the Leave of Absence will be withdrawn from the college and need to re-apply to the college and pay the required fee.

Military Leave of Absence (MLOA)

A MLOA from the college will be provided for students who are called to military service, for the term of that service. The procedure is the same as that for Emergency Leave of Absence. Students granted a MLOA will receive a grade of “W” for all courses during the LOA semester. Students granted a MLOA must register for the fall or spring semester immediately after completing military service.

Repeating a Course

The guidelines for repeating a course are outlined by the various programs. Refer to the guidelines for your program.

Student Classification

Students are classified by earned credit hours.

Freshman:	0-30 credit hours completed
Sophomore:	31-60 credit hours completed
Junior:	61-90 credit hours completed
Senior:	91+ credit hours completed

Promotion of students is dependent on successful accrual of the required number of credit hours and maintaining requirements for progression. Student status per semester is designated as one of the following:

Fulltime: Students who are enrolled in at least 12 credit hours during a semester or summer session

Half-Time: Students who are enrolled in at least six semester hours, but less than 12 credit hours during a semester or summer session

Part-Time: Students who are enrolled in less than six credit hours during a semester or summer session

A graduate student must be enrolled in nine hours to be fulltime and at least six hours to be half-time.

Audit

Auditing is taking a course for interest or development of skills but not with the intention of seeking credit or a grade. Audited courses do not fulfill degree requirements. Laboratory hours of department-specific courses may not be audited. Permission to audit a course will be granted by the department dean, on a space-available basis.

Non-Degree Seeking Student

Students who are enrolled in courses but not seeking a certificate or degree.

Student Discipline

Academic Integrity

All students are expected to consistently exhibit scholastic integrity. A student who has committed an act of academic dishonesty has failed to meet a basic requirement of satisfactory academic performance. Academic dishonesty is relevant to the evaluation of the student's level of performance and will result in disciplinary action. See the *Student Handbook* for additional information.

Cox College reserves the right to place on probation, suspend or dismiss students from the college whose conduct or performance is detrimental to the interests of the college or program-specific professions. Examples of conduct for which students may be disciplined can be found in the *Student Handbook*. Procedures for probation and suspension are detailed in the *Student Handbook*.

Academic Probation/Suspension

A general education student will be placed on academic probation when:

1. The semester or cumulative GPA falls below 2.0. (Refer to academic program.)
2. If a student is on academic probation for two consecutive semesters, the student may be suspended at the end of the second consecutive semester. The student will be notified in writing when placed on academic probation and/or suspension and this action will be reflected on the student's academic transcript.

Re-admission:

In order for an academically suspended student to be re-admitted to Cox College the student must:

1. Successfully complete nine hours at another regionally accredited institution with a minimum of a "B" in each of the courses. The nine hours must be completed in two consecutive terms.
2. Once the individual completes the nine hours and has the needed grades, he/she must have an official transcript sent to Cox College and write a letter to the Dean of Enrollment Management requesting re-admission to the college.

Refer to each academic program's requirements on progression/probation for further information.

Student Success

Cox College Promotes Learning (CCPL)

CCPL 100 is a one-credit introductory college course and may be required prior to admission to certain programs. This course is designed to facilitate a successful college experience with an emphasis on strategies to improve and build strong classroom skills, study techniques, test taking, critical thinking and time management skills. The course offers information about health care as a career, knowledge of the college community and information about support services.

Attendance

Success in the educational process depends to a large extent on regular attendance. Students are expected to attend all classes and laboratory sessions. When circumstances prevent attendance, the student is responsible for notifying faculty and making arrangements for completing missed work. **Faculty may withdraw a student from a class and assign a Withdraw Failing (WF) grade due to excessive absences.**

Students absent for at least three consecutive weeks within a term without prior approval obtained by the vice president for academic affairs (VPAA) may be administratively withdrawn, assigned a failing grade of “WF,” and liable for all financial responsibilities, including tuition and fees.

Transcripts of Academic Records

Transcripts of academic records will be issued by Cox College to all present and former students for a nominal fee upon written request. Requests may be faxed to 417-269-3586 and must include signature, MasterCard or Visa account number, expiration date, cardholder name and mailing address for transcript delivery. Requests may also be sent by mail to: Registration Office, Cox College, 1423 N. Jefferson Ave., Springfield, MO 65802. E-mail and/or phone requests are not accepted.

An official transcript will not be issued if there are outstanding financial obligations to the college or if the student is in default on any Federal Family Education loan, Perkins loan or Nursing Student loan. The transcript required for application for initial licensure for nursing graduates will be provided free of charge upon written request. The costs of academic transcripts are listed on the *Tuition and Fees* schedule.

Transfer Credits

Cox College will accept courses in transfer that are equivalent to our general education courses. Transfer credits will be accepted from regionally accredited colleges/universities on the basis of official transcripts and satisfactory student records. Cox College will only accept grades in transfer of a “C” or better, along with the honor points (except for core science courses). Transfer credits from a semester based college/university will be accepted at face value. Transfer credits from a quarter based college/university will be accepted at two-thirds of the face value.

All core science transfer courses (Anatomy, Physiology, Nutrition and Microbiology) must be taken within five years of initial enrollment at Cox College. The average cumulative GPA of the transferred core sciences must be 2.5 or higher. (Contact the Registration office for details.)

Transfer credits to the MSN program must be a “B” and are reviewed by the graduate faculty and final determination is made at the Graduate Council meetings. No more than nine credits are accepted for transfer into the MSN program.

Students wishing to transfer in courses equivalent to program courses must meet the guidelines established by the individual programs. Contact the dean of the program for these guidelines.

Withdrawal from Cox College

If a student wishes to withdraw from the college, a *Student Withdrawal* form must be completed and turned into the Registration office. The official date of withdrawal is the date the student completes the withdrawal process.

Withdrawing (“dropping”) from a Course

If a student wishes to withdraw from a course, a *Change in Schedule* form must be completed and turned into the Registration office. The dates for withdrawing from a course may be found on the academic calendar.

FINANCIAL AID

Federal Student Financial Aid is one of many resources a student can use to fund their educational expenses and must be applied for each year. Aid is divided into four categories: scholarships, grants, loans and employment.

Application for federal financial aid is made by completing the Free Application for Federal Student Aid (FAFSA). Priority is given to applications processed by April 1st. The application with updated information is available online at www.fafsa.ed.gov after January 1st for the upcoming year. Eligibility for federal financial aid is set forth by the US Department of Education.

For certain types of financial aid the award amount is based on student classification according to the number of credit hours completed.

Freshman: 1-30 credit hours completed
Sophomore: 31-60 credit hours completed
Junior: 61-90 credit hours completed
Senior: 91+ credit hours completed

Sources of Financial Aid

Cox College participates in the following financial aid programs:

Federal Programs

Federal Pell Grant
 Federal Academic Competitiveness Grant
 Federal Supplemental Educational Opportunity Grant (FSEOG)
 Federal Work Study

Federal Direct Loan Programs

Subsidized Stafford Loan
 Unsubsidized Stafford Loan
 Parent Plus Loan for Undergraduate Dependent Students
 Grad Plus Loan

State Programs

Missouri Academic Scholarship (Bright Flight)
 Missouri Access Grant
 Marquerite Ross Barnett Memorial

Institutional Programs (Applications are available at www.coxcollege.edu under Financial Aid)

- Financial assistance for the BSN-completion may require a separate application.
- Need-based scholarships are determined by information submitted on the FAFSA.
- Academic scholarships are determined by cumulative grade point average (GPA).
- Cox Auxiliary scholarship
- Community Service scholarships are awarded annually and require a written essay and letter of reference.

Refund Policy and Repayment Policy

Refund for withdrawal from a course or from Cox College:

A verbal intent to withdraw from a course or the college is considered unofficial and insufficient. Failure to attend classes does not constitute a schedule change or withdrawal and does not entitle the student to a refund.

If a student wishes to withdraw from the college, he/she must obtain and complete an official *Student Withdrawal* form. (See **Withdrawing from Cox College for details.**) The form must be fully completed and turned in to the Registration office. The date the Registration office receives the completed *Student Withdrawal* form is the date used to calculate the amount of refund, if applicable.

If a student wishes to withdraw from a course he/she must obtain and fill out an official *Change of Schedule* form with their faculty or general education advisor. (See **Change of Schedule for details.**) The date the Registration office receives the completed *Change of Schedule* form is the date used to calculate the amount of refund, if applicable.

The percentage of refund is calculated based upon the following schedule (the refund schedule varies for the summer session):

Course Length	100% Refund of Tuition & Fees or Program Charge*	100% Refund of Tuition Only or 80% of Program Charge*	50% Refund of Tuition Only or Program Charge*	No Refund
Full Semester	Before semester begins	Days 1-5 of semester	Days 6-10 of the semester	After Day 10 of the semester
First Term	Before term begins	Days 1-5 of term	Days 6-10 of term	After Day 10 of term
Second Term	Before term begins	Days 1-5 of term	Days 6-10 of term	After Day 10 of term
Intersession	Before intersession begins	Day 1 of intersession	Day 2 of intersession	After Day 2 of intersession
Courses Scheduled Outside of Above Semester/Term	Before course begins	Days 1-5 of course	Days 6-10 of course	After Day 10 of course

***Any fee described as nonrefundable will not be refunded, with no exceptions. Tuition and fees associated with courses that are cancelled by Cox College will be refunded at 100%. The refund procedure varies for the summer session; See the Web site for details.**

Return of Title IV Funds

All schools are required to implement the *Return of Title IV Funds* federal refund policy. This policy could result in significant cost to the student. Therefore, withdrawal from school should be a careful consideration. The *Return of Title IV Funds* policy only relates to students with federal financial aid. Students without federal funding will refer to the institutional refund policy regarding withdrawal from the college.

The *Return of Title IV Funds* is calculated by a percentage based on the number of days completed divided by the number of days in the academic period. Scheduled breaks of five days or more will be deducted from the total number of days in the semester. The withdrawal date is determined by one of the following criteria:

- The earliest date student began school's withdrawal process or date student otherwise provided "official" notice of withdrawal will be used.
- If the student does not provide the required notification due to circumstances beyond the student's control, the date related to that circumstance will be used.
- Date of student's last attendance at a documented academic or related activity will be used.

Federal Title IV Aid refunds will be returned in the following order:

1. Unsubsidized Stafford Loan
2. Subsidized Stafford Loan
3. Federal Grad Plus Loan
4. Federal Plus Loans
5. Federal Pell Grant
6. Federal Supplemental Educational Opportunity Grant (SEOG)
7. Federal Academic Competitiveness Grant
8. Other Title IV Aid Programs

Impact of Leave of Absence (LOA) on Student Loans

Students may also request an "*external Leave of Absence*" that allows them to continue to defer repayment of student loans. Such Leaves, if approved, are granted in conjunction with the college Leave of Absence and must meet the following criteria in order to allow for loan deferment:

- There must be at least 12 months between the requested Leave of Absence and any previously granted Leave of Absence.
- The LOA must be requested by the student in writing and submitted to the Financial Service Office.
- The LOA must be for more than 60 days.

To be approved, an LOA for more than 60 days must meet the following conditions:

- The next enrollment period must begin more than 60 days after the start of the Leave of Absence
- Documentation of a physician's recommendation that it is medically necessary for the Leave to exceed 60 days.

A LOA that does not meet the above conditions, must be reported by the dean of enrollment management to the Student Loan Clearinghouse as a student having withdrawn from the college, effective from the last date of attendance and is subject to all loan repayment deadlines.

Not attending classes does not withdraw a student from school. The student is responsible for all charges until the withdrawal process has been completed.

When a student withdraws from Cox College within the refund period, the determination will be made whether a student must repay monies previously disbursed for non-institutional expenses. This repayment will be in accordance with federal regulations found in *Current Title IV Regulations* and outlined in the *Federal Student Financial Aid Handbook*. Further information can be found in the *Student Handbook*.

Financial Obligation Policy

Students are not entitled to register for upcoming semesters/terms, receive recommendations, degrees, honors, certificates, or official transcripts until all financial obligations to the college are fulfilled. In the event of default in the payment of any amount due, the account is turned over to an agency or attorney for professional collection or legal action. The student will be liable for all legal and collection fees that may be incurred on the outstanding balance.

Satisfactory Academic Progress

Federal regulations require that in order to receive financial aid, students must meet satisfactory academic progress (SAP) standards that ensure program completion in a timely manner. A minimum semester GPA of 2.0 on a 4.0 scale must be maintained. Students falling below this standard will be placed on SAP probation.

Quantitative Progress Standards

At the end of each semester, the student must complete 67% of the total credit hours for which he/she was enrolled. Grades of Failing “F”, Incomplete “I”, Audit “AU”, Withdraw “W”, Withdraw Failing “WF” or Withdraw Passing “WP” will not be computed in the number of hours completed. Students failing to meet this quantitative academic progress standard will be required to complete the student appeal process.

Students may receive financial aid for a maximum of 150% of the credit hours required to complete their program or until a degree is acquired, whichever occurs first. The total number of credit hours allowed includes courses for which credit is transferred from other institutions.

Student Appeal Process

Students on academic probation who fail to meet the satisfactory academic progress standards are eligible to receive financial aid during the semesters they are on probation, because the college’s policy allows for two semesters on probation before dismissal. Students who have been denied financial aid for failing to meet satisfactory academic progress standards have the right to appeal his/her situation to the Financial Aid Appeals Committee. See the *Student Handbook*.

Automatic Termination of Financial Aid

The following situations may necessitate the automatic and immediate termination of financial aid eligibility:

- Withdrawal/dismissal from Cox College
- Withdrawing below half-time status except for the “less than half-time” Pell Grant
- Default on a federally funded student loan or a Cox College emergency loan or failure to repay a grant overpayment or other financial obligation to Cox College
- Failure to meet satisfactory academic progress standards

General Education

Philosophy of General Education

A general education is an integral part of the Cox College learning experience. Cox College seeks to provide an environment that fosters personal and professional growth and prepares individuals for the rapidly changing health care environment. The faculty believes that the integration of general education knowledge with professional discipline is essential for clinical practice and lifelong learning.

A general education provides opportunities for students to obtain and develop knowledge, skills, attitudes and interests that enhance and maximize growth and potential to become productive members of society.

A student who acquires a general education will develop cognitive capabilities and understandings that are foundational to continued lifelong learning. Specifically, general education courses improve the ability to:

- Communicate effectively in written and oral forms
- Think critically, using analytical and logical reasoning
- Utilize scientific inquiry
- Read with comprehension
- Demonstrate intellectual awareness of societal functions and responsibilities
- Consider philosophical and/or ethical perspectives
- Value learning as a lifelong process

Department of Nursing

The Department of Nursing offers three degree options: the Associate of Science in Nursing (ASN), the Bachelor of Science in Nursing (BSN) and the Master of Science in Nursing (MSN).

Mission Statement

The Department of Nursing provides excellence in educational programs that prepare nurses at the associate, baccalaureate, and master's levels.

Philosophy of Nursing

The faculty of Cox College has chosen the following concepts to be included in the philosophy: human beings, society, health, nursing, learning and nursing education.

Human beings are unique holistic individuals by virtue of their development and lived experiences throughout the life span. Humans influence and are influenced by two interrelated forces, the internal and external environments. The internal environment consists of biological, psychosocial, and spiritual factors, whereas the external environment consists of socio-cultural, political, economic, physical and technologic factors. Humans have rational power and personal values that affect self, others and environment, and have a right to be treated with respect and dignity. Human beings are social beings who constitute groups, with groups forming societies.

Society, characterized by cultural norms, beliefs and mores, defines the rights and responsibilities of its citizens. While imposing some limitations, society has potential for providing to the individual benefits that might not be otherwise realized. Further, society is influenced by environmental forces that affect the individual's rights and responsibilities, and influences an integral part of society, the health care delivery system.

Health is a dynamic state in which the individual is constantly adapting to changes in the internal and external environment. A state of health is viewed as a point existing on a continuum from wellness to illness. The meaning of health varies with the perception of each human being. The purpose of the health care delivery system is to assist individuals in achieving their optimal wellness, a state of being, by utilizing a multidisciplinary approach that is sensitive to both environmental resources and constraints.

Nursing is a synergy of art and science. The science of nursing is based on principles and theories of nursing, behavioral, and natural sciences, which embody knowledge, skills and professional values, which are applied in a caring manner. The art of nursing, grounded in the humanities, is exemplified by the characteristics of caring that include commitment, authenticity, advocacy, responsiveness, presence, empowerment and competence. Nurses accept and respect cultural differences and develop skills to provide appropriate care.

The goals of nursing practice are to promote wellness, prevent illness, restore health and facilitate healing. Nursing process provides the framework for decision making and problem solving. Recipients of nursing care may be individuals, families, groups or communities. Nurses practice within legal, ethical and professional standards in the health care delivery system. A variety of nursing roles and practice settings offer nurses the opportunity to collaborate within a complex system while making a unique contribution. As a vital humanitarian service within society, nurses function in the interrelated roles of provider, manager, leader and research consumer.

Learning is a lifelong process influenced by conditions in the environment. Evidenced by changes in behavior, learning involves development in the cognitive, affective and psychomotor domains. Students are expected to be self-directed, goal-oriented and actively involved in the learning process. The faculty facilitates the learning process by creating a flexible environment and planning goal-oriented experiences. Respect for individuality, freedom of expression, shared decision making and mutual trust promote

reciprocal relationships and create an optimal learning environment. The faculty accepts responsibility for acting as role models and stimulating intellectual curiosity, critical thinking, self-awareness and promoting lifelong learning.

Nursing education prepares individuals to function at various levels of decision making, which range from those based on common nursing knowledge, skills and values to those that require a complex organization of these components. This can best be achieved by preparing nurses at different educational levels in an institution of higher learning. At each educational level, nurses are mutually valued for their contributions and work collaboratively to achieve unity of effort. Faculty values educational mobility and individual choice in educational pathways.

Associate degree education in nursing prepares practitioners for making decisions in the care of individuals and members of a family, group or community with common well-defined nursing diagnoses. Associate degree nurses are prepared to function in structured health care settings and to provide nursing care under established policies, procedures and protocols. Graduates of associate degree education recognize the value of accessing professional literature and applying interpreted research.

Baccalaureate degree education in nursing prepares practitioners capable of decision making in the care of individuals, families, groups and communities with complex interactions of nursing diagnoses. Baccalaureate nurses are prepared to function in structured and unstructured settings that may or may not have established policies, procedures and protocols. In addition, graduates are prepared to assume leadership roles in the provision of health care. Graduates of baccalaureate education critically integrate research findings to provide and/or improve nursing care.

Master's degree education in nursing prepares registered nurses who have professional knowledge and experience for leadership, advanced practice and nursing education role. The graduate program builds upon and extends foundational baccalaureate education by providing opportunities for professional registered nurses to develop expertise in the role of clinical nurse leader (CNL), Family Nurse Practitioner (FNP), or nurse educator (NE). These advanced practice roles provide a portal for meeting the needs of an evolving healthcare delivery system. Core graduate coursework facilitates dialogue within the interrelated context of clinical practice and education.

The faculty accepts responsibility to provide students with quality educational experiences necessary for personal and professional growth. Likewise, graduates understand the extent and limitations of their roles and are encouraged to evaluate their professional responsibilities to society on an ongoing basis. Consistent with the philosophical statements contained herein, the faculty endeavors to utilize these beliefs in all aspects of the curriculum.

Program Admission

Admission to the college does not assure admission into college programs. Program admission refers to enrollment in the discipline-specific courses of each program offered at Cox College. To be considered for admission into your chosen program of study, a completed program application form for the desired nursing degree must be submitted to the Admissions office on or before the admission deadline date (See Web site for details.) Only applicants admitted to the college will be considered for admission into a program of study. All admissions and program-specific selection criteria must be met prior to submission of program application.

Special Admissions—Early Decision Option for High School Seniors (EDO)

The early decision option is a formal understanding between the high school student and Cox College in which the student may be granted admission to Cox College and the **BSN program**. Students seeking the early decision option may submit their applications during their senior year of high school. Applications and transcripts showing completion of high school courses to that date must be submitted by **the deadline date noted on the application of their senior year**.

LPN Advanced Placement - ASN

Candidates who are Licensed Practical Nurses (LPNs) and are requesting advanced placement must **also** complete the following items:

- Transcript verification and successful completion of LPN program.
- Twelve transferable credit hours must be completed prior to application submission. An admission application form, available from the Admissions department, must be completed and submitted to the admissions coordinator by the deadline date noted on the application.
- Take the Nursing Acceleration Challenge Exam (ACE: Nursing Care During Childbearing and Nursing Care of the Child) and the PN Pharmacology Exam.

NOTE: Individual test results are reviewed according to the decision score for each test by the dean of nursing or designee. Candidates scoring above 70% on each exam will be allowed to progress to NURS 206: Clinical Applications III while those scoring less than 70% will be advised to begin at NURS 106: Clinical Applications II and/or NURS 210: Pharmacological Basis of Nursing Practice.

- Complete all required general education courses commensurate with their advanced placement with a “C” or better (Human Anatomy, Physiology, Microbiology, Chemistry and Psychology). LPN applicants will not need to take nutrition; credit by validation (CV credit) in nutrition is awarded to advanced placement students on admission to the program.
- Have a cumulative GPA of 3.0 on a 4.0 scale.

Admission into the LPN Advanced Placement program is offered to the highest-ranking candidates in the applicant pool. This must include one of the following science courses (Anatomy, Physiology, Chemistry or Microbiology), between otherwise equally qualified candidates.

Once a candidate has been notified of an offer for admission into the LPN Advanced Placement program, a nonrefundable acceptance fee (includes background check and drug screen) must be submitted. After receipt of this fee, the student may register for classes according to the academic calendar. There will be an Advanced Placement orientation offered during intersession classes. A positive drug screen or compromised background check may result in rescinding the student’s acceptance into the program.

LPN Advanced Placement - BSN

Candidates who are Licensed Practical Nurses (LPNs) and are requesting advanced placement must **also** complete the following items:

- Transcript verification and successful completion of LPN program.
- Submit an admission application form, available from the Admissions department by the deadline date noted on the application.
- Take the Nursing Acceleration Challenge Exam (ACE: Nursing Care During Childbearing and Nursing Care of the Child) PN Pharmacology Exam; and Psychiatric Mental Health Nursing.

NOTE: Individual test results are reviewed according to the decision score for each test by the dean of nursing or designee. Candidates scoring above 70% on each exam will be allowed to progress to the appropriate nursing course; those scoring at less than 70% will be advised to begin at the appropriate nursing course.

- **NRSI 204 Pharmacological Basis of Nursing Practice**
- **NRSI 211 Care of Childbearing Families**
- **NRSI 212 Mental Health/Illness Nursing Concepts**
- **NRSI 213 Care of Childrearing Families**

- Complete all required general education courses commensurate with their advanced placement with a “C” or better (Human Anatomy, Fundamentals of Chemistry, Human Physiology, Introduction to Psychology, Intermediate Algebra, Promoting Learning and Ultimate Success, English Composition, Microbiology, Life-span Development, Introduction to Sociology, Introduction to Professional Nursing, Expository Writing, and Pathophysiology). LPN applicants will not need to take nutrition; credit by validation (CV credit) in nutrition is awarded to advanced placement students on admission to the program.
- Have a cumulative GPA of 3.0 on a 4.0 scale.

Admission into the LPN Advanced Placement program is offered to the highest-ranking candidates in the applicant pool. This must include one of the following science courses (Anatomy, Physiology, Chemistry or Microbiology).

Once a candidate has been notified of an offer for admission into the LPN Advanced Placement program, a nonrefundable acceptance fee (includes background check and drug screen) must be submitted. After receipt of this fee, the student may register for classes according to the academic calendar. There will be an Advanced Placement orientation offered during intersession classes. A positive drug screen or compromised background check may result in rescinding the student’s acceptance into the program.

Requirements Prior to the First Nursing Course

Verification of immunizations and additional requirements (See Admissions – Requirements, **prior** to first clinical course.) must be provided by all nursing students **PRIOR to August 1st for fall entry or January 1st for spring entry.**

Nursing Orientation

New students admitted to a nursing track, undergraduate or graduate, will be required to attend a Department of Nursing orientation. Information about date, time and place of orientation will be included in the new student’s acceptance letter and on the Cox College Web site.

Math Proficiency Requirement

For admission into the undergraduate nursing programs, proficiency in math must be determined. Applicants for program entry must have the math requirement completed before submission of the program application. This requirement will be satisfied by successful completion of **ONE** of the following options:

- ACT math score of 22 or higher or an SAT math score of 520 or higher.
- An official college or university transcript with a grade of “C” or better in College or Intermediate Algebra courses.
- Successfully passing the TEAS Mathematics exam with an Adjusted Individual Math score of 70% or higher.

Graduation Requirements

After enrollment in the nursing program, it is recommended that students take at least one nursing course each semester. **Degree requirements must be met within five years of entry into the ASN/BSN nursing programs.**

Every candidate for a degree is responsible for meeting all the requirements for graduation. The responsibility for understanding and meeting graduation requirements rests entirely with the student. The degree requires:

- Satisfactory completion (“C” or better) of all specified courses in the curriculum plan
- Completion of second year nursing courses with a minimum of 20 credit hours granted by Cox College for ASN track

- Completion of 400-level nursing courses with a minimum of 30 credit hours granted by Cox College for **BSN track**
- Minimum cumulative GPA of 2.0 on a 4.0 scale on completion of required courses for all the nursing programs
- Completion of all nursing courses within five years of admission to the ASN/BSN nursing programs

Deadline for applying for graduation is published on the academic calendar available on the Web site. If a student does not complete the final course requirements, a new program application must be submitted.

Nursing Licensure

Nursing is a licensed profession with nurses practicing according to state-specific provisions outlined in the Nursing Practice Act, Missouri Statutes Chapter 335, RSMo and Missouri Code of State Regulations 4CSR 200-1.010 to 4CSR 200-6.010.

Graduates of Cox College nursing degree programs are eligible to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN®). This is a computer-adapted examination and may be taken at testing centers locally and across the United States. Passage of this examination allows the graduate to begin practicing as a registered nurse.

All applicants to Cox College are hereby notified that the Missouri State Board of Nursing may refuse to allow a graduate to take the NCLEX-RN® or to issue a license for specific reasons related to moral turpitude, intemperate use of alcohol or drugs, or conviction of a crime. (See State of Missouri Nursing Practice Act.)

NOTE: Completion of a nursing degree program does not guarantee eligibility to take the licensure examination.

Department of Nursing Academic Policies

Once admitted to a nursing program, in addition to college policies, the following department academic policies are in force.

Prerequisite and Corequisite Requirements

A prerequisite course is one that must be successfully completed before taking the subsequent course. A corequisite course is required to be taken with another course.

Repeating a Nursing Course

Only *one* nursing course in the nursing degree program may be repeated. A student will be dismissed from the college if a grade of “D” or below is received in two courses. If a student does not meet progression requirements in any nursing course, that student can repeat the course only **once**. Enrollment in the repeated course will be on a **space-available basis**. The student’s GPA will reflect the grade received when the course is repeated. **If a student withdraws prior to the last day to drop without receiving a grade, then that withdrawal is not counted as a repeat of the course.**

A student who withdraws or does not achieve progression requirements in any corequisite course will NOT be allowed to progress to the next nursing course until the corequisite requirement is successfully completed. If withdrawal of a corequisite course occurs, withdrawal in the concurrent nursing course will also be required. If progression in the nursing program is interrupted for this or any other reason, enrollment will be resumed **only on a space-available basis**. Space-available basis is determined by the number of seats remaining in the course after all new and progressing students have been registered. If there are more students repeating than slots available, a ranking process will be used to register those students.

Students who fall out of progression and who do not register the following semester for a nursing clinical course are responsible for scheduling to review and practice clinical skills, dosage calculation competency and other required items (such as clindoc, e-mar) prior to enrollment in the next clinical course.

Requirements for Progression

To successfully progress through the nursing program, students must demonstrate safe, responsible and professional conduct and meet the following academic standards:

- Students in all nursing programs must achieve a cumulative average of 75% on examinations in all nursing courses **before** any additional course points can be averaged into the course grade in order to be allowed to progress in the nursing course sequence or, in the case of the last courses in the programs, to be allowed to graduate.
- Any student who achieves a cumulative average of 74.99% or less on course **examinations** will not be allowed to progress to the next course and will have a “D” or “F” recorded as their final grade in the course, and no other course points will be allowed. If eligible, the student will be required to repeat the course.
- Once the cumulative 75% average on all course examinations has been achieved, the remaining points for the course will be averaged with the examination grades. This score will constitute the final course grade.
- If the final grade for the course is less than the 75% average after the remaining course points are added, the student will not be allowed to progress to the next course and will have a “D” or “F” recorded as the final grade for the course. If eligible, the student will have to repeat the course.
- Successful completion of the theory and laboratory components of nursing courses is required. If a student is unsuccessful in the theory component but passes the lab component of course, both sections must be repeated. If a student is successful in the theory component of class but unsuccessful in the laboratory component of the course, both sections must be repeated.
- Completion of required academic assessments administered by Cox College.

- Validation of Dosage Calculation Competency (not required for post licensure programs).
- Maintenance of AHA Healthcare Provider certification or equivalent.
- Maintenance of current immunizations.

Students who fall out of progression and who do not register the following semester for a nursing clinical course are responsible for scheduling to review and practice clinical skills, dosage calculation competency and other required items (such as clin doc, e-mar) prior to enrollment in the next clinical course.

Students dismissed from the nursing program are not eligible for re-admission to the program. Questions regarding this policy may be addressed in writing to the dean of nursing.

Leave of Absence (LOA) from the Department of Nursing

Leaves of Absence from the Department of Nursing are reserved only for extraordinary circumstances. A departmental LOA cannot extend beyond one academic semester and no more than one LOA may be granted to a student following program entry. When returning from the LOA, the student will be held to the policies and requirements of the cohort group they are joining.

Incomplete Grade

A grade of “I” in a course should only be given when there is sufficient progress by the student in the course to warrant an extension into the subsequent semester. Requirements for completion are specified to provide ample time for course completion without impairing the students’ academic progress.

A student may receive a grade of “I” (incomplete) in a nursing course if, in the faculty’s estimation, there has been sufficient progress in the course to justify a grade of incomplete as opposed to a withdrawal. The progress must be sufficient to assure that the student will be able to complete all course requirements before the **beginning** of the next semester. The student will not be allowed to register for subsequent courses until the incomplete is successfully removed.

A grade must be posted for the course **before** the beginning of the next semester. Failure to complete coursework by the prescribed date will result in an “F” being recorded as the final grade in the course.

If a student receives an “I” in a prerequisite course, the student may register for the subsequent course in the following semester. However, if the “I” is not removed in the prescribed timeframe, the student will be withdrawn from the subsequent course.

Dosage Calculation Competency

Students in nursing courses must demonstrate competency of dosage calculation skills at various points in their program of study to progress. Students who fall out of progression for any reason must retest and successfully pass the appropriate dosage calculation competency.

The competency will be assessed by examination using the following procedure:

- **ASN Program:** Prior to beginning of NURS 106, 206, and/or 208.
- **BSN Accelerated Programs: BSN Entry:** Prior to beginning of NRSI 302 and 310.
- **BSN Entry:** Prior to beginning of NRSI 302, 310, 404 and 410 (Beginning with the incoming Spring 2012 BSN-E nursing cohort only a total of 3 dosage calculation competency exams are required: Prior to beginning NRSI 302, 310 & 410.)

Ninety-five percent accuracy must be achieved on each competency test before the student will be allowed to progress. One retake will be allowed for each competency test. If a retake examination is necessary, the original test is not given; another of comparable difficulty will be used. If this standard is not achieved, the student will be required to enroll in **NURS/NRSI 197 Dosage Calculation Remediation**.

Upon completion of NURS/NRSI 197, the student is eligible to retake the appropriate-level competency

exam with **one repeat** examination allowed. If successful with 95% accuracy, the student will be allowed to progress. Enrollment in the clinical nursing course is on a space-available basis. If the student successfully completes remediation, yet fails to complete competency testing, the student will be dismissed from the nursing program. Students are allowed to take **NURS/NRSI 197 Dosage Calculation Remediation** only **ONCE** during the undergraduate nursing program.

Exams to determine the dosage calculation are scheduled two weeks prior to final week of each semester:

ASN Program:

- Prior to beginning of NURS 106 – Level One Competency
- Prior to beginning of NURS 206 – Level Two Competency
- Prior to beginning of NURS 208 – Level Three Competency

BSN Accelerated Track:

- Prior to beginning of NRSI 302 – Level One Competency
- Prior to beginning of NRSI 310 – Level Two Competency

BSN Entry Track:

- Prior to beginning of NRSI 302 – Level One Competency
- Prior to beginning of NRSI 310 – Level Two Competency
- Prior to beginning of NRSI 404 – Level Three Competency
- Prior to beginning of NRSI 410 – Level Four Competency

Note: BSN-E cohort entering Spring 2012 and after will only have 3 competency exams

- Prior to beginning of NRSI 302 (Med Surg I)– Level One Competency
- Prior to beginning of NRSI 310 (Med Surg II)– Level Two Competency
- Prior to beginning of NRSI 410 (Capstone) Level Three Competency

HESI Testing

Cox College acknowledges that students in the department of nursing must successfully pass the NCLEX-RN® exam in order to begin professional nursing practice. It is also acknowledged that success on formative and summative HESI exams throughout the nursing curricula is positively correlated with first-time success on the NCLEX-RN®. The purpose of HESI testing is to improve and assess student learning, readiness to sit for the NCLEX-RN®, and first-time NCLEX-RN® pass rate.

Associate of Science in Nursing (ASN) Degree Program

Upon entry to the ASN program, students maintaining fulltime study have the ability to graduate in two years. Graduates are prepared to take the National Council Licensure examination for Registered Nurses (NCLEX-RN®). After passing this examination, they will be eligible to begin a career as a registered professional nurse.

Program Outcome

The graduate nurse is competent and is capable of providing direct care in structured health care settings.

Competencies

Upon completion of the program of study, the ASN graduate will be able to:

- Utilize knowledge from nursing, behavioral and natural sciences to apply the nursing process in providing direct care for individuals and members of a family or group with well-defined nursing diagnoses in structured health care settings.
- Assume a professional role and practice nursing within legal, ethical and professional standards,
- Employ effective communication skills in interaction with clients, their family members and the health care team.
- Manage direct care for individuals and members of a family or group.
- Utilize interpreted research findings in nursing practice.
- Demonstrate commitment to continued education.

Program Admission

To be eligible for admission into nursing courses of the ASN program, a candidate must:

- Complete the admissions procedure to Cox College.
- Demonstrate math proficiency.
- Complete the program application.
- From the courses listed on the program application, complete a minimum of 12 credit hours with a minimum cumulative GPA 3.0 based on a 4.0 scale. One of the completed courses must be one of the core science courses (Anatomy, Physiology, Nutrition, or Microbiology) and the minimum core science cumulative GPA must be 2.5, based upon a 4.0 scale. These courses must have been taken within the past five years to be considered for admission.

Admission into nursing courses of the ASN program is offered to the highest-ranking candidates in the applicant pool. Students awaiting admission into ASN nursing courses may enroll in general education courses at Cox College. Once a candidate has been notified of an offer for admission into the ASN program, a nonrefundable acceptance fee (includes background check and drug screen) is required. When received, the student may register for classes according to the academic calendar. Students will be required to attend a Department of Nursing program orientation before classes begin. Students new to Cox College must also attend the New Student orientation. A positive drug screen or compromised background check may result in rescinding the student's acceptance into the program.

ASN Degree Track Requirements**Pre-General Education Course:** Math 150 (See Math Proficiency Requirement)**General Education: 32 Credit Hours Total****Natural and Applied Sciences (20 Credit Hours)**

BIOL	205	Human Anatomy
BIOL	206	Human Physiology
BIOL	208	Microbiology
BIOL	302	Principles of Human Nutrition
CHEM	103	Fundamentals of Chemistry (Prerequisite: Math 150)
INFM	160	Computer Resources

Humanities (6 or 7 Credit Hours)

ENGL	150	English Composition
PHIL	201	Introduction to Philosophy
CCPL	100*	Promoting Learning and Ultimate Success

Social Sciences (6 Credit Hours)

SOCI	101	Introduction to Sociology
PSYC	101	Introduction to Psychology

Nursing (38 Credit Hours)

NURS	100	Introduction to Nursing Skills
NURS	105	Clinical Applications I
NURS	106	Clinical Applications II
NURS	206	Clinical Applications III
NURS	207	Concepts of Professional Practice
NURS	208	Clinical Applications IV
NURS	210	Pharmacological Basis of Nursing Practice
NURS	307	Perspectives on Aging and the Older Adult

ASN Suggested Fulltime* Course of Study

<u>First Year – Summer</u>		<u>Credit Hours</u>
PSYC 101	Introduction to Psychology	3
BIOL 208	Microbiology	<u>4</u>
Semester Total		7

<u>First Year—Semester 1</u>		<u>Credit Hours</u>
BIOL 205	Human Anatomy	4
CHEM 103	Fundamentals of Chemistry	4
NURS 100	Introduction to Nursing Skills	2
NURS 105	Clinical Applications I	5
INFM 160	Computer Resources	1
CCPL 100**	Promoting Learning and Ultimate Success	<u>1</u>
Semester Total		16

<u>First Year—Semester 2</u>		<u>Credit Hours</u>
BIOL 206	Human Physiology	4
NURS 106	Clinical Applications II	8
NURS 210	Pharmacological Basis of Nursing Practice	<u>3</u>
Semester Total		15

<u>Second Year—Semester 3</u>		<u>Credit Hours</u>
BIOL 302	Principles of Human Nutrition	3
ENG 150	English Composition	3
NURS 307	Perspective on Aging and the Older Adult	3
NURS 206	Clinical Applications III	<u>8</u>
Semester Total		17

<u>Second Year—Semester 4</u>		<u>Credit Hours</u>
NURS 207	Concepts of Professional Nursing Practice	1
NURS 208	Clinical Applications IV	8
PHIL 201	Introduction to Philosophy	3
SOCI 101	Introduction to Sociology	<u>3</u>
Semester Total		15

Total Credit Hours **70**

* ASN Part-time Course of Study will be determined with advisor

**This course is required for students with less than 24 college credits upon admission to Cox College.

ASN Prerequisite/Corequisite Requirements

Course Number	Prerequisite (Nursing course will be dropped if enrollment is dropped.)	Prerequisite/ Corequisite
BIOL 302		CHEM 103
NURS 100	MATH 150 or equivalent	
NURS 105	American Heart Association Healthcare Provider or equivalent certification	BIOL 205, NURS 100
NURS 106	BIOL 205, CHEM 103, NURS 100, 105, PSYC 101, INFM 160, American Heart Association Healthcare Provider or equivalent certification, Dosage Calculation Competency	BIOL 206, BIOL 208, NURS 210
NURS 206	BIOL 205, 206, 208, CHEM 103, NURS 100, 105, 106, 210 and PSYC 101	BIOL 302, NURS 307, ENGL 150
NURS 207	BIOL 205, 206, 208, 302, CHEM 103, NURS 100, 105, 106, 206, 210, 307 and PSYC 101	
NURS 208	BIOL 205, 206, 208, 302, CHEM 103, ENGL 150, NURS 100, 105, 106, 206, 210, 307, PSYC 101, American Heart Association Healthcare Provider or equivalent certification and Dosage Calculation Competency	NURS 207
NURS 210	CHEM 103, NURS 100	BIOL 206, 208, NURS 105
NURS 307	BIOL 205, 206, 208, CHEM 103, NURS 100, 105 and PSYC 101	NURS 106, 210
PHIL 201 and SOCI 101 required for graduation.		

Bachelor of Science in Nursing (BSN) Degree Program

The BSN degree has five enrollment options to accommodate individuals from varying educational experiences. They are as follows:

- The entry-level track (BSN-E) provides a baccalaureate degree leading to eligibility for RN licensure.
- LPN to BSN Advanced Placement provides a baccalaureate degree in nursing leading to eligibility for RN licensure for individuals with a LPN degree.
- The accelerated track (BSN-A) provides a baccalaureate degree in nursing leading to eligibility for RN licensure for individuals with a degree in another field.
- RN to BSN track (RN to BSN) provides a baccalaureate degree in nursing for registered nurses.
- The Early Decision Option (EDO) is a formal understanding between the high school student and Cox College in which the student may be granted admission to Cox College and the BSN-E track in the **BSN program**.

Program Outcome

The graduate nurse is competent and is capable of coordinating care for a diverse population.

Competencies

Upon completion of the BSN program of study, the graduate will be able to accomplish the following items:

- Utilize information management skills as a means of competent **decision making** and critical thinking to enhance nursing practice, client education, and personal lifelong learning.
- **Communicate** effectively using verbal, written, and interpersonal skills among colleagues, individuals, families, groups and communities.
- Implement evidenced-based **therapeutic interventions** for individuals, families, groups and communities in structured and unstructured health care settings.
- Integrate principles of **life-span development** in the nursing care of diverse groups.
- Utilize methods of **discovery** to inform practice and improve nursing care.
- Integrate nursing **roles** to assure competent practice in a changing and diverse health care environment.

Bachelor of Science Entry-Level Track

The entry-level track is a traditional baccalaureate program in nursing. The degree requires 128 credit hours of study. Graduates will be prepared to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN®). After passing this examination, they will be eligible to start a career as a professional registered nurse.

Admission into Nursing Courses of the Entry-Level Track

To be eligible to apply for nursing courses in the entry-level track of the BSN program, a candidate must:

- Complete the admissions procedure to Cox College.
- Demonstrate math proficiency (must be completed prior to submitting application).
- Anatomy, Physiology, Nutrition and Microbiology courses must have been taken within the past five years to be considered for admission.
- From the courses listed on the program application, complete a minimum of 37 credit hours with a minimum cumulative GPA 3.0 based on a 4.0 scale. One of the completed courses must be one of the core science courses (Anatomy, Physiology, Nutrition, or Microbiology) and the minimum core science cumulative GPA must be 2.5, based upon a 4.0 scale. These courses must have been taken within the past five years to be considered for admission.
- Maintain a cumulative GPA of 3.0 or better
- Complete an admission application form available from the Admissions department or on the college Web site. This form must be completed and submitted to the Admissions office **by the deadline date noted on the application.**

Admission into nursing courses of the entry-level track is offered to the highest-ranking candidates in the applicant pool. Once a candidate has been notified of an offer for admission into nursing courses of the BSN-Entry-Level track, a nonrefundable acceptance fee (includes background check and drug screen) must be submitted. When received, the student may register for classes according to the academic calendar. Students will be required to attend the Department of Nursing orientation before the first nursing class. A positive drug screen or compromised background check may result in rescinding the student's acceptance into the program

BSN Entry-Level Track Requirements**General Education: 56 Credit Hours****Natural and Applied Sciences (28 Credit Hours)**

BIOL	205	Human Anatomy
BIOL	206	Human Physiology
BIOL	208	Microbiology
BIOL	302	Principles of Human Nutrition
BIOL	382	Pathophysiology
CHEM	103	Fundamentals of Chemistry
MATH	100	Intermediate Algebra
MATH	227	Introduction to Statistics

Humanities (13 Credit Hours)

ENGL	150	English Composition
ENGL	207	Expository Writing
HUMN	150	Humanities Elective
PHIL	201	Introduction to Philosophy
CCPL	100	Promoting Learning and Ultimate Success

Social Sciences (15 Credit Hours)

GOVT	101	Government and Politics in the United States
PSYC	101	Introduction to Psychology
PSYC	230	Life-span Development
SOCI	101	Introduction to Sociology
SOCI	304	Global Awareness and Cultural Diversity

Nursing (72 Credit Hours)

NRSI	200	Introduction to Professional Nursing
NRSI	202	Foundations of Professional Nursing
NRSI	204	Pharmacological Basis of Nursing Practice
NRSI	206	Health Assessment
NRSI	211	Care of Childbearing Families
NRSI	212	Mental Health/Illness Nursing concepts
NRSI	213	Care of Childrearing Families
NRSI	490	Nursing Elective
NRSI	300	Nursing Informatics
NRSI	302	Adult Medical Surgical Nursing I
NRSI	306	Aging and the Older Adult
NRSI	310	Adult Medical Surgical Nursing II
NRSI	400	Theories and Research in Nursing
NRSI	402	Management and Leadership in Nursing
NRSI	404	Community and Public Health Nursing
NRSI	406	Trend, Issues, and Ethics in Nursing
NRSI	410	Nursing Capstone

BSN Entry-Level Track Requirements

Suggested Fulltime* Course of Study for BSN Nursing Students entering Fall 2011

Six Semester Nursing Sequence

First Year – Semester 1		General Ed Hours	Nursing
Hours			
BIOL 205	Human Anatomy	4	
BIOL 206	Human Physiology	4	
PSYC 101	Introduction to Psychology	3	
MATH 150	Intermediate Algebra	3	
CCPL 100	Promoting Learning and Ultimate Success (PLUS)	1	
Semester Total:		15	
First Year – Semester 2			
ENGL 150	English Composition	3	
BIOL 208	Microbiology	4	
CHEM 103	Fundamentals of Chemistry	4	
PSYC 230	Human Development through the Life Span	3	
NRSI 200	Introduction to Nursing		3
Semester Total:		14	3
First Year – Summer			
BIOL 302	Principles of Nutrition	3	
ENGL 207	Expository Writing	3	
Semester Total:		6	
Second Year – Semester 3			
NRSI 204	Pharmacological Basis of Nursing Practice		3
NRSI 202	Foundations of Professional Nursing		7
NRSI 206	Health Assessment		3
BIOL 382	Pathophysiology	3	
Semester Total:		3	13
Second Year – Semester 4			
NRSI 212	Mental Health/Illness Nursing Concepts		4
NRSI 302	Adult Medical-Surgical Nursing I		8
SOCI 101	Introduction to Sociology	3	
Semester Total:		3	12

Third Year – Semester 5

SOCI 304	Global Awareness and Cultural Diversity	3	
NRSI 211	Care of Childbearing Families		4
NRSI 213	Care of Childrearing Families		4
NRSI 300	Nursing Informatics		2
NRSI 306	Aging and the Older Adult		<u>2</u>
Semester Total:		3	12

Third Year – Semester 6

GOVT 101	Government and Politics in the United States	3	
MATH 227	Introduction to Statistics	3	
NRSI 310	Adult Medical-Surgical Nursing II		<u>8</u>
Semester Total:		6	8

Fourth Year – Semester 7

NRSI 400	Theories and Research in Nursing Practice		3
NRSI 404	Community and Public Health Nursing		6
NRSI 402	Management & Leadership in Nursing		4
PHIL 201	Introduction to Philosophy	<u>3</u>	
Semester Total:		3	13

Fourth Year – Semester 8

NRSI 410	Nursing Capstone		7
NRSI 406	Trends, Issues, and Ethics in Nursing		3
NRSI 490	NURS Elective		1
HUMN 150	Humanities Elective	<u>3</u>	
Semester Total:		3	11
Total Credit Hours nursing	128 program	56 general education	72

* BSN Part-time Course of Study will be determined with advisor

BSN Entry-Level Track Requirements**Suggested Fulltime* Course of Study****For students entering Fall 2010 or entering BSN Nursing Program Spring 2012**

First Year			
First semester(17 Credits)		Second Semester(14 Credits)	
BIOL 205 *Anatomy	4 Credits	BIOL 206 *Physiology	4 Credits
ENGL 150 *English Composition	3 Credits	CHEM 103 *Chemistry	4 Credits
MATH 150 *Intermediate Algebra	3 Credits	ENGL 207 *Expository Writing	3 Credits
PSYC 101 *Psychology	3 Credits	PSYC 230 *Lifespan	3 Credits
SOCI 101 Sociology	3 Credits		
*CCPL 100	1 Credit		
Summer session first year (6 Credits)			
	BIOL 302 *Nutrition	3 Credits	
	PHIL 201 Philosophy	3 Credits	
Second Year			
Third Semester(16 Credits)		Fourth Semester(16 Credits)	
BIOL 208 *Microbiology	4 Credits	NRSI 202 Foundations of Nursing	7 Credits
GOVT 101 Government	3 Credits	NRSI 206 Health Assessment	3 Credits
MATH 227 **Statistics	3 Credits	NRSI 204 Pharmacology	3 Credits
NRSI 200 *Intro to Prof. Nursing	3 Credits	BIOL 382 Pathophysiology	3 Credits
HUMN 150 Humanities Elective	3 Credits		
Third Year			
Fifth Semester(14 Credits)		Six Semester(16 Credits)	
NRSI 302 Adult Medical-Surgical Nsg I	8 Credits	NRSI 211 Childbearing	4 Credits
NRSI 212 Mental Health	4 Credits	NRSI 213 Childrearing	4 Credits
NRSI 306 Aging	2 Credits	NRSI 400 Nursing Theory	3 Credits
		NRSI 300 Informatics	2 Credits
		SOCI 304 Global Diversity	3 Credits
Fourth Year			
Seventh Semester(15 Credits)		Eighth Semester(14 Credits)	
NRSI 310 Adult Medical Surgical Nsg. II	8 Credits	NRSI 410 Capstone	7 Credits
NRSI 404 Community	6 Credits	NRSI 402 Management	4 Credits
NRSI 390 Nursing Elective	1 Credit	NRSI 406 Trends	3 Credits

*General Education Classes taken before entry to nursing program ** Taken before Nursing Theory

BSN Entry-Level Prerequisites and Corequisites

COURSE NUMBER	PREREQUISITES	PRE/COREQUISITE
	Nursing courses will be dropped if prerequisite/ corequisite course enrollment is dropped.	
Level II	All Level I courses must be complete prior to taking ANY Level II NRSI course	
BIOL 382	BIOL 205, BIOL 206	
NRSI 202	NRSI 200 BSN Nursing Program Admission	NRSI 204, NRSI 206
NRSI 204	NRSI 200 Nursing Program Admission	
NRSI 206	NRSI 200 BSN Nursing Program Admission	
NRSI 211	BIOL 382, NRSI 200, NRSI 202, NRSI 204, NRSI 206, NRSI 212, NRSI 302	
NRSI 212	BIOL 382,NRSI 200, NRSI 202, NRSI 204, NRSI 206	
NRSI 213	BIOL 382, NRSI 200, NRSI 202, NRSI 204, NRSI 206, NRSI 212 , NRSI 302	
NRSI 306	BIOL 382, NRSI 200 NRSI 202, NRSI 204, NRSI 206	
Level III		
NRSI 300	Nursing Program Admission	
NRSI 302	BIOL 382, NRSI 200 NRSI 202, NRSI 204, NRSI 206	
MATH 227	MATH 150	
NRSI 310	BIOL 382, NRSI 200, NRSI 202, NRSI 204, NRSI 206, NRSI 211, NRSI 212 NRSI 213, NRSI 300, NRSI 302, NRSI 306	
Level IV		
NRSI 400	MATH 227 Nursing Program Admission	
NRSI 402	BIOL 382,NRSI 200, NRSI 202, NRSI 204, NRSI 206, NRSI 211, NRSI 212, NRSI 213, NRSI 302, NRSI 306, NRSI 310	
NRSI 404	BIOL 382, NRSI 200, NRSI 202, NRSI 204, NRSI 206, NRSI 211, NRSI 212, NRSI 213, NRSI 300. NRSI 302, NRSI 306, NRSI 310	NRSI 400
NRSI 406	BIOL 382, NRSI 200, NRSI 202, NRSI 204, NRSI 206, NRSI 211, NRSI 212, NRSI 213, NRSI 300, NRSI 302, NRSI 306, NRSI 400	NRSI 310
	Must be taken during the FINAL semester	
NRSI 410	BIOL 382, NRSI 200, NRSI 202, NRSI 204, NRSI 206, NRSI 211, NRSI 212, NRSI 213,NRSI 300, NRSI 302, NRSI 306, NRSI 310,NRSI 400, NRSI 402, NRSI 404	NRSI 406

BSN Early Decision Option (EDO)**Special Admissions—Early Decision Option for High School Seniors (EDO)**

The early decision option is a formal understanding between the high school student and Cox College in which the student may be granted admission to Cox College and the BSN-E track of the **BSN program**. Upon acceptance to the college these students will be assigned an advisor in the Department of Nursing.

Students seeking the early decision option may submit their applications during their senior year of high school. Applications and transcripts showing completion of high school courses to that date must be submitted by **the deadline date noted on the application of their senior year**.

Once a candidate has been notified of an offer for admission into the BSN program, a nonrefundable acceptance fee (includes background check and drug screen) must be submitted. The student may register for classes according to the academic calendar. Actual enrollment is contingent upon receipt of an official high school transcript by verifying that all admission and program criteria have been met. Students will be required to attend orientation. A positive drug screen or compromised background check may result in rescinding the student's acceptance into the program.

Candidates who are high school students desiring to be admitted by the early decision option must successfully complete and provide the following:

- Admission file completed **by the deadline date noted on the application**.
- ACT of 25 or better
- High school diploma
 - Must have a "B" or greater on all high school coursework
 - Maintain a 3.0 GPA on current coursework

NOTE: EDO students will follow the BSN Entry-Level Track Course of Study.

BSN Accelerated Track

The accelerated track of the BSN program is designed to facilitate career change and degree completion effectively and efficiently. It collapses the four year nursing course work into 16 months of intensive study (one summer session and one academic year). The degree requires completion of 128 semester credit hours. Of these, 26 credit hours are awarded for the prior degree; the remainder consists of 34 credit hours of general education courses and 68 credit hours of nursing courses.

The accelerated track requires fulltime enrollment, and **due to the academic rigor of the track, employment is highly discouraged.** Students progress through the track as a cohort group beginning in the spring semester. The BSN degree is completed in a 16-month period.

Graduates of this track are prepared to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN®). After passing this examination, graduates are eligible to begin a career as a registered professional nurse.

Admission into Nursing Courses of the BSN Accelerated Track

To be eligible for admission into nursing courses of the BSN Accelerated track, a candidate must:

- Complete the admissions procedure to Cox College.
- Hold a baccalaureate degree from a regionally accredited college or university or be eligible based upon acceptance through an articulation agreement with participating college or university.
- Complete all required prerequisite general education courses with a “C” or better and a cumulative GPA of 3.0 on a 4.0 score. Courses may be in progress but MUST be completed prior to beginning the first nursing class.
- Anatomy, Physiology, Nutrition and Microbiology courses must have a cumulative GPA 2.5 or higher for transfer.
- Submit program admission application form by **August 15th for spring entry.**
- Once application has been received, eligible candidates will be notified to schedule and complete an interview.

Admission into nursing courses of the BSN accelerated track is offered to the highest ranking candidates in the applicant pool who have completed the required pre-admission courses. Students waiting for admission into the accelerated nursing courses may enroll in general education courses at Cox College.

Once a candidate has been notified of an offer for admission into the accelerated track, a nonrefundable acceptance fee (includes background check and drug screen) must be submitted. After receipt of this fee, the student may register for classes according to the academic calendar. Students are required to attend Department of Nursing program orientation **prior to attending their first class in January.** A positive drug screen or compromised background check may result in rescinding the student’s acceptance into the program.

BSN Accelerated Track Prerequisites and Corequisites

COURSE	PREREQUISITE (Nursing course will be dropped if enrollment in prerequisite is dropped.)	PREREQUISITE/ COREQUISITE
Prior to Program Admission	BIOL 205, 206, 208, 302, 382, CHEM 103, MATH 227, PSYC 101, 230, SOCI 101	
NRSI 204		NRSI 206, either NRSI 300 or 400
NRSI 208	AHA Healthcare Provider or equivalent certification NRSI 204, NRSI 206	NRSI 206, either NRSI 300 or 400
NRSI 206		NRSI 204, either NRSI 300 or 400
NRSI 211	NRSI 204, 206, 208, 212, 300, 302, 306, 400 AHA Healthcare Provider or equivalent certification, and Dosage Calculation Competency	NRSI 404
NRSI 212	NRSI 204, 206, 208, 300, 302, 306, 400 AHA Healthcare Provider or equivalent certification and Dosage Calculation Competency	
NRSI 213	NRSI 204, 206, 208, 211, 212, 300, 302, 306, 400 AHA Healthcare Provider or equivalent certification and Dosage Calculation Competency	NRSI 402
NRSI 300		NRSI 204, either NRSI 206 or 208
NRSI 302	NRSI 204, 206, 208, 300, 400 AHA Healthcare Provider or equivalent certification and Dosage Calculation Competency	NRSI 306
NRSI 306	NRSI 204, 206, 208, 300, 400	NRSI 302
NRSI 310	NRSI 204, 206, 208, 211, 212, 213, 300, 302, 306, 400, 402, 404 AHA Healthcare Provider or equivalent certification and Dosage Calculation Competency	
NRSI 400		NRSI 204, either NRSI 206 or 208
NRSI 402	NRSI 204, 206, 208, 211, 212, 300, 302, 306, 400, 404 AHA Healthcare Provider or equivalent certification	NRSI 213
NRSI 404	NRSI 204, 206, 208, 212, 300, 302, 306, 400 AHA Healthcare Provider or equivalent certification	NRSI 211
NRSI 406	NRSI 204, 206, 208, 211, 212, 213, 300, 302, 306, 400, 402, 404	NRSI 310
NRSI 410	NRSI 204, 206, 208, 211, 212, 213, 300, 302, 306, 400, 402, 404 AHA Healthcare Provider or equivalent certification	NRSI 406

BSN Accelerated Track Requirements**Suggested Fulltime Course of Study**

<u>Prior to Program Entry</u>		<u>Credit Hours</u>
	Fundamentals of Chemistry	4
	Introduction to Psychology (or equivalent)	3
	Human Anatomy	4
	Human Physiology	4
	Nutrition	3
	Introduction to Sociology (or equivalent)	3
	Microbiology	4
	Statistics	3
	Life-span Development	3
	Pathophysiology	<u>3</u>
	Semester Total <i>NOTE: Government course may be required</i>	34
<u>First Year—Spring Semester</u>		<u>Credit Hours</u>
NRSI 204	Pharmacological Basis of Nursing Practice	3
NRSI 208	Foundations of Professional Nursing	7
NRSI 206	Health Assessment	3
NRSI 300	Nursing Informatics	2
NRSI 400	Theories and Research in Nursing	<u>3</u>
	Semester Total	18
<u>First Year—Summer Session</u>		<u>Credit Hours</u>
NRSI 306	Aging and the Older Adult	2
NRSI 302	Adult Medical Surgical Nursing I	8
NRSI 212	Mental Health/Illness Nursing Concepts	<u>4</u>
	Semester Total	14
<u>Second Year—Fall Semester</u>		<u>Credit Hours</u>
NRSI 211	Care of Childbearing Families	4
NRSI 213	Care of Childrearing Families	4
NRSI 402	Management and Leadership in Nursing	4
NRSI 404	Community and Public Health Nursing	<u>6</u>
	Semester Total	18
<u>Second Year—Spring Semester</u>		<u>Credit Hours</u>
NRSI 406	Trends, Issues and Ethics in Nursing	3
NRSI 310	Adult Medical Surgical Nursing II	8
NRSI 410	Nursing Capstone Course	<u>7</u>
	Semester Total	18
	Total Credit Awarded for Prior Degree	26
	Total Required General Education Courses	34
	Total Required Nursing Courses	<u>68</u>
	Total Credit Hours	128

RN to BSN Track

The RN to BSN track provides a baccalaureate degree in nursing for registered nurses with a regionally accredited diploma or an associate degree in nursing, and affords the election of continuing with higher education including completion of a Master of Science in Nursing (MSN) degree.

The ASN student may elect to build an educational plan of study achieving and being awarded the ASN, BSN and progressing to the MSN. The ASN or diploma RNs who have been practicing nursing are also afforded the opportunity to make an educational plan of study to achieve the BSN degree.

This track requires completion or validation of 128 credit hours for a BSN degree. Of these, 70 credit hours are awarded for the prior diploma or associate degree in nursing and 58 credit hours are required for completion or validation within the RN to BSN track.

Application for admission to the MSN program will occur the semester prior to graduation from the BSN program.

Admissions Requirements

To be eligible to apply for entry into the RN to BSN track, a candidate must:

1. Graduate from a State Board of Nursing approved associate degree or diploma program.
2. Complete the admissions procedure to Cox College (if you have graduated from Cox College's ASN program within a semester, you will not have to re-apply to the college but will need to complete the program application).
3. Submit application with non-refundable acceptance fee (fee waived for Burge School of Nursing/Cox College ASN graduates) to Admissions office 4-6 weeks before classes start.
 - If seeking academic credit for experiential learning, apply to the VPAA office six weeks prior to beginning of class.
4. Submit official transcripts.
5. Earn a grade of "C" or better in all courses applicable for transfer.
6. Have a cumulative GPA of 2.5 or above in entry-level education program (if the cumulative GPA in the entry-level program is below 2.5, the student may be granted provisional acceptance until the following is accomplished):
 - Completion of nine college credit hours - applicable to the BSN degree - from Cox College with a GPA of 2.5 or better
7. Verification of immunizations and additional requirements (see Admissions – Requirements prior to first department specific course)

Application Deadlines

Applications are accepted on a continual basis for start dates in both the first and second eight week sessions each semester.

If progression in the program is interrupted for any reason, the student **MUST** apply for readmission to both the college and the desired program. Readmission to courses is on a *space available basis*.

Degree requirements must be met within five years of enrollment in the RN to BSN track.

RN to BSN Track Requirements

RN licensure must be achieved before admission into the RN to BSN track. The BSN degree requires the completion of 128 credit hours. RN applicants are awarded transfer credit for ASN degree/diploma and general education credit per college policy specific to the degree.

ASN/Diploma: 70 Credit Hours

General Education: 24 Credit Hours

Unless otherwise noted, the following general education courses may be taken as corequisites with nursing classes. However, it is in the student's best interest to complete as many of the following general education classes as possible BEFORE beginning nursing courses.

Natural and Applied Science (9 Credit Hours)

BIOL 382	Pathophysiology
MATH 100	Intermediate Algebra
MATH 227	Introduction to Statistics (Prerequisite for NRSI 400)

Humanities (6 Credit Hours)

ENGL 207	Expository Writing
HUMN150	Humanities Elective

Social Sciences (9 Credit Hours)

GOVT 101	Government and Politics in the United States
PSYC 230	Life-span Development
SOCI 304	Global Awareness and Cultural Diversity

Nursing: 34 Credit Hours

NRSI 300 AND 390 may be taken **prior to** officially being admitted to the RN to BSN track.

NRSI 400, 402, 404, 406, and 412 **must be taken after** official admission to the RN to BSN track.

MSN courses may be taken as electives for the BSN program, provided prerequisites have been successfully completed: MSN 502; MSN 504; MSN 506; MSN 510; MSN 512

NRSI 300	Nursing Informatics
NRSI 312	Health Assessment for RN to BSN
NRSI 390	Nursing Electives (11 credit hours)
NRSI 400	Theories and Research in Nursing
NRSI 402	Management and Leadership in Nursing
NRSI 404	Community and Public Health Nursing
NRSI 406	Trends, Issues and Ethics in Nursing
NRSI 412	Professional Role Transition (must be taken during last semester)

RN to BSN

Course Requirements

General Education Requirements: 24 credits

<u>Course Number</u>	<u>Course Name</u>	<u>Credit Hours</u>
MATH 100	Intermediate Algebra	3
MATH 227	Introduction to Statistics	3
BIOL 382	Pathophysiology	3
ENGL 207	Expository Writing	3
HUMN 150	Humanities Elective	3
GOVT 101	Government and Politics in the United States	3
PSYC 230	Life-span Development	3
SOCI 304	Global Awareness and Cultural Diversity	3

Nursing Requirements: 34 credits

<u>Course Number</u>	<u>Course Name</u>	<u>Credit Hours</u>
NRSI 300	Nursing Informatics	2
NRSI 312	Health Assessment for RN to BSN (45 clinical hours)	3
NRSI 390	Nursing Electives (may be NRSI 390 or MSN core courses with approval)	11
NRSI 400	Theories and Research in Nursing	3
NRSI 402	Management & Leadership in Nursing (45 clinical hours)	4
NRSI 404	Community Health Nursing (45 clinical hours)	5
NRSI 406	Trends, Issues and Ethics in Nursing	3
NRSI 412	Professional Role Transition	3

Total credit awarded from previous nursing education	70
Total required general education credit	24
Total required nursing credit	<u>34</u>

RN to BSN Track Total Credit Hours **128**

The last class to complete will be the Professional Role Transition course.

RN to BSN Track**Suggested General Education Courses**

<u>First Year—Semester 1</u>		<u>Credit Hours</u>
MATH 150	Intermediate Algebra	3
PSYC 230	Life-span Development	3
ENGL 207	Expository Writing	3
SOCI 304	Global Awareness and Cultural Diversity	3
NRSI 390	Nursing Elective	<u>3</u>
Semester Total		15

<u>First Year—Semester 2</u>		<u>Credit Hours</u>
MATH 227	Introduction to Statistics	3
BIOL 382	Pathophysiology	3
HUMN 150	Humanities Elective	3
GOVT 101	Government & Politics in the United States	3
NRSI 390	Nursing Elective	<u>2</u>
Semester Total		14

Suggested Two Year Plan of Study after General Education Courses**Year 1 – FALL Start**

Fall Semester		Spring Semester	
NRSI 300 Informatics	2	NRSI 404 Community Health	5
NRSI 312 Health Assessment	3	NRSI 390 Nursing Elective	2
NRSI 390 Nursing Elective	3	NRSI 406 Trends, Issues, and Ethics	3
Total	8	Total	10

Year 2

Fall Semester		Spring Semester	
NRSI 390 Nursing Elective	3	NRSI 390 Nursing Elective	3
NRSI 402 Management and Leadership	4	NRSI 412 Prof Role Transition	3
NRSI 400 Theories and Research	3		
Total	10	Total	6

Master of Science in Nursing (MSN) Degree Program

Cox College's MSN program was designed for the working nurse and can be completed in 18-22 months of fulltime study. The course work is primarily online with limited seated attendance. The curriculum is designed to allow admission throughout the academic year.

The MSN degree offers 36-42 credits for completion of both the core and track courses to complete the degree. Upon completion of the degree, the graduate is eligible to sit for the national certification exam as a Clinical Nurse Leader, Family Nurse Practitioner, or Nurse Educator.

Program Tracks

Clinical Nurse Leader track prepares the baccalaureate registered nurse to seek advancement in clinical leadership roles within health care organizations.

Family Nurse Practitioner track prepares baccalaureate registered nurses seeking to become Advance Practice Nurses who provide primary health care to clients across the life-span.

Nurse Educator track prepares baccalaureate registered nurses who aspire to an educator role in colleges or university nursing programs or other health care organizations.

Program Outcomes

- Integrates knowledge and skills required throughout the didactic and clinical educational experiences to the advanced practice role.
- Understands and accounts for practice outcomes.
- Practices independently beyond the novice stage in nursing role.

Learning Outcomes

Upon graduation from the program, the graduate will be able to accomplish the following:

- Articulate the role of the master's prepared nurse within the philosophical and theoretical framework of nursing science and link it to the role of the clinical nurse leader, nurse educator or nurse practitioner across systems.
- Use critical thinking and decision-making skills to identify problems and seek interventions that improve outcomes for nursing education and health care delivery systems.
- Apply knowledge and skills needed in the use and management of information systems related to client care, organizational operations and policy.
- Implement team-building strategies that create partnerships and collaboration within nursing and across disciplines.
- Use data to make decisions in determining effective utilization and distribution of fiscal and human resources.
- Apply the principles and theories of performance improvement, systems thinking, health policy and knowledge-based practice to manage the health care enterprise or educate students for practice in a variety of health care settings.
- Communicate effectively with multiple stakeholders about professional and health care systems issues using a variety of strategies.
- Develop organizational strategies that address the ethical, legal and sociopolitical diverse client populations around the issues of health and access to health care delivery systems.
- Implement the advanced role of the nurse as clinical systems manager according to the scope and standards of professional practice.

- Develop research-based practice using the research process to enhance cost-effective quality.

Applying to the Master of Science in Nursing Program

To apply to the MSN program, a candidate must:

- Complete Cox College and program admission procedures. Applications available on the Cox College Web site.
- Have a cumulative GPA of 3.0 or greater on professional component courses.
- Students with GPA <3.0 and >2.5 may be granted provisional acceptance for one semester or minimum of six credit hours.
- Request official transcripts to Cox College.

MSN Program - Admission and Selection Criteria

Candidates are considered for admission into the MSN program based on the completion of Cox College application requirements. Once a candidate has been notified of an offer for admission into the MSN program, a nonrefundable acceptance fee (includes background check and drug screen) must be submitted. After receipt of this fee, the student may register for classes according to the academic calendar. A positive drug screen or compromised background check may result in rescinding the student's acceptance into the program.

Requirements Prior to the MSN Program

- Verification of immunizations and additional requirements (see Admissions – Requirements prior to first department-specific course.) must be provided by all MSN students **prior** to the start of the first graduate course.
- Current unrestricted RN license.

Grades in MSN program

Grades of “A” and “B” are passing grades. Students with a grade of “D” or “F” in any course will be dismissed from the program. Students in the MSN program are only permitted one grade of “C” (must repeat) in their program and their cumulative GPA must not fall below 3.0 (see probation policy statement below).

Probation Policy

Students whose cumulative GPA drops below 3.0 will automatically be placed on academic probation. Students on academic probation must bring their cumulative GPA up to a 3.0 or greater by the end of the following semester they are placed on academic probation. Failure to do so will mean dismissal from the program.

Requirements for Progression

To successfully progress through the MSN Program, students must demonstrate safe, responsible and professional conduct and meet the following academic standard:

- A grade of “B” or better in all courses

Repeating a MSN Course

Only one course of a “C” grade may be repeated to remain in the MSN program. Enrollment in the repeated course will be on a space-available basis. The student's GPA will reflect the grade when the course is repeated. A repeated course cannot be taken as an independent study.

Graduation Requirements

Every candidate for a degree is responsible for meeting all the requirements for graduation. The responsibility for understanding and meeting graduation requirements rests entirely with the student.

Requirements for graduation with the Master's degree include:

- **The satisfactory completion of all courses listed in the student's approved program.**
- **A cumulative graduate GPA of 3.0 or greater.**
- **Completion of all approved program courses within five years of admission to the MSN program.**

Deadline for applying for graduation is published on the academic calendar available on the Web site. If a student does not complete the final course requirements, a new program application must be submitted.

Master in Science of Nursing - Degree Requirements

<u>Course Number</u>	<u>Course Name</u>	<u>Credit Hours</u>
MSN 502	Leadership in Health Care and Nursing Education Systems	3
MSN 504	Advanced Physiology and Pathophysiology	3
MSN 506	Ethical and Legal Practice in Health Care	3
MSN 508	Role of the Advanced Practice Nurse I [^]	1
MSN 510	Advanced Pharmacology	3
MSN 512	Advanced Nursing Assessment (includes 60 clinical hours)	3
MSN 514	Nursing Research Concepts	3
MSN 516	Evidence-based Practice: Applied Research	3
MSN 604	Educational Theory and Practice*	3
MSN 606	Human Resource Management+	3
MSN 608	Instructional Strategies and Technologies*	3
MSN 610	Financial Statistics of Health care Management+	3
MSN 614	Clinical Nurse Leader Practicum & Research+	9
MSN 616	Nurse Educator Practicum & Research*	9
MSN 620	Health Promo/Prevention in Primary Care (HPPPC) I [^] Adult through Aging	3
MSN 621	HPPPC I Clinical Practicum (includes 180 clinical hours) [^]	3
MSN 622	Health Promo/Prevention in Primary Care (HPPPC) II [^] Women's Health/Reproductive	3
MSN 623	HPPPC II Clinical Practicum (includes 60 clinical hours) [^]	1
MSN 624	Health Promo/Prevention in Primary Care (HPPPC) III [^] Newborn to Adolescent	3
MSN 625	HPPPC III Clinical Practicum (includes 120 clinical hours) [^]	2
MSN 626	Role of the Advance Practice Nurse II [^]	1
MSN 628	Advance Practice Practicum & Research [^] (includes 240 clinical hours)	4

NOTE: MSN program core courses have a 500 number and the MSN “track” courses have a 600 number.

MSN 508 (not a core course) a track course for FNP may be used as an elective for the CNL or NE tracks.

+ Clinical Nurse Leader Track [^]Family Nurse Practitioner Track * Nurse Educator Track

MSN Prerequisites* and Co-requisites**

Note: list is based upon full-time two year Clinical Nurse Leader (CNL) and Family Nurse Practitioner (FNP) and one year Nurse Educator (NE) course loads. Part-time students may have variations and will be determined with advisor.

Course Number	Prerequisites	Pre/Co-requisites
MSN 502	None	None
MSN 504	BSN degree or BIOL 382 or equivalent	None
MSN 506	None	None
MSN 508 FNP Track	None (may be taken as elective to other tracks)	None
MSN 510	None	None
MSN 512	BSN degree or BSN level assessment	None
MSN 514	NRSI 400 or equivalent, Math 227 or equivalent	None
MSN 516	MSN 514 or equivalent	None
MSN 604 NE Track	None	None
MSN 606 CNL Track	None (may be taken as an elective to other tracks)	None
MSN 608 NE Track	None (may be taken as an elective to other tracks)	None
MSN 610 CNL Track	Math 227 or equivalent (may be taken as elective to other tracks)	None
MSN 614 CNL Track	MSN 502, 504, 506, 510, 512, 514, 606, 610	MSN 516
MSN 616 NE Track	MSN 502, 504, 506, 510, 512, 514, 608	MSN 516, 604
MSN 620 FNP Track	MSN 504, 510, 512	MSN 621
MSN 621 FNP Track	MSN 504, 510, 512	MSN 620
MSN 622 FNP Track	MSN 504, 510, 512, 514, 620, 621	MSN 623
MSN 623 FNP Track	MSN 504, 510, 512, 514, 620, 621	MSN 622
MSN 624 FNP Track	MSN 504, 510, 512, 514, 620, 621, 622, 623	MSN 625
MSN 625 FNP Track	MSN 504, 510, 512, 514, 620, 621, 622, 623	MSN 624

MSN 626 FNP Track	MSN 504, 508, 510, 512, 514, 620, 621, 622, 623, 624, 625	MSN 516, 628
MSN 628 FNP Track	Core courses and all track clinical practica	None

* A prerequisite is defined as a course that must be completed before acceptance into a higher-level course.

* A Pre/Co-requisite is defined as a course that may be taken prior to OR simultaneously with the higher-level course.

MSN Program: Clinical Nurse Leader Track

Suggested Two Year Plan of Study*

Year 1

<u>Fall Semester</u>		<u>Spring Semester</u>	
MSN 504 Adv Patho (1 st 8 weeks)	3	MSN 502 Leadership (1 st 8 weeks)	3
MSN 510 Adv Pharm (1 st 8 weeks)	3	MSN 506 Ethical/Legal (2 nd 8 weeks)	3
MSN 512 Adv Assessment (2 nd 8 weeks)	3	MSN 606 Human Resource Mgmt	3
	9		9

Year 2

<u>Fall Semester</u>		<u>Spring Semester</u>	
MSN 514 Nrsng Research Concepts (2 nd 8 weeks)	3	MSN 516 Applied Research (1 st 8 weeks)	3
MSN 610 Financial Stats(1 st 8 weeks)	3	MSN 614 CNL practicum	9
	6		12

Total Credit Hours 36***MSN: CNL part-time course of study will be determined with advisor.**

MSN Program: Family Nurse Practitioner Track

Suggested Two Year Plan of Study*

Year 1

<u>Fall Semester</u>		<u>Spring Semester</u>	
MSN 508 Role of APN (2nd 8 weeks)	1	MSN 620/621 Adult to Aging practicum (16 weeks)	6
MSN 504 Adv Patho (1 st 8 weeks)	3	MSN 502 Leadership (1 st 8 weeks)	3
MSN 510 Adv Pharm (1st 8 weeks)	3		
MSN 512 Adv Assessment (2 nd 8 weeks)	3	MSN 506 Ethical/Legal (2 nd 8 weeks)	3
	10		12

Year 2

<u>Fall Semester</u>		<u>Spring Semester</u>	
MSN 624/625 Newborn to Adolescent practicum (16 weeks)	5	MSN 628 Adv Practice Practicum (16 weeks)	4
MSN 622/623 Women's Health practicum (1 st 8 weeks)	4	MSN 516 Applied Research (1 st 8 weeks)	3
MSN 514 Nrsng Research Concepts (2 nd 8 weeks)	3	MSN 626 Role of APN II (2 nd 8 weeks)	1
	12		8

Total Credit Hours 42***MSN: FNP part-time course of study will be determined with advisor.**

MSN Program: Nurse Educator Track

Suggested Two Year Plan of Study*

Year 1

<u>Fall Semester</u>		<u>Spring Semester</u>	
MSN 504 Adv Patho (1 st 8 weeks)	3	MSN 502 Leadership (1 st 8 weeks)	3
MSN 510 Adv Pharm (1 st 8 weeks)	3	MSN 506 Ethical/Legal (2 nd 8 weeks)	3
MSN 512 Adv Assessment (2 nd 8 weeks)	3	MSN 604 Ed Theory/Practice(2 nd 8 weeks)	3
*may add an elective			
	9		9

Year 2

<u>Fall Semester</u>		<u>Spring Semester</u>	
MSN 514 Nrsng Research Concepts (2 nd 8 weeks)	3	MSN 516 Applied Research (1 st 8 weeks)	3
MSN 608 Instructional Strategies...(1 st 8 weeks)	3	MSN 616 NE Practicum (16 weeks)	9
	6		12

Total Credit Hours 36***MSN: NE part-time course of study will be determined with advisor.**

Department of Health Sciences

The Department of Health Sciences offers an Associate of Science degree in Medical Assisting and Radiography and certificates in Computed Tomography, Breast Imaging, Diagnostic Medical Sonography, DMS-Echo Extension, Interventional Radiography, Magnetic Resonance Imaging, Mammography, Medical Transcription, Medical Billing/Coding and Dietetic Internship.

Mission Statement

The Department of Health Sciences provides excellence in educational programs that prepare health science professionals.

Philosophy of Health Sciences

The Health Sciences programs are designed to meet the educational needs of students by providing an environment where individuals are encouraged to grow to their full potential and achieve both personal and professional goals.

The Health Sciences programs offer dynamic educational experiences to meet the demands of the ever-changing health care environment. Students who complete these programs have the knowledge and skills necessary to be successful in their professional discipline.

Learning is a continuous process influenced by many factors. This process is enhanced when students are goal-oriented and actively involved. Faculty increases the learning process by creating an environment that is conducive to learning, transparent in communication, and goal-directed experiences founded on leadership and professionalism. This assessment-based learning process provides opportunities for growth, creativity, critical thinking and shared decision making. Faculty accepts the responsibility for role modeling, stimulating intellectual curiosity, critical analysis, self-awareness and lifelong learning.

Developed: 1999; Revised: 2001, 2008, 2011

Program Admission

Admission to the college does not guarantee admission into college programs. Program admission refers to enrollment in the discipline-specific courses of each program offered at Cox College. To be considered for admission into your chosen program of study, a completed program application form for the desired health sciences degree or certificate program must be submitted to the office of Admissions on or before the admission deadline date. (See Web site for details.) Only applicants admitted to the college will be considered for admission into a program of study. All admissions and program-specific selection criteria must be met prior to submission of program application.

Requirements Prior to the First Health Sciences Course

Verification of immunizations and additional requirements (See Admissions – Requirements, **prior** to first department-specific course.) must be provided by all health sciences students **prior** to their first health science course.

Health Sciences Orientation

New students admitted to the Health Sciences programs may be required to attend a departmental orientation. Information about date, time and place of orientation will be included in the new student's acceptance letter and on the Cox College Web site.

Graduation Requirements

Every candidate for a certificate or degree is responsible for meeting all the requirements for graduation. Deadline for applying for graduation is published on the academic calendar available on the Web site. If a student does not complete the final course requirements, a new program application must be submitted.

Associate of Science Medical Assisting Program

Cox College awards an Associate of Science degree in Medical Assisting (ASMA). Medical Assistants are multi-skilled health professionals that work in tandem with medical staff in clinics and physicians' offices. Medical Assistants will be trained to provide patient care through administrative tasks as well as taking vital signs and preparing patients for examinations.

Outcome Criteria

Upon completion of the program of study, the ASMA graduate will be able to:

- Understand medical terminology, laboratory, anatomy, physiology, and pharmacology as it relates to body systems and disease processes.
- Demonstrate office administration procedures including bookkeeping, processing insurance claims; and procedural and diagnostic coding.
- Perform diagnostic testing including; electrocardiography, respiratory, urinalysis, hematology, chemistry, immunology and microbiology.
- Demonstrate proper patient care; vital signs, patient history, prepare and assist with routine and specialty examinations.
- Apply pharmacology principles to prepare and administer oral and parenteral medications
- Perform clinical procedures such as venipuncture, and capillary puncture.

Applying to the Associate of Science in Medical Assisting Program

To apply to the ASMA program, a candidate must complete admissions procedure to Cox College.

Medical Assisting Program - Admission and Selection Criteria

Candidates are considered for admission into the Medical Assisting program based on the completion of Cox College application requirements and prior academic performance. Once a candidate has been notified of an offer for admission into the Medical Assisting program, a nonrefundable acceptance fee (includes background check and drug screen) must be submitted. After receipt of this fee, the student may register for classes according to the academic calendar. A positive drug screen or compromised background check may result in rescinding the student's acceptance into the program.

Requirements Prior to the Medical Assisting Program

Verification of immunizations and additional requirements (see Admissions – Requirements prior to first department specific course) must be provided by all Medical Assistant students prior to the start of the first Medical Assisting course.

Requirements for Progression

To successfully progress through the Medical Assisting program, students must demonstrate safe, responsible, and professional conduct and meet the following academic standards:

- A grade of "C" or better in all core Medical Assisting courses

Repeating a Medical Assisting Course

No more than two courses in the Medical Assisting Program may be repeated. Enrollment in the repeated course will be on a space-available basis. The student's GPA will reflect the grade when the course is repeated. If a student withdraws prior to the last day without receiving a grade, then that withdrawal is not counted as a repeat course. A repeated course can not be taken as an independent study.

Prerequisite and Corequisite Course

A Prerequisite course is one that is successfully completed before taking the subsequent course. A Corequisite course is required to be taken with another course.

Medical Assisting Program - Degree Requirements**General Education Requirements: 11 credits**

<u>Course Number</u>	<u>Course Name</u>	<u>Credit Hours</u>
CCPL 100	Promoting Learning & Ultimate Success	1
COMM 101	Speech Communications	3
ENGL 150	English Composition	3
INFM 160	Computer Resources	1
PSYC 101	Introduction to Psychology	3

Medical Assisting Requirements: 50 credits

<u>Course Number</u>	<u>Course Name</u>	<u>Credit Hours</u>
MACC 100	Medical Terminology for Medical Assisting	3
MACC 101	Anatomy and Physiology for Medical Assisting	3
MACC 105	HIM, Ethics, & Medical Law for Medical Assisting	3
MACC 110	Electronic Medical Record for Medical Assisting	2
MACC 111	Human Diseases for Medical Assisting	3
MACC 114	Health Care Communications	2
MACC 115	Career Development: Success In College	1
MACC 211	Administrative Medical Assisting I	3
MACC 212	Administrative Medical Assisting II	3
MACC 213	Administrative Medical Assisting III	3
MACC 311	Clinical Medical Assisting I	3
MACC 312	Clinical Medical Assisting II	5
MACC314	Clinical Medical Assisting III	3
MACC 315	Drug Dosage Calculations for Medical Assisting	2
MACC 411	Professional Traits and Skills	2
MACC 412	Certified Medical Assisting Review	3
MACC413	Career Development: Success on the Job	2
MACC 414	Medical Assisting Practicum	4
Total Credit Hours:		61

Medical Assisting Program
16 Month - Suggested Course of Study

<u>Term 1 A (Fall)</u> MACC 100 (3) MACC 101 (3) MACC 115 (1) MACC 211 (3) INFM 160 (1) (intersession) CCPL 100 (1) (intersession)	<u>Term 1 B (Fall)</u> ENGL 150 (3) MACC 212 (3)	<u>Term 2 A (Spring)</u> MACC 105 (3) MACC 110 (2) MACC 111 (3) MACC 213 (3)	<u>Term 2 B (Spring)</u> MACC 311 (3) COMM 101 (3)
Total: 12 credit hours	Total: 6 Credit Hours	Total: 11 credit Hours	Total: 6 credit hours
<u>Session 3 (Summer)</u> MACC 114 (2) MACC 312 (5) MACC 411 (2)		<u>Term 4 A (Fall)</u> MACC 314 (3) MACC 315 (2) MACC 412 (3)	<u>Term 4 B (Fall)</u> MACC 413 (2) MACC 414 (4) PSYC 101 (3)
Total: 9 credit hours		Total: 8 credit hours	Total: 9 credit hours

Medical Assisting Program
32 Month - Suggested Course of Study

<u>Term 1 A (Fall)</u> MACC 100 (3) MACC 101 (3) MACC 115 (1) INFM 160 (1) (intersession) CCPL 100 (1) (intersession)	<u>Term 1 B (Fall)</u>	<u>Term 2 A (Spring)</u> MACC 105 (3) MACC 111 (3)	<u>Term 2 B (Spring)</u> COMM 101 (3)
<hr/> Total: 9 credit hours		<hr/> Total: 6 credit hours	<hr/> Total: 3 credit hours
		<u>Term 4 A (Fall)</u> ENGL 150 (3)	<u>Term 4 B (Fall)</u> PSYC 101 (3)
		<hr/> Total: 3 credit hours	<hr/> Total: 3 credit hours
<u>Term 5 A (Fall)</u> MACC 211 (3)	<u>Term 5 B (Fall)</u> MACC 212 (3)	<u>Term 6 A (Spring)</u> MACC 213 (3) MACC 110 (2)	<u>Term 6 B (Spring)</u> MACC 311 (3)
<hr/> Total: 3 credit hours	<hr/> Total: 3 credit hours	<hr/> Total: 5 credit hours	<hr/> Total: 3 credit hours
<u>Session 7 (Summer)</u> MACC 114 (2) MACC 312 (5) MACC 411 (2)		<u>Term 8 A (Fall)</u> MACC 314 (3) MACC 315 (2) MACC 412 (3)	<u>Term 8 B (Fall)</u> MACC 413 (2) MACC 414 (4)
<hr/> Total: 9 credit hours		<hr/> Total: 8 credit hours	<hr/> Total: 6 credit hours

ASMA to ASN/BSN-E Bridge

The following is the bridge program between the Associate of Science in Medical Assisting (ASMA) and the Associate of Science in Nursing (ASN) and/or the Bachelor of Science in Nursing (BSN). This bridge only applies to graduates of the Cox College ASMA program and all applicants must meet all of the academic nursing policies and qualifications of the desired nursing program.

The college will guarantee a maximum of five entry positions for the fall and spring cohorts between the ASN and BSN-E programs

ASMA to ASN/BSN-E

Students bridging from the ASMA to ASN/BSN-E program must

- Be a graduate of the Cox College ASMA program
- Meet the minimum program qualifications for desired program you are applying

The following courses transfer from the ASMA program to the ASN program

ASMA Course	ASN Course
CCPL 100* Promoting Learning...	CCPL 100* Promoting Learning...
ENGL 150 English Composition	ENGL 150 English Composition
INFM 160 Computer Resources	INFM 160 Computer Resources
PSYC 101 Introduction to Psychology	PSYC 101 Introduction to Psychology

See ASN Degree Track Requirements

The following courses transfer from the ASMA program to the BSN-E program

ASMA Course	BSN-E Course
CCPL 100* Promoting Learning...	CCPL 100* Promoting Learning...
ENGL 150 English Composition	ENGL 150 English Composition
PSYC 101 Introduction to Psychology	PSYC 101 Introduction to Psychology
COMM 101 Speech Communications	HUMN 150 Humanities Elective
MACC 114 Health Care Communications	

See BSN Entry-Level Track Requirements

Associate of Science in Radiography

The Associate of Science in Radiography (ASR) degree is a two-year program that is designed to foster competency and critical thinking in a patient care environment. In addition to an extensive clinical internship, the program prepares graduates to be successful entry-level radiographers through a holistic education that combines a comprehensive classroom education with a rigorous clinical education. Students gain detailed knowledge in a variety of subjects, including anatomy, physiology, pathology, positioning, radiation physics and the theory behind the operation of all applicable imaging equipment. Successful completion of this comprehensive classroom and clinical education prepares the graduate for the American Registry of Radiologic Technologists (ARRT) certification examination.

The ASR program requires fulltime enrollment, and **due to the academic rigor of the track, employment more than 20 hours per week is highly discouraged.** Students progress through the program as a cohort group beginning in the fall semester. The ASR degree is completed in a 24-month period, inclusive of four semester and two summer sessions.

Program Outcomes

Upon completion of the ASR program, the graduate will be able to:

1. Apply knowledge of anatomy, physiology, pathology, positioning and radiographic techniques to accurately demonstrate anatomical structures on a radiograph or other image receptor while maximizing patient comfort and radiation protection
2. Use principles of body mechanics, medical hygiene and radiation protection to ensure the health and safety of the patient, the technologist and others
3. Exercise good independent judgment and assume responsibility for personal and professional behavior within moral, ethical, and legal standards
4. Apply independent thinking skills necessary to be able to adapt positioning and techniques to produce optimum radiographic images when confronted with unusual and challenging conditions
5. Function as an effective member of the radiology team by utilizing proper written and oral communication skills specific to a medical environment
6. Operate within safe limits and evaluate the performance of radiographic imaging systems, identifying and reporting malfunctions to appropriate personnel
7. Apply quality assurance principles and procedures to maximize image quality during image formation and processing
8. Maintain the desire to pursue professional growth through continuing education and the open-mindedness necessary to adapt and succeed in an ever-changing health care environment
9. Provide high quality and timely patient care through application of nursing skills, including phlebotomy, EKG and emergency procedures
10. Function as an effective practitioner of the radiologic sciences in varied medical settings such as hospitals, clinics and mobile services
11. Demonstrate basic skills in computed tomography and interventional procedures.

Program Admission

To be eligible for admission into the radiography courses of the ASR program, a candidate must:

- Complete the admissions procedure to Cox College.
- Complete all prerequisite course requirements.
- Achieve a cumulative college/university GPA of 2.5 or better on a 4.0 grade scale based on all courses completed. Courses may be in progress but MUST be completed prior to beginning the first ASR class
- Successful completion of each prerequisite course with a C or above and with at least a 2.5 GPA for all prerequisite courses averaged together. Successful completion of prerequisite requirements does not guarantee admission into the program.

- Complete an ASR program application form available from the Cox College Web site (www.coxcollege.edu) or the Admissions office. This form must be completed and submitted, along with high school and college transcripts, letters of recommendation and personal essay to the Admissions office by **February 1st for fall entry**.
- Once application has been received, eligible candidates will be notified to schedule and complete an interview.

Admission into the ASR program is offered to the highest-ranking candidates in the applicant pool. Students awaiting admission into the ASR program may enroll in general education courses at Cox College. Once a candidate has been notified of an offer for admission into the ASR program, a nonrefundable acceptance fee (includes background check and drug screen) is required. Once received, the student may register for classes according to the academic calendar. Students new to Cox College must attend the New Student orientation. A positive drug screen or compromised background check may result in rescinding the student's acceptance into the program.

Requirements Prior to the ASR Program

Verification of immunizations and additional requirements (See Admissions – Requirements, **prior** to first department-specific course) must be provided by all ASR candidates **prior** to the start of the first program course (courses with RAD prefix).

Requirements for Progression

The clinical and academic requirements of this program are stringent. Students must demonstrate the ability to meet the physical, psychological and ethical standards as well as the didactic and clinical competency level expected of a radiologic technologist. Each student must put forth a sincere effort for the entire two-year program in order to succeed.

To successfully progress through the ASR program, students must demonstrate safe, responsible and professional conduct and meet the following academic standards:

- A grade of "C" or better in all courses with RAD prefix
- Cumulative GPA of ≥ 2.5 for all courses with RAD prefix

The introductory (pre-clinical) portion of the program is a probationary period for all ASR students. At the end of the first semester in the program, students must have maintained a 2.5 GPA and an overall pass rate of 85% on all lab evaluations in order to progress within the program. Students that do not meet the progression requirements at the end of the first semester will be dismissed.

Repeating an ASR Course

Since students progress through the ASR program as a cohort, core program courses (those with a RAD prefix) may not be repeated.

Prerequisite and Corequisite Course

A prerequisite course is one that is successfully completed before taking the subsequent course. A corequisite course is required to be taken with another course.

ASR Course of Study

All general education courses are prerequisites for the admission into the ASR program and must be completed prior to enrolling in courses with the RAD prefix. Equivalent courses from other regionally accredited institutions may be transferred to meet the ASR program's general education requirements.

<u>Semester 1 (Fall or Spring)</u>	<u>Credit Hours</u>
*ENGL 150 English Composition	3
*MATH 109 College Algebra	3
*BIOL 205 Human Anatomy w/lab	<u>4</u>
Semester Total	10

<u>Semester 2 (Spring or Summer)</u>	<u>Credit Hours</u>
*CHEM 103 Introduction to Chemistry w/lab	4
OR	
*Introduction to Physics w/lab	4-5
*BIOL 206 Human Physiology w/lab	4
*PSYC 101 Introduction to Psychology	3
*INFM 160 Computer Resources	<u>1</u>
Semester Total	12

Radiography

<u>First Year - Semester 1(Fall)</u>	<u>Credit Hours</u>
RAD 100 Nursing Procedures for the Radiologic Technologist	2
RAD 110 Radiographic Anatomy	3
RAD 120 Radiographic Procedures 1	5
RAD 130 Medical Terminology	<u>3</u>
Semester Total	13

<u>First Year - Semester 2 (Spring)</u>	<u>Credit Hours</u>
RAD 140 Introduction to Radiologic Technology	1
RAD 150 Radiographic Physics 1	2
RAD 160 Ethics for the Imaging Professional	2
RAD 170 Radiographic Procedures 2	2
RAD 180 Radiographic Imaging 1	2
RAD 196 Clinical Practice 1	<u>3</u>
Semester Total	12

<u>First Year – Session 3 (Summer)</u>	<u>Credit Hours</u>
RAD 151 Radiographic Physics 2	1
RAD 171 Radiographic Procedures 3	1
RAD 181 Radiographic Imaging 2	1
RAD 190 Contrast Agents	1
RAD 195 Cross Sectional Anatomy	1
RAD 197 Clinical Practice 2	<u>2</u>
Semester Total	7

Second Year - Semester 4 (Fall)

	<u>Credit Hours</u>
RAD 152 Radiographic Physics 3	2
RAD 182 Radiographic Imaging 3	2
RAD 200 Radiographic Pathophysiology	2
RAD 210 Radiographic Imaging 4	2
RAD 230 Professionalism in Health Care 1	1
RAD 291 Clinical Practice 3	<u>3</u>
Semester Total	12

Second Year – Semester 5 (Spring)

	<u>Credit Hours</u>
RAD 220 Career Prep for the Radiologic Technologist	1
RAD 231 Professionalism in Health Care 2	1
RAD 240 Radiographic Procedures 4	2
RAD 250 Image Processing	2
RAD 260 Radiographic Procedures 5	1
RAD 270 Radiographic Physics 4	2
RAD 292 Clinical Practice 4	<u>3</u>
Semester Total	12

Second Year – Session 6 (Summer)

	<u>Credit Hours</u>
RAD 280 EKG and IV for the Radiologic Technologist	1
RAD 290 Capstone: Curriculum Review	4
RAD 293 Clinical Practice 5	<u>1</u>
Semester Total	6

General Education	22
Total Program Credit Hours	62
Total Degree Credit Hours	84

***Class may be taken at any regionally-accredited college or university.**

ASR Prerequisite/Corequisite Requirements

Course Number	Prerequisite	Prerequisite/ Corequisite
Prior to Program Admission	ENGL 150, MATH (College Algebra), BIOL 205, BIOL 206, CHEM 103, PSYC 101, INFM 160	
RAD 196	RAD 100, RAD 110, RAD 120, RAD 130, American Heart Association Healthcare Provider or equivalent certification	RAD 140
RAD 151	RAD 150	
RAD 152	RAD 150, RAD 151	
RAD 181	RAD 180	
RAD 182	RAD 180, RAD 181	
RAD 197	RAD 196, RAD 100, RAD 110, RAD 120, RAD 130, American Heart Association Healthcare Provider or equivalent certification	
RAD 200	BIOL 205 (or equivalent), BIOL 206 (or equivalent)	
RAD 290	All program courses must be complete except for RAD 280 and RAD 293	RAD 293
RAD 291	RAD 100, RAD 110, RAD 120, RAD 130, American Heart Association Healthcare Provider or equivalent certification RAD 196, RAD 197	
RAD 292	RAD 100, RAD 110, RAD 120, RAD 130, American Heart Association Healthcare Provider or equivalent certification, RAD 196, RAD 197, RAD 291	
RAD 293	RAD 100, RAD 110, RAD 120, RAD 130, American Heart Association Healthcare Provider or equivalent certification, RAD 196, RAD 197, RAD 291, RAD 292	

Diagnostic Imaging Certificate Programs

Cox College offers many different options for specializing in the field of medical imaging. After completion of a radiography program and subsequent credentialing from the ARRT, graduates may choose to continue their professional education in breast imaging (BI), computed tomography (CT), diagnostic medical sonography (DMS), DMS-echo extension (EE), interventional radiography (IR), magnetic resonance imaging (MRI) or mammography (M).

Registered Nurses with an unrestricted license may also apply to the diagnostic medical sonography program after completing a general or radiology specific physics course.

Certifications

Upon completing the prerequisite requirements of the national credentialing organizations, students in the programs are eligible to apply for their particular imaging program's national certification examination. The dedicated registry review courses provide a directed study in this endeavor.

Admission Requirements

Applicants must be registered radiologic technologists or registry-eligible with successful completion of the ARRT radiologic technology registry prior to the program start date (unless otherwise noted under the specific imaging certificate program).

Program Admission

To apply to the Diagnostic Imaging Certificate programs, the applicant must:

- Complete the admission procedure to Cox College indicating appropriate imaging program choice.
- Following admission to the college, the applicant will receive the requested imaging program application which must be submitted with all requested documentation to the college by the application period deadline.
- Required documentation includes the following:
 - Personal essay
 - Two personal references (one faculty and one clinical)
 - Radiologic Technology program transcripts
 - Copy of ARRT card (or scheduled test date)
- Qualified applicants will receive a letter indicating the date and time of the scheduled interview. If the date/time needs to be adjusted, the applicant must contact the program director for a schedule change.
- All applicants will be interviewed by a panel from the imaging admissions committee. The committee will use behavior-interview-based questions.
- All submitted documents and responses will be scored based on the admission guidelines of the program. The top scoring applicants will be admitted into the program. - Alternate positions may be available.
- Successful applicants must submit a nonrefundable acceptance fee (includes background check and drug screen) and documents by the deadline in order to maintain class place.
- Applicants who would like to keep their files active for the next interview process are to forward a written request to the program director within 30 days of the program decision letter date. Following the passing of the deadline for acceptance fees, any vacant positions may be offered to the alternate positions.

Application Deadlines

Early Admission Deadline-April 30th
Interviews-May 1-15th
Decisions Mailed-May 15th-31st

Regular Admissions Deadline-August 31st
Interviews-September 1-15th
Decisions Mailed-September 15-30th

Please note that positions in the programs are limited and competitive therefore applicants are encouraged to apply at the earliest deadline. Applicants that are not selected are encouraged to reapply.

Requirements for Progression

To successfully progress through the diagnostic imaging certificate programs, students must demonstrate safe, responsible and professional conduct and meet the following standards:

- A minimum of 3.0 GPA with no course grade lower than a “90%” or better in all courses
- An average of 75% on all imaging didactic examinations per course
- An 85% or better on all clinical and laboratory competencies
- Clinical evaluations of an average of three or more in all measured areas.

The program follows a cohort sequence without the option to repeat didactic, laboratory or clinical courses

Advance Placement/ Transfer of Credit/Experiential Learning

Applicants with previous experience in any of these diagnostic imaging certification programs in an educational system will not be granted advanced standing in the program (unless otherwise noted).

Graduation Requirements

The following are the requirements for graduation from the Diagnostic Imaging Certificates program:

1. Successful completion of all courses with a 90 or better and a minimum 3.0 GPA.
2. An average of 75% on all imaging didactic examinations per course.
3. Successful completion of all clinical/laboratory competencies with an 85% or better.
4. Completion of course work following a cohort curriculum plan.
5. Maintenance of a professional and ethical standard of conduct within the clinical setting.

Diagnostic Medical Sonography (DMS)

Sonography, or ultrasonography, is the use of sound waves to generate an image for the assessment and diagnosis of various medical conditions. Sonography is utilized to produce diagnostic images in obstetrics, gynecology, vascular, fetal brain and spine imaging, and cardiac.

This is a comprehensive and challenging 18-month program that provides formal didactic education and clinical education in abdominal, OB/GYN and vascular sonography. The program has an intensive clinical and simulation experience that prepares the future sonographer for their chosen profession and a registry review section that compliments the credentialing process.

The school is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and programmatically reviewed and approved by the Joint Review Commission on Education in Diagnostic Medical Sonography. Graduates may choose to continue their education towards preparing for an additional certification in echocardiography or breast imaging through a six-month extension program.

Program Outcomes

Upon completion of the Diagnostic Medical Sonography program, the sonographer will be able to accomplish the following:

- Obtain, review and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results.
- Perform appropriate procedures and record anatomic, pathologic and/or physiologic data for interpretation by a physician.
- Record, analyze and process diagnostic data and other pertinent observations made during the procedure for presentation to the interpreting physician.
- Exercise discretion and judgment in the performance of sonographic and/or other diagnostic services.
- Demonstrate appropriate communication skills with patients and colleagues
- Act in a professional and ethical manner.
- Provide patient education related to medical ultrasound and/or other diagnostic vascular techniques, and promote principles of good health.
- Successfully apply for the national certification exams in the applicable specialty.

Certifications

Upon completion of the Physics and Instrumentation I, II and Vascular Technology & Instrumentation I courses, the students are able to apply for the ARDMS SPI national examination. The students that are Registered Radiologic Technologists in the program may be eligible to apply for the ARRT sonography national certification examination after completing the clinical requirements of ARRT. After the achievement of the RT(S) credential, the students are eligible to apply for the ARDMS Abdomen, OB/GYN and Vascular Technology examinations under ARDMS current Prerequisite 5.* The dedicated registry review courses provide a directed study in this endeavor throughout the program coinciding with each specific registry. Students that do not qualify to take the ARRT sonography certification will be eligible to apply for the ARDMS or ARRT sonography examinations after graduation.

*This sequence of registry eligibility is subject to change and is dependent on the national certification eligibility requirements and individual applicant qualifications.

Admission Requirements

Applicants must be:

- Registered Radiologic Technologists or registry-eligible with successful completion of the ARRT radiologic technology registry prior to the program start date or
- Unrestricted licensed Registered Nurse or registry eligible at time of application (must pass exam and become licensed prior to program start date) with completion of a general or radiologic physics course.

Program Admission

To apply to the Diagnostic Imaging Certificate programs, the applicant must:

- Complete the admission procedure to Cox College indicating DMS program choice.
- Following admission to the college, the applicant will receive the requested imaging program application which must be submitted with all requested documentation to the college by the application period deadline.
- Required documentation includes the following :
 - Personal essay
 - Two personal references (one faculty and one clinical)
 - Radiologic Technology/Nursing program transcripts
 - Nursing students must submit proof of successful completion of general or radiologic physics course
 - Copy of professional credentialing/license card. (or scheduled test date)

Advance Placement/ Transfer of Credit/Experiential Learning

Applicants with previous experience in the field of sonography in an educational system not approved by CAAHEP or in an “on the job” situation will not be granted advanced standing in the program. Students from other CAAHEP approved programs of diagnostic medical sonography seeking transfer must satisfy all of the requirements of a regular applicant. In addition, those wishing to transfer must supply a letter of recommendation from the school director and current transcripts from the original program. Consideration for transfer will be granted on an individual basis.

DMS Course of Study

<u>Fall Semester 1</u>		<u>Credit Hours</u>
DMS 302	Diagnostic Imaging for the Medical Sonographer	4
DMS 304	Physics & Instrumentation I	2
DMS 306	Sonographic Anatomy of the Abdomen & Small Parts I	5
DMS 308	Sonographic Abdominal & Small Parts Pathology I	4
Semester Total		15
<u>Spring Intersession I</u>		<u>Credit Hours</u>
DMS 310	Methods in Sonography I	2
Session Total		2
<u>Spring Semester 1</u>		<u>Credit Hours</u>
<i>Full Term</i>		
DMS 320	Clinical Study for the Diagnostic Medical Sonographer	3
DMS 312	Physics & Instrumentation II	2
<i>First Term</i>		
DMS 309	Sonographic Anatomy of the Abdomen & Small Parts II	4
DMS 313	Sonographic Abdominal & Small Parts Pathology II	4
<i>Second Term</i>		
DMS 316	Obstetrics and Gynecology I	2
DMS 322	Vascular Technology & Instrumentation I	2
Semester Total		17
<u>Summer Session</u>		<u>Credit Hours</u>
SDI 356	Practicum	4
DMS 317	Methods in Sonography II	3
		7
<u>Fall Intersession</u>		<u>Credit Hours</u>
DMS 400	Methods in Sonography III	2
SDI 358	Practicum	2
Session Total		4
<u>Fall Semester 2</u>		<u>Credit Hours</u>
<i>Full Term</i>		
SDI 430	Practicum	3
SDI 354	Advanced Studies in Diagnostic Imaging I	5
<i>First Term</i>		
DMS 408	Obstetrics and Gynecology II	3
DMS 412	Vascular Technology and Instrumentation II	3
DMS 416	Neurosonography	1
Semester Total		15

Spring Interssion 2SDI 360 Practicum
Session Total**Credit Hours**1
1**Spring Semester 2**SDI 359 Advanced Studies in Diagnostic Imaging II
DMS 420 Capstone
SDI 352 Practicum
Semester Total**Credit Hours**6
8
3
17**Total program credit hours****78**

DMS-Breast Imaging

Breast Imaging (BI) utilizes sound waves to evaluate the breast tissue. This is used to visualize normal and abnormal structures within the breasts.

Our six-month breast imaging program provides comprehensive education in this very specialized and technologically advanced area of diagnostic imaging.

Program Outcomes

Upon completion of the Cox College Breast Imaging, the sonographer will be able to accomplish the following:

- Obtain, review and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results.
- Perform appropriate procedures and record anatomic, pathologic and/or physiologic data for interpretation by a physician.
- Record, analyze and process diagnostic data and other pertinent observations made during the procedure for presentation to the interpreting physician.
- Exercise discretion and judgment in the performance of sonographic and/or other diagnostic services.
- Demonstrate appropriate communication skills with patients and colleagues.
- Act in a professional and ethical manner.
- Provide patient education related to medical ultrasound and/or other diagnostic vascular techniques, and promote principles of good health.
- Successfully apply for the national certification exams in the applicable specialty.

Certifications

Upon completion of the Physics and Instrumentation I and II courses, the students are able to apply for the ARDMS SPI national examination. Following meeting the ARDMS or ARRT breast sonography prerequisites, the student will be able to apply for the breast exam. The specific prerequisites will vary depending on the student's prior experience. The dedicated registry review courses provide a directed study in this endeavor throughout the program coinciding with each specific registry.

*This sequence of registry eligibility is subject to change and is dependent on the national certification eligibility requirements.

Breast Imaging Course of Study

<u>Fall Semester</u>			<u>Credit Hours</u>
BI	300	Methods in Breast Imaging I	4
DMS	304	Physics & Instrumentation I	2
SDI	300	Introductory to Specialty Imaging	3
SDI	430	Practicum	<u>3</u>
Semester Total			12
<u>Spring Intersession</u>			<u>Credit Hours</u>
SDI	360	Practicum	<u>1</u>
Session Total			1
<u>Spring Semester</u>			<u>Credit Hours</u>
BI	306	Methods in Breast Imaging II	2
DMS	312	Physics & Instrumentation II	2
SDI	352	Practicum	3
SDI	364	Advanced Studies in Specialty Imaging	<u>4</u>
Semester Total			11
Total program credit hours			24

DMS-Echo Extension

Echocardiography utilizes ultrasound images to evaluate the function of the heart. This is used to visualize normal and abnormal structures and dynamics within the heart.

Our six-month echo-extension program provides comprehensive education in this very specialized and technologically advanced area of diagnostic imaging. The school is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and programmatically reviewed and approved by the Joint Review Commission on Education in Diagnostic Medical Sonography.

Program Outcomes

Upon completion of the Cox College Echo-Extension, the sonographer will be able to accomplish the following:

- Obtain, review and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results.
- Perform appropriate procedures and record anatomic, pathologic and/or physiologic data for interpretation by a physician.
- Record, analyze and process diagnostic data and other pertinent observations made during the procedure for presentation to the interpreting physician.
- Exercise discretion and judgment in the performance of sonographic and/or other diagnostic services.
- Demonstrate appropriate communication skills with patients and colleagues.
- Act in a professional and ethical manner.
- Provide patient education related to medical ultrasound and/or other diagnostic cardiac techniques, and promote principles of good health.
- Successfully apply for the national certification exams in the applicable specialty.

Certifications

Upon completion of the Physics and Instrumentation I and II courses, the students are able to apply for the ARDMS SPI national examination. Following meeting the ARDMS prerequisites, the student will be able to apply for the adult echo examination. The specific prerequisites will vary depending on the student's prior experience. The dedicated registry review courses provide a directed study in this endeavor throughout the program coinciding with each specific registry.

*This sequence of registry eligibility is subject to change and is dependent on the national certification eligibility requirements.

Advance Placement/ Transfer of Credit/Experiential Learning

Applicants with previous experience in the field of sonography in an educational system not approved by CAAHEP or in an "on the job" situation will not be granted advanced standing in the program. Students from other CAAHEP approved programs of echocardiography seeking transfer must satisfy all of the requirements of a regular applicant. In addition, those wishing to transfer must supply a letter of recommendation from the school director and current transcripts from the original program. Consideration for transfer will be granted on an individual basis.

Echo Extension Course of Study

<u>Summer Semester</u>	<u>Credit Hours</u>
ECH 300 Introductory to Cardiovascular Imaging	5
ECH 404 Cardiovascular Physics & Physiology	3
ECH 406 Cardiovascular Anatomy & Pathology	5
SDI 356 Practicum	<u>2</u>
Semester Total	15
<u>Fall Intersession</u>	<u>Credit Hours</u>
ECH 410 Methods in Echocardiography	<u>2</u>
Session Total	2
<u>Fall Semester</u>	<u>Credit Hours</u>
ECH 412 Cardiovascular Pathology	6
SDI 364 Advanced Studies in Specialty Imaging	4
SDI 430 Practicum	<u>3</u>
Semester Total	13
Total program credit hours	30

Computed Tomography (CT)

Computed tomography is a sophisticated diagnostic imaging specialty capable of depicting anatomy at different levels within the body. This ability, known as cross-sectional imaging, is possible because the x-ray source rotates around the patient during a CT scan, encircling the patient's body and capturing anatomical detail from many angles. Each rotation of the x-ray beam produces a single cross-sectional "slice" of anatomy, like the slices in a loaf of bread. Computed tomography allows physicians to see a single slice of the body, just as if you were taking a slice of bread out of a loaf. Using this technology, physicians can view the inside of anatomic structures, a feat not possible with general radiography.

Cox College offers an intensive six-month program in Computed Tomography. Students receive didactic education as well as a comprehensive clinical education and competencies. The program follows the ASRT Education guidelines in Computed Tomography curriculum.

Program Outcomes

Upon completion of the Cox College Computed Tomography program, the graduate will be able to accomplish the following:

- Demonstrate technical competency by consistently producing diagnostic-quality images using appropriate procedures.
- Use critical thinking skills to make appropriate and responsible decisions based on reason and applied knowledge.
- Communicate effectively with patients, technologists and physicians.
- Use the ALARA principle and appropriate procedures to minimize radiation exposure to their patients, coworkers and themselves.
- Successfully complete the ARRT certification exam in the applicable specialty.

Computed Tomography Course of Study

<u>Fall Semester</u>	<u>Credit Hours</u>
CT 300 Methods in Computed Tomography I	4
SDI 300 Introductory to Specialty Imaging	3
SDI 302 Cross-Sectional Anatomy & Pathology I	2
SDI 430 Practicum	<u>3</u>
Semester Total	12
<u>Spring Intersession</u>	<u>Credit Hours</u>
SDI 360 Practicum	<u>1</u>
Session Total	1
<u>Spring Semester</u>	<u>Credit Hours</u>
CT 306 Methods in Computed Tomography II	3
SDI 309 Cross-Sectional Anatomy & Pathology II	2
SDI 352 Practicum	3
SDI 364 Advanced Studies in Specialty Imaging	<u>4</u>
Semester Total	12
Total program credit hours	25

Interventional Radiography

Interventional Radiography (IR) is an ever-changing and evolving profession within radiology. In the past, the profession primarily consisted of diagnostic angiographic procedures. Presently, it consists of diagnostic angiographic procedures, complex vascular and nonvascular interventional and therapeutic procedures.

This one-year program provides extensive clinical education in a specialized branch of radiology that performs invasive diagnostic and curative procedures such as angiograms and balloon angioplasty.

Program Outcomes

Upon completion of the Cox College Interventional Radiography program, the graduate will be able to accomplish the following:

- Demonstrate technical competency by consistently producing diagnostic-quality images using appropriate procedures.
- Use critical thinking skills to make appropriate and responsible decisions based on reason and applied knowledge.
- Communicate effectively with patients, technologists and physicians.
- Use the ALARA principle and appropriate procedures to minimize radiation exposure to their patients, coworkers and themselves.
- Successfully complete the ARRT certification exam in the applicable specialty.

Interventional Radiography Course of Study

<u>Fall Semester</u>	<u>Credit Hours</u>
IR 300 Anatomy and Physiology	3
IR 302 Angiography Technique	5
SDI 300 Introductory to Specialty Imaging	3
SDI 430 Practicum	<u>3</u>
Semester Total	14
<u>Spring Intersession</u>	<u>Credit Hours</u>
SDI 360 Practicum	<u>1</u>
Session Total	1
<u>Spring Semester</u>	<u>Credit Hours</u>
IR 304 Non-Vascular Procedures	5
IR 306 Sterile Techniques & Specialized Equipment	5
SDI 364 Advanced Studies in Specialty Imaging	4
SDI 352 Practicum	<u>3</u>
Semester Total	17
<u>Summer Session</u>	<u>Credit Hours</u>
IR 310 Catheters and Guidewires	2
SDI 356 Practicum	<u>4</u>
Session Total	6
<u>Fall Intersession</u>	<u>Credit Hours</u>
SDI 358 Practicum	<u>2</u>
Session Total	2
Total program credit hours	40

Mammography (M)

Mammography is the imaging modality that utilizes mammograms, an x-ray test that produces an image of the inner breast tissue on film. This is used to visualize normal and abnormal structures within the breasts.

Our six-month mammography program provides comprehensive education in this very specialized and technologically advanced area of diagnostic imaging including screenings, diagnostics and invasive procedures. Students receive didactic education as well as a comprehensive clinical education and competencies. The program follows the ASRT Education guidelines in Mammography Curriculum.

Program Outcomes

Upon completion of the Cox College Mammography program, the graduate will be able to accomplish the following:

- Demonstrate technical competency by consistently producing diagnostic-quality images using appropriate procedures.
- Use critical thinking skills to make appropriate and responsible decisions based on reason and applied knowledge.
- Communicate effectively with patients, technologists and physicians.
- Use the ALARA principle and appropriate procedures to minimize radiation exposure to their patients, coworkers and themselves.
- Successfully complete the ARRT certification exam in the applicable specialty.

Mammography Course of Study

<u>Fall Semester</u>	<u>Credit Hours</u>
SDI 300 Introductory to Specialty Imaging	3
MAM 302 Methods in Mammography I	3
MAM 306 Physical Principals & QC I	3
SDI 430 Practicum	<u>3</u>
Semester Total	12
<u>Spring Intersession</u>	<u>Credit Hours</u>
SDI 360 Practicum	<u>1</u>
Session Total	1
<u>Spring Semester</u>	<u>Credit Hours</u>
MAM 310 Methods in Mammography II	3
MAM 312 Physical Principals & QC II	2
SDI 364 Advanced Studies in Specialty Imaging	4
SDI 352 Practicum	<u>3</u>
Semester Total	12
Total program credit hours	25

Magnetic Resonance Imaging (MRI)

Magnetic resonance imaging (MRI) is a sophisticated diagnostic technique that uses a magnetic field, radio waves and a computer to generate detailed, cross-sectional images of human anatomy. Because it produces better soft-tissue images than x-rays can, MRI is most commonly used to image the brain, spine, thorax, vascular system and musculoskeletal system (including the knee and shoulder).

Cox College offers a nine-month program in this rapidly growing specialty of radiology. Students receive didactic education as well as a comprehensive clinical education and competencies. The program follows the ASRT Education guidelines in Magnetic Resonance Imaging curriculum.

Program Outcomes

Upon completion of the Magnetic Resonance Imaging program, the graduate will be able to accomplish the following:

- Demonstrate technical competency by consistently producing diagnostic-quality images using appropriate procedures.
- Use critical thinking skills to make appropriate and responsible decisions based on reason and applied knowledge.
- Communicate effectively with patients, technologists and physicians.
- Use the ALARA principle and appropriate procedures to minimize radiation exposure to their patients, coworkers and themselves.
- Successfully complete the ARRT certification exam in the applicable specialty.

MRI Course of Study

<u>Fall Semester</u>	<u>Credit Hours</u>
SDI 300 Introductory to Specialty Imaging	3
SDI 302 Cross-Sectional Anatomy & Pathology I	2
MRI 300 Methods in MRI I	5
SDI 430 Practicum	<u>3</u>
Semester Total	13
<u>Spring Intersession</u>	<u>Credit Hours</u>
SDI 360 Practicum	<u>1</u>
Session Total	1
<u>Spring Semester</u>	<u>Credit Hours</u>
MRI 306 Methods in MRI II	2
SDI 309 Cross-Sectional Anatomy & Pathology II	2
SDI 352 Practicum	3
SDI 364 Advanced Studies in Specialty Imaging	<u>4</u>
Semester Total	11
<u>Summer Session</u>	<u>Credit Hours</u>
SDI 356 Practicum	<u>4</u>
Session Total	4
Total program credit hours	29

Dietetic Internship Program

The Cox College Dietetic Internship (DI) is a 40-week fulltime program that will provide 1500 hours of supervised practice in clinical, community and foodservice areas, with a concentration in nutrition diagnostics. Completion of an ADA-accredited dietetic internship prepares students to qualify to take the national examination to become a Registered Dietitian, for active membership in ADA and for performance in entry-level dietetics positions. Minimum requirements for admission to the internship include a Bachelor's degree from a US regionally accredited college or university and completion of the current minimum requirements for Didactic Programs in Dietetics.

Successful Completion

The CADE outcomes/competencies reflect the minimal level of expertise the intern must achieve for entry level practice. In addition to the minimal level of expertise required by the CADE, the Department of Health Sciences requires satisfactory performance in the following if an intern wishes to receive a verification statement from Cox College:

- Attendance at all professional classes and seminars required by the program.
- Satisfactory completion of written work/projects within time frame as assigned.
- Satisfactory evaluations of intern's performance as reviewed by preceptor /instructor and program director.
- Active participation in individual and group discussions either in person or via Web site to demonstrate knowledge and understanding of topic.

Successful completion of the program should equip the intern with the knowledge and ability to apply that knowledge in the dietetic field as measured by the Registration Examination for Dietitians. The graduate of Cox College's Dietetic Internship program is prepared to practice in multiple areas of dietetics, including foodservice systems management, therapeutic clinical practice, and normal and preventive nutrition in a variety of settings. The program concentration in nutrition diagnostics will prepare the graduate for an emerging area of clinical practice.

Program Goals:

- Prepare graduates to become competent entry level dietitians.
- Develop skill in the nutrition diagnostic approach to the practice of clinical nutrition.
- Prepare graduates to effectively utilize current and pertinent scientific literature in practice as an entry-level clinical nutrition practitioner.
- Support the need for clinical nutrition practitioners in southwest Missouri and the Midwest region.

Dietetic Internship Selection Criteria

- Minimum of a baccalaureate degree from an accredited college or university.
- Official Verification Statement of completion of Didactic Program in Dietetics (DPD) or Declaration of Intent to Complete DPD Degree signed by the program representative.
- Admission into the DI is on a competitive basis.
- Interviews are required for all qualified applicants. A telephone interview will be permitted in the case of the student who has to travel a distance of greater than 250 miles. Applicants will be contacted by the DI director to arrange an appointment for an interview.
- Students are selected based on their academic achievement - an overall grade-point average of 3.0 on a 4.0 point system is required.
- Recent course work, especially in the upper level nutrition/diet therapy and science courses, along with employment history completed within the past three years, will receive more consideration in the selection process.

- Also considered are work experience, volunteer activities related to dietetics, extracurricular activities and honors, narrative statement, recommendations submitted, and overall neatness and satisfactory completion of the application packet.
- Applicants for admission into the DI must demonstrate good communication skills, professionalism, self-direction, flexibility, potential to complete the entire curriculum, and motivation to work in a fast-paced academic program and site environment. The Cox College DI is an intensive program and requires study and class time beyond a usual work week.
- Students whose application packets are incomplete or do not meet entrance criteria will not be interviewed.

The Cox College Dietetic Internship is participating in Centralized Application Service for Spring 2012 Computer Matching Process.

- The program is using the online centralized internship application, DICAS, which may be accessed at <https://portal.dicas.org>, e-mail DICASinfo@DICAS.org. DICAS will be available after December 2011 for the Spring 2012 Match. The online application must be completed for our program by 11:59 p.m. Central Time on February 15, 2012. The fee to use DICAS is \$40 for the first application submitted and \$20 for each additional application.
- When completing the application form, applicants must include the name and contact information (specifically an e-mail address) for each reference. This will trigger an e-mail message requesting completion of a reference form. The form will be completed online. Letters should be completed by the following:
 1. The director of your Didactic Program in Dietetics
 2. A nutrition faculty member who has taught an upper level course
 3. A work or volunteer supervisor, preferably one who is a practicing Registered Dietitian who has observed your work for more than three months.
- Applicants who apply to internships using DICAS will be asked to complete a personal statement. The typewritten narrative statement, no more than two pages in length, should address the following:
 - Explain how your background, experiences, personal and professional goals support the mission of Cox College DI.
 - Explain why you are interested in dietetics.
 - Present a discussion of your strengths and areas of improvement, focusing on the following areas: ability to work independently, ability to work with other people and groups, ability to work under pressure, flexibility, management skills, and oral and written skills.
- Official transcripts from all colleges and universities attended should be sent to:

DICAS- Transcript Dept
PO Box 9118
Watertown, Ma 02472

- Applicants must also complete the Cox College application; include an application fee of \$45 (non-refundable) made payable to Cox College. Mail the application and fee to the college at 1423 N Jefferson, Springfield, MO, 65802.

Computer Matching

Applicants must also register online for computer matching at www.dnndigital.com and select dietetic internship priority choices by 11:59 p.m. Central Time on February 15. There is a \$50.00 computer

matching fee. The matching code for Cox College is 173. For more information on the computer matching process go to www.dnndigital.com D&D Digital Systems, Inc. or contact them at:

D&D Digital Systems, Inc.
304 Main Street, Suite 301
Ames, IA 50010
Phone: 515-292-0490

Medical Billing/Coding Certificate Program

Cox College awards a certificate in Medical Billing/Coding. Specialists analyze health care records, assign distinct and specific codes to medical data and correctly classify diagnoses, treatments, and procedures for use in medical research, reimbursement and health care planning.

Outcome Criteria

Upon completion of the program of study, the certificate recipient will be able to:

- Understand medical terminology, laboratory, anatomy, physiology and pharmacology as it relates to body systems and disease processes.
- Explain purposes of diseases and operations classification and nomenclatures.
- Demonstrate knowledge of basic concepts and coding principals of ICD-9-CM and CPT, and apply knowledge of disease process and health record documentation to accurately assign and/or verify the correct codes to specific diagnoses and procedures.
- Identify correct sequence codes.
- Validate coding accuracy and use of clinical information in examination and evaluation of third-party billing and/or payment.
- Understand reimbursement design concepts in examination and evaluation of third-party billing and/or payment.
- Understand what coding accuracy is in relation to compliance with federal and regulatory requirements.
- Utilize and refer to various references in coding.

Applying to the Medical Billing/Coding Certificate Program

To apply to the Medical Billing/Coding certificate program, a candidate must complete:

- Cox College admission procedures
- Program application
- Student letter of intent
- Two letters of reference

Program Admission and Selection Criteria

Candidates are considered for admission into the Medical Billing/Coding certificate program based on the completion of Cox College application requirements and prior academic performance. Once a candidate has been notified of an offer for admission into the Medical Billing/Coding certificate program, a nonrefundable acceptance fee (includes background check and drug screen) must be submitted, and the student should contact the Medical Billing/Coding instructor to register for classes. A positive drug screen or compromised background check may result in rescinding the student's acceptance into the program.

Requirements Prior to the Medical Billing/Coding Certificate Program

Verification of the following must be provided by all health science students **prior** to the start of the first health science course:

- Clear background check.
- Negative drug screen.

Requirements for Progression

To successfully progress through the Medical Billing/Coding certificate program, students must demonstrate safe, responsible and professional conduct, and meet the following academic standards:

- A grade of “C” or better in all core courses
- A grade of “C” or better upon completion of Coding I
- A grade of “C” or better upon completion of Coding II
- A grade of “C” or better upon completion of Coding III
- A grade of “C” or better upon completion of Coding Practicum

Certificate Requirements

Certificate requirements must be met within three years of admission into the Medical Billing/Coding certificate program. A student who withdraws or does not achieve a grade of C or better in any corequisite course will NOT be allowed to progress to the next Medical Billing/Coding course until the corequisite requirement is successfully completed. If withdrawal of a corequisite course occurs, withdrawal in the concurrent Medical Billing/Coding course will also be required. If progression in the Medical Billing/Coding certificate program is interrupted for this or any reason, enrollment will be resumed on a space-available basis.

There are 18 credit hours in the core curriculum and 18 credit hours of Medical Billing/Coding courses required for completion of the Medical Billing/Coding certificate. The following is a proposed plan of study for the Medical Billing/Coding certificate program.

Certificate Requirements

Core Curriculum (18 Credit Hours)

HSCC 100	Medical Terminology for Health Sciences Online
HSCC 101	Human Anatomy & Physiology for Health Sciences Online
HSCC 104	Pharmacology for Health Sciences Online
HSCC 105	Introduction to Health Information Management/Ethics Online
HSCC 109	Health Care Delivery Systems Online
HSCC 110	The Electronic Medical Record Online
HSCC 111	Human Diseases for Health Sciences Online

Medical Billing/Coding (18 Credit Hours)

MDCO 101	Coding System I, ICD-9-CM/ICD-10-PCS
MDCO 102	Coding Systems II, CPT Coding
MDCO 104	Data Quality, Reimbursement & Insurance Billing Online
MDCO 105	Medical Billing/Coding Practicum
MDCO 106	Coding Systems III, Advanced Coding Lab

Medical Billing/Coding Suggested Course of Study

<u>Semester 1</u>	<u>Credit Hours</u>
Medical Terminology for Health Sciences Online	3
Human Anatomy & Physiology for Health Sciences Online	3
Human Disease for Health Sciences Online	3
Pharmacology for Health Sciences Online	<u>2</u>
Semester Total	11
<u>Semester 2</u>	<u>Credit Hours</u>
Health Care Delivery Systems Online	2
Electronic Health Record Online	2
Coding Systems I, ICD-9-CM/ICD-10-PCS	3
Introduction to Health Information Management/Ethics Online	<u>3</u>
Semester Total	10
<u>Semester 3</u>	<u>Credit Hours</u>
Coding Systems II, CPT Coding	3
Coding Systems III, Advanced Coding Lab	4
Data Quality, Reimbursement & Insurance Billing Online	<u>2</u>
Semester Total	9
<u>Semester 4</u>	<u>Credit Hours</u>
Medical Billing/Coding Practicum	<u>6</u>
Program Total	36

Medical Billing/Coding Prerequisites and Corequisites

Course	Prerequisite (If enrollment is not maintained, coding course must be dropped)	Prerequisite/Corequisite
HSCC 100		
HSCC 101		HSCC 100
HSCC 111		HSCC 100, 101, 104
HSCC 104		HSCC 100, 101, 111
HSCC 105		HSCC 100, 101, 111
HSCC 109		HSCC 100, 101, 104, 105, 111
HSCC 110		HSCC 100, 101, 104, 105, 109, 111
MDCO 101	HSCC 100, 101, 111, 104,	HSCC 105, 109, 110
MDCO 102	HSCC 100, 101, 111, 104, MDCO 101	HSCC 105, 109, 110
MDCO 104		
MDCO 105	HSCC 100, 101, 111, 104, 105, 109, 110 MDCO 101, 102, 106	MDCO 104
MDCO 106	HSCC 100, 101, 111, 104 MDCO 101, 102	HSCC 105, 109, 110

Medical Transcription Certificate Program

Cox College awards a certificate in Medical Transcription. A medical transcriptionist is a medical language specialist who interprets and accurately transcribes dictation by physicians and other health care professionals. They must correctly document patient care to ensure that patients receive proper and necessary treatment. Medical transcription is one of the most sophisticated of the allied health professions, and transcriptionists are essential members of the health care team.

Beginning January 2012, the Medical Transcription curriculum will be revised. Contact the Admissions office or the Dean of Health Sciences for the most current information.

Outcome Criteria

Upon completion of the program of study, the certificate recipient will be able to:

- Interpret and accurately transcribe health care provider dictation covering a wide variety of medical specialties.
- Demonstrate proper sentence structure, grammar, spelling, editing and formatting of patient care documents.
- Think critically and produce accurately transcribed medical reports when confronted with challenging dictation.
- Exercise independent judgment and assume responsibility for personal and professional behavior within ethical and legal standards.
- Utilize reference books, computer software and dictation equipment necessary to perform the job functions required of a medical transcriptionist.
- Apply quality assurance principles through timeliness and accuracy.
- Pursue professional growth through continuing education and the flexibility necessary to adapt and succeed in the changing health care delivery system.

Applying to the Medical Transcription Certificate Program

To apply to the Medical Transcription Certificate program, a candidate must do the following:

- Complete admission requirements of Cox College.
- Complete testing in grammar proficiency and keyboarding.

Program Admissions and Selection Criteria

Candidates are considered for admission into the Medical Transcription certificate program based on the completion of the Cox College application process, achievement of successful scores on the grammar proficiency and keyboarding tests, and prior academic performance. Once a candidate has been notified of an offer for admission into the Medical Transcription Certificate program, a nonrefundable acceptance fee (includes background check and drug screen) must be submitted. Students will be notified of program admission offers in writing and informed to contact the Medical Transcription instructor to register for classes. A positive drug screen or compromised background check may result in rescinding the student's acceptance into the program.

A student who withdraws or does not achieve a grade of "C" or better in any corequisite course will NOT be allowed to progress to the next Medical Transcription course until the corequisite requirements are successfully complete.

If a withdrawal from a corequisite course occurs, withdrawal in the concurrent medical transcription course will also be required. If the progression in the medical transcription program is interrupted for this or any reason, enrollment will be resumed only on a space-available basis.

Admission into the Medical Transcription Certificate Program

To be eligible to be admitted into the Medical Transcription Certificate program, a candidate must:

- Complete admission procedure to Cox College.
- Complete a keyboarding/transcription test of at least 70 lines/hr with a 97% accuracy rate.
- Receive a 75% on the grammar proficiency test offered at Cox College.

NOTE: Certificate requirements must be met within three years of admission into the Medical Transcription certificate programs.

Requirements Prior to Starting Program

Verification of the following must be provided by all medical transcription students **prior** to the first day of class:

- Negative drug screen.
- Clear background check.

Requirements for Progression

To successfully progress through the Medical Transcription certificate program, students must demonstrate safe, responsible and professional conduct, and meet the following academic standards:

- A grade of “C” or better in all courses.
- Transcription skills of 70 lines per hour of medical text with 97% accuracy upon completion of MDTN 101.
- Transcription skill of 90 lines per hour of medical text with 97% accuracy upon completion of MDTN 105.

Certificate Requirements

Every student is responsible for meeting all of the requirements for the certificate completion. The responsibility for understanding and meeting these requirements rests entirely with the student. The Medical Transcription certificate program requires:

- Satisfactory completion (“C” or better) of specified courses in the curriculum plan.
- Minimum cumulative GPA of 2.0 on a 4.0 scale.
- Transcription skills of 100 lines per hour or better with 97% accuracy.
- Completion of all health sciences course work within three years of enrollment in the Medical Transcription certificate program.

There are 18 credit hours in the core curriculum and 16 credit hours of Medical Transcription courses required for completion of the Medical Transcription certificate.

The following is a proposed plan of study for the Medical Transcription program.

Certificate Requirements

Core Curriculum

(18 Credit Hours)

HSCC 100	Medical Terminology for Health Sciences Online
HSCC 101	Human Anatomy and Physiology for Health Sciences Online
HSCC 104	Pharmacology for Health Sciences Online
HSCC 105	Introduction to Health Information Managements/Ethics for Health Sciences Online
HSCC 109	Health Care Delivery Systems
HSCC 110	The Electronic Medical Record
HSCC 111	Human Diseases Processes for Health Sciences Online

Medical Transcription (16 Credit Hours)

MDTN 101	Beginning Medical Transcription
MDTN 105	Advanced Medical Transcription
MDTN 106	Medical Transcription Practicum

Medical Transcription Suggested Fulltime Course of Study

<u>Semester 1</u>		<u>Credit Hours</u>
HSCC 100	Medical Terminology for Health Sciences Online	3
HSCC 101	Human Anatomy & Physiology for Health Sci Online	3
HSCC 104	Pharmacology for Health Sciences Online	2
HSCC 111	Human Diseases for Health Sciences Online	3
MDTN 101	Beginning Medical Transcription Lab	<u>5</u>
Semester Total		16
<u>Semester 2</u>		<u>Credit Hours</u>
HSCC 105	Intro Health Information Managements/Ethics for Health Sciences Online	3
HSCC 109	Health Care Delivery Systems	2
HSCC 110	The Electronic Medical Record	2
MDTN 105	Advanced Medical Transcription Lab	<u>5</u>
Semester Total		12
<u>Semester 3</u>		<u>Credit Hours</u>
MDTN 106	Medical Transcription Practicum	<u>6</u>
Semester Total		6
Total Credit Hours		34

Medical Transcription Prerequisite/Corequisite Requirements

Course	Prerequisite (If enrollment is not maintained, coding course must be dropped)	Prerequisite/ Corequisite
HSCC 100		HSCC 101, 104, MDTN 100, 101
HSCC 101		HSCC 100, 104, MDTN 100, 101
HSCC 111	HSCC 100, 101,104, MDTN 100, 101	HSCC 105, MDTN 105
HSCC 104		HSCC 100, 101, 111, MDTN 100, 101
HSCC 105	HSCC 100, 101, 104, MDTN 100, 101	HSCC 111, MDTN 105
HSCC 109	HSCC 100, 101, 104, MDTN 100, 101	HSCC 105, 111
MDTN 100		HSCC 100, 101, 104, 105 MDTN 101
MDTN 101		HSCC 100, 101, 104, MDTN 100
MDTN 105	HSCC 100, 101,104, MDTN 100, 101	HSCC 105
MDTN 106	HSCC 100, 101, 104, 105, MDTN 100, 101, 105	

Department of Continuing Education

Philosophy of Continuing Education

The Cox College Department of Continuing Education was founded upon the belief that a society and its inclusive individuals will prosper when learning is an ongoing process. Throughout Cox College, the philosophy that adult learners should be treated with dignity, respect and be allowed to build upon previous education and experiences enhances the Student First philosophy. The Department of Continuing Education adheres to this philosophy as it endeavors to meet the ongoing educational needs of our students and the health care community.

Health care professionals are central to the well-being and functioning of our society. Members within the health care professions must remain current in the knowledge and skills necessary for their specific occupations. The Department of Continuing Education is founded upon the distinctive knowledge base and structures of interdisciplinary education which reflects team-based health care. Continuing education should be specifically designed to improve individuals' performance with respect to the mission of their professions.

Goals

- Provide excellent continuing health education offerings which put the ongoing needs of the *Student First*.
- Partner with CoxHealth Educational Services department to offer extensive continuing health education as requested by employees.
- Address appropriate health care education needs as articulated by institutions, business partners and other appropriate health care providers.
- Remain current with continuing education demands identified within the health care field on a local and global level.
- Strive to become as self-supporting as possible by offering outstanding course offerings, collecting appropriate fees and tuition, and seeking grant funding.
- Assist CoxHealth with continuing education requirements necessary in achieving Magnet Status.

Continuing Education Classes

Availability of courses, conferences and offerings developed and presented by the Continuing Education department will be posted on the college Web site.

Nurse Assistant

The Nurse Assistant course is eight weeks in duration. Students receive both classroom theory and clinical experience during this time. Two days each week are spent at the college completing theory and skills practice and two days a week are spent in a medical facility working with actual patients and implementing what has been learned in the classroom.

Course Admission

1. Complete Cox College Nurse Assistant application and submit application fee.
2. Request high school transcript or GED to be sent to Cox College Admissions Department.
3. Provide verification of immunizations and additional requirements (See Admissions – Requirements, **prior** to first clinical course) must be provided by all Nurse Assistant students **PRIOR** to the first day of class.
4. Pick up books, gait belt, and order uniform through the Cox College Bookstore.

Orientation

New students admitted to the nurse assistant course are required to attend an orientation meeting the afternoon prior to the first day of class. Information about date, time and place of orientation will be included in the new student's acceptance letter.

Certification

Upon completion of the course, students will take the certification examination.

Nurse Re-Entry

Formerly known as the RN Refresher program, the Nurse Re-Entry course is for nurses who have not recently practiced in an acute health care setting. The course consists of 10 weeks: five weeks of online theory and five weeks of clinical practicum. The course will be overseen by a Cox College faculty member, and the clinical practice is provided under the direction of registered nurse preceptors in the acute care setting.

Outcome Criteria

Upon completion, students will be able to:

1. Utilize the Nursing Process as a critical thinking methodology to provide safe and effective patient care.
2. Identify key nursing assessment findings related to various health/disease states.
3. Apply the principles of safe medication administration.
4. Discuss communication, caring and cultural awareness as they relate to the helping relationship of the health care provider.
5. Interpret legal, ethical and professional responsibilities of nursing practice in today's complex health care environment.
6. Identify the principles of the teaching/learning process related to patient and family education
7. Apply knowledge of bio-psychosocial sciences and research to the areas of nursing practice.

Course Admission

1. Complete Cox College application and submit application fee.
2. Verification of immunizations and additional documentations (See Admissions – Requirements, **prior** to first clinical course) must be provided by the students **PRIOR** to the first day of class.

Description of Courses**GENERAL EDUCATION****BIOLOGY****BIOL 100 Foundations of Science 3 Credit Hours**

This is an introductory course to the sciences; it provides an overview of biological and chemical terms, concepts and history, and serves as foundation to required general education science courses in the curriculum.

BIOL 205 Human Anatomy 4 Credit Hours

An introduction to the gross and microscopic anatomy of the human body. Mammalian examples of major systems are studied in the laboratory. Lecture and laboratory.

BIOL 206 Human Physiology 4 Credit Hours

Through lecture, discussion, and complementary laboratory experiences, this course examines the organization and function of the human body as a whole and the interrelations of its various systems, organs, tissues, and cells. Lecture and laboratory.

BIOL 208 Microbiology 4 Credit Hours

The practical relations of microorganisms to human welfare. An introduction to standard laboratory methods of the study of bacteria and bacteriological examinations of materials; effects of environment upon bacteria. Lecture and laboratory.

BIOL 302 Principles of Human Nutrition 3 Credit Hours

Prerequisite or Corequisite: CHEM 103. A study of food as it functions to meet body needs with emphasis on utilization, food sources, selection of adequate diets, individual, community, and world health problems, and diet therapy.

BIOL 382 Pathophysiology 3 Credit Hours

Prerequisites: BIOL 205 and 206.

Physiological responses to disease, stress, and the environment are studied. Pathophysiological processes are analyzed in view of current research.

CHEMISTRY**CHEM 103 Fundamentals of Chemistry 4 Credit Hours**

A terminal course dealing with the fundamentals and basic concepts of chemistry, designed primarily for general college students as well as those in specialized programs.

COMPUTER SCIENCE**INFM 160 Computer Resources 1 Credit Hour**

Presents the microcomputer as a personal productivity tool. Practical applications of software are taught.

Students enrolled in INFM 160 (Computer Resources) may earn full course credit by receiving a passing grade on the INFM 160 Proficiency Exam. Only students registered for INFM 160 are allowed to take the proficiency examination. Students will register and pay a \$75.00 fee for the proficiency exam. Students

will register for a testing date at the time of registration. Students may take the exam only once. The exam is graded as pass/fail, with passing being defined as an overall score of 75% or above. If a student does not achieve a passing score, the \$75.00 fee will be applied toward tuition for enrollment in INFM 160. The student's academic record is not affected, and enrollment in INFM 160 will continue.

ENGLISH

ENGL 100 Fundamentals of English 3 Credit Hours

Requires students to review and practice the fundamentals of grammar, style, usage and mechanics. This course will improve students' interpretive reading abilities and basic writing skills. Proofreading and editing strategies, with an emphasis on correcting common errors, will also be a continual focus of the semester. Student mastery of these goals will be assessed through worksheets, exams and weekly writing assignments.

NOTE: A student's score on the TEAS test will determine if ENGL 100 is a necessary prerequisite for ENGL 150. This course will not count toward total credit hours for graduation.

ENGL 150 English Composition 3 Credit Hours

An introductory writing course designed to develop students' abilities to write in a variety of modes for a wide range of purposes.

ENGL 207 Expository Writing 3 Credit Hours

Prerequisite: ENGL 150 or equivalent. Theory of expository writing; practice in writing nonfiction with clarity and conciseness.

GENERAL STUDIES

CCPL 100 Promoting Learning and Ultimate Success 1 Credit Hour

Prerequisite: Admission to the college. This course is designed to facilitate a successful college experience with a focus of offering strategies to improve and build strong classroom skills, study techniques, test taking, critical thinking and time management skills. The course will offer information about health care as a career, knowledge of the Cox College campus community, and information about support services.

HUMANITIES

HUMN 150 Fine Art/ Humanities Elective 3 Credit Hours

Language, art, music, dance and theatre, etc.

MATHEMATICS

MATH 100 Beginning Algebra 3 Credit Hours

For students studying algebra for the first time and for those who need a review of basic algebra. Credit for this course will not satisfy the math proficiency requirement for nursing programs and will not count toward total credit hours for graduation.

NOTE: A student's score on the TEAS test will determine if MATH 100 is a necessary prerequisite for MATH 150.

MATH 150 Intermediate Algebra 3 Credit Hours

The traditional topics of intermediate algebra through quadratic equations and functions are covered. This class meets the math proficiency requirement for the nursing programs. Students with ACT scores greater

than or equal to 22 are exempt from MATH 150.

MATH 227 Introduction to Statistics 3 Credit Hours
Prerequisite: MATH 150 or equivalent. A course to acquaint the student with the basic ideas and language of statistics, including such topics as descriptive measures, elementary probability, distributions, estimations, hypothesis testing, regression, and correlation.

PHILOSOPHY

PHIL 201 Introduction to Philosophy 3 Credit Hours
A comparative and critical study of the major philosophic positions with a view to developing the analytic, synthetic and speculative dimensions of philosophical methods.

PSYCHOLOGY

PSYC 101 Introduction to Psychology 3 Credit Hours
This is a survey course providing a study of the behavior of living organisms, particularly human behavior. Typical problems are methods and measurements in psychology, theoretical systems, learning, motivation, perception, personality and psychopathology.

PSYC 230 Life-span Development 3 Credit Hours
Prerequisite: Psychology 101. Life-span Development is a psychology course providing a study of the cognitive, emotional and behavioral aspects of human organisms as they grow and age. Development encompasses all stages of life from the prenatal phase to death. The purpose of the course is to provide students with a broad understanding of the processes of living and dying as well as ways in which basic psychological principles affect daily lives.

SOCIAL SCIENCES

GOVT 101 Government and Politics in the United States 3 Credit Hours
Introduction to the theory, constitutional basis, functions and government structures of the US political system. Emphasis is on the national level of politics and linkages with state and local governments, with particular emphasis on Missouri. Current issues in domestic and foreign policies.

SOCIOLOGY

SOCI 101 Introduction to Sociology 3 Credit Hours
An analysis of factors that are significant in the development of people as social beings. Consideration is given to the social group and culture as factors in this process.

SOCI 304 Global Awareness and Cultural Diversity 3 Credit Hours
Increases familiarity with cultural diversity in the US and globally. Devotes attention to such issues as religious, racial, and socioeconomic diversity.

SPANISH

SPAN 101 Spanish for Health Care Workers 3 Credit Hours
This course will introduce the health care worker to various ways of communicating with Spanish speaking individuals associated with a health care facility.

HEALTH SCIENCES**BREAST IMAGING****BI 300 Methods in Breast Imaging I 4 Credit Hours**

This course is designed to impart an in-depth understanding of the imaging and sonographic evaluation of breast anatomy and pathology encountered in the breast and adjacent structures. Emphasis will be placed on interpretation of laboratory tests, related clinical signs and symptoms, and recognition of normal and abnormal sonographic patterns. Simulated imaging laboratory concentrating on protocols and comprehensive breast scanning.

BI 306 Methods in Breast Imaging II 2 Credit Hours

This course is designed to continue an in-depth understanding of the imaging and sonographic evaluation of breast anatomy and pathology encountered in the breast and adjacent structures. Emphasis will be placed on interpretation of laboratory tests, related clinical signs and symptoms, and recognition of normal and abnormal sonographic patterns. Simulated imaging laboratory concentrating on protocols and comprehensive breast scanning.

COMPUTED TOMOGRAPHY**CT 300 Methods in Computed Tomography I 4 Credit Hours**

Content is designed to impart an understanding of the physical principals and instrumentation involved in computed tomography. The student will also explore the policies and procedures encountered in computed tomography. Simulated laboratory is included.

CT 306 Methods in Computed Tomography II 3 Credit Hours

Content is continued study in the understanding of the physical principals and instrumentation involved in computed tomography. The student will also explore the policies and procedures encountered in computed tomography.

DIAGNOSTIC MEDICAL SONOGRAPHY**DMS 302 Diagnostic Imaging for the Medical Sonographer 4 Credit Hours**

This course is designed to prepare the new student sonographer for the multiple facets of study in the field of sonographer. The course consists of three specific sections: medical terms as applied to sonography, to include anatomic, diagnostic, sonographic, symptomatic terms and descriptions, ethics as it applies to the specialty imager and precision minds. Precision minds will provide the student sonographer with methods that may be utilized during the remainder of the program and throughout the sonographer's career. Emphasis is placed upon recognizing stress, identifying the source and the best individual methods to accommodate. Test taking techniques and habits are explored. Outside speakers and field trips are included.

DMS 304 Physics & Instrumentation I 2 Credit Hours

This course will provide a detailed study of the principles of the production and propagation of sound waves as applied to diagnostic medical sonography. In addition the student will be provided with detailed knowledge of equipment operation and the steps necessary to optimize the sonographic image. This course includes a laboratory component.

DMS 306 Sonographic Anatomy of the Abdomen & Small Parts I 5 Credit Hours

This course is a review of basic anatomy and an intense study of CT and MRI cross-sectional anatomy as applied to sonographic scanning. It also includes a study of the male pelvis, vascular structures, and an in-depth study of the abdominal structures, retro-peritoneal and superficial structures. Patient preparation,

scanning technique and imaging protocols are also covered in this course. This course includes both simulated and MedSim labs.

DMS 308 Sonographic Abdominal & Small Parts Pathology I 4 Credit Hours

This course is an in-depth study pathology encountered in the abdominal, retroperitoneal, and superficial anatomical structures. Emphasis will be placed on interpretation of laboratory tests, related clinical signs and symptoms, and recognition of normal and abnormal CT, MRI and sonographic images.

DMS 309 Sonographic Anatomy of the Abdomen & Small Parts II 4 Credit Hours

Prerequisite: DMS 310

This course is a continued study of basic anatomy and an intense study of CT and MRI cross-sectional anatomy as applied to sonographic scanning. It also includes a study of the male pelvis, vascular structures, and an in-depth study of the abdominal structures, retro-peritoneal and superficial structures. Patient preparation, scanning technique and imaging protocols are also covered in this course. This course includes both simulated and MedSim labs.

DMS 310 Methods in Sonography I 2 Credit Hours

Prerequisite: DMS 302, DMS 304, DMS 306 and DMS 308

This course is a continued study of Sonographic Anatomy, Physics & Equipment and Abdominal Pathology. This course includes both simulated and MedSim labs.

DMS 312 Physics & Instrumentation II 2 Credit Hours

Prerequisite: DMS 310

This course continues a detailed study of the principles of the production and propagation of sound waves as applied to diagnostic medical sonography. In addition the student will be provided with detailed knowledge of equipment operation and the steps necessary to optimize the sonographic image. This course includes a registry review component that prepares the student sonographer for the national physics examination.

DMS 313 Sonographic Abdominal & Small Parts Pathology II 4 Credit Hours

Prerequisite: DMS 310

This course is a continued in-depth study of pathology encountered in the abdominal, retroperitoneal, and superficial anatomical structures. Emphasis will be placed on interpretation of laboratory tests, related clinical signs and symptoms, and recognition of normal and abnormal CT, MRI and sonographic images.

DMS 316 Obstetrics and Gynecology I 2 Credit Hours

This course consists of basic anatomy and function of the female reproductive system and related anatomy. It includes the normal and abnormal sonographic appearance of the female pelvis and scanning techniques to demonstrate uterine and ovarian pathology. This course also covers the normal growth and anatomy of the fetus from conception to first trimester. It includes the normal and abnormal sonographic appearance of the fetus, placenta, umbilical cord, and related structures, along with scanning techniques for demonstration of congenital anomalies and pathology. Labs for simulated scanning of these structures are included.

DMS 317 Methods in Sonography II 3 Credit Hours

Prerequisite: DMS 316 and DMS 322

This course is a continued study of Obstetrics and Gynecology in conjunction with Vascular Technology and Instrumentation. This course includes both simulated and MedSim labs.

DMS 320 Clinical Study for the Diagnostic Medical Sonographer 3 Credit Hours

Prerequisite: DMS 310

This course explains the ethical behavior of a professional sonographer within the medical setting. Emphasis will be placed on the Society of Diagnostic Medical Sonography Code of Ethics, patient rights and associated medico-legal implications. The course concludes in the the clinical setting as the student sonographer prepares for the profession of diagnostic medical sonography.

DMS 322 Vascular Technology & Instrumentation I 2 Credit Hours

Prerequisite: DMS 312

This course will include all aspects and topics related to vascular physics and instrumentation. Emphasis is placed on arterial, venous, cerebrovascular testing and test validation. The physical properties and test interpretation of each section will be discussed. Labs for simulated scanning of these structures are included. This course also includes all aspects and topics related to vascular physics and instrumentation. Emphasis is placed on arterial, venous, cerebrovascular testing and test validation. The physical properties and test interpretation of each section will be discussed. Labs for simulated scanning of these structures are included.

DMS 400 Methods in Sonography III 2 Credit Hours

Prerequisite: DMS 317

This course is a continued study of Obstetrics and Gynecology in conjunction with Vascular Technology and Instrumentation. This course includes both simulated and MedSim labs.

DMS 408 Obstetrics and Gynecology II 3 Credit Hours

Prerequisite: DMS 400

This course is a continuation course in the study of OB/GYN. The study consists of basic anatomy and function of the female reproductive system and related anatomy. It includes the normal and abnormal sonographic appearance of the female pelvis and scanning techniques to demonstrate uterine and ovarian pathology. This course also covers the normal growth and anatomy of the fetus from 2nd to the 3rd Trimester. It includes the normal and abnormal sonographic appearance of the fetus, placenta, umbilical cord, and related structures, along with scanning techniques for demonstration of congenital anomalies and pathology. Labs for simulated scanning of these structures are included.

DMS 412 Vascular Technology & Instrumentation II 3 Credit Hours

Prerequisite: DMS 400

This course will continue the study of all aspects and topics related to vascular testing and evaluations. Emphasis is placed on cerebrovascular testing, and test validation. The capabilities, limitations, physical properties, techniques, patient positioning and test interpretation of each section will be discussed. Labs for simulated scanning of these structures are included.

DMS 416 Neurosonography 1 Credit Hour

This course will provide a detailed study of the anatomy, pathology and scanning techniques related to sonographic examinations of the neonate. Emphasis is placed upon the imaging of neonatal intracranial structures. Dissection lab is included.

DMS 420 Capstone 8 Credit Hours

Prerequisite: SDI 354

Comprehensive review of all curriculums in preparation for the national sonography examinations. Simulation and MedSim labs are included.

ECHO EXTENSION**ECH 300 Introduction to Cardiovascular Imaging 5 Credit Hours**

This course explains the ethical behavior of a professional sonographer within the medical setting. Emphasis will be placed on the Society of Diagnostic Medical Sonography Code of Ethics, patient rights and associated medico legal implications. The course also includes an overview of medical terms as applied to echocardiography to include anatomic, diagnostic and symptomatic terms and descriptions.

ECH 404 Cardiovascular Physics & Physiology 3 Credit Hours

This course applies general and vascular ultrasound physics to the discipline of echocardiography. This course is designed for those who have successfully completed general or vascular physics. This course also includes an in-depth study of cardiac physiology. Emphasis will be placed on interpretation of laboratory tests and recognition of normal sonographic patterns. Simulated laboratory is included.

ECH 406 Cardiovascular Anatomy & Pathology 5 Credit Hour

This course is an in-depth study of the adult heart anatomy beginning with embryology. The course continues with an in-depth study of cardiac pathology. Emphasis will be placed on interpretation of laboratory tests, related clinical signs and symptoms, and recognition of normal and abnormal sonographic patterns. This course is designed for those who are already registered sonographers. Simulated laboratory is included.

ECH 410 Methods in Echocardiography 2 Credit Hours

This course is a combined study of cardiovascular pathology and clinical experience.

ECH 412 Cardiovascular Pathology 6 Credit Hours

Prerequisite ECH 410. This course is a continued in-depth study of cardiac pathology. Emphasis will be placed on interpretation of laboratory tests, related clinical signs and symptoms, and recognition of normal and abnormal sonographic patterns. Simulated laboratory is included.

HEALTH SCIENCES, GENERAL**HSCC 100 Medical Terminology for Health Sciences Online 3 Credit Hours**

Prerequisite or corequisite: None. This is a 3-credit hour (45 contact hours) online course that uses various activities throughout each chapter to help enforce what the student is learning. These activities may include games, diagrams, video and audio sections. This course is offered in the first semester of course work prior to any coding courses. The course provides a comprehensive study of medical language including pronunciation, spelling and defining of medical terms. Emphasis is placed on anatomic, diagnostic, procedure, drugs, symptomatic, and eponymic terms and standard abbreviations of the basic body systems.

HSCC 101 Human Anatomy & Physiology for Health Sciences Online 3 Credit Hours

Prerequisite or corequisite: None. This is a 3-credit hour (45 contact hours) online course that uses various activities throughout each chapter to help enforce what the student is learning. These activities may include games, diagrams, video and audio sections. This course is offered in the first semester of course work prior to any coding courses. This is a non-laboratory course that provides an intense, integrated coverage of structure and function of the human body. This course is primarily designed to provide a basic anatomy and physiology background for ancillary medical personnel.

HSCC 104 Pharmacology for Health Sciences Online 2 Credit Hours

Prerequisite or corequisite: HSCC 100. This is a 2-credit hour (30 contact hours) lecture course that uses

various activities throughout each chapter to help enforce what the student is learning. These activities may include games, diagrams, video and audio sections. This course is offered in the second semester of course work prior in conjunction with the first coding course. This course will introduce the student to the principals of pharmacology and a comprehensive study of drug action, routes of administration, dosages, chemotherapy agents, vaccines and immunizations, and classes of drugs by body systems. Students will become familiar with the medications used in each body system as well as the usual dosages.

HSCC 105 Intro to Health Information Management/Ethics Online 3 Credit Hours

Prerequisite or corequisite: None. This is a 3-credit hour (45 contact hours) online course that uses various activities throughout each chapter to help enforce what the student is learning. These activities may include games, diagrams, video, and audio sections. This course is intended to provide students with an understanding of health care content and structure through a broad view of the physician's office, acute care, and other environments as well as a variety of technical issues including documentation requirements, filing systems and primary/secondary data. This course will also introduce the student to some law and ethical professional challenges in the management of health information including HIPAA, privacy and security, and code of ethics.

HSCC 109 Health Care Delivery Systems Online 2 Credit Hours

Prerequisite or corequisite: None. This is a 2-credit hour (30 contact hours) online course that uses various activities throughout each chapter to help enforce what the student is learning. These activities include games, diagrams, video and audio sections. This course will introduce the student to different types of health care organizations and workers. The student will also learn about the governing bodies that regulate the HIM processes, licensure/regulatory agencies and accreditation standards for the delivery of health care.

HSCC 110 Electronic Medical Record Online 2 Credit Hours

Prerequisite or corequisite: None. This is a 2-credit hour (30 contact hours) online course that uses various activities throughout each chapter to help enforce what the student is learning. These activities may include games, diagrams, video, and audio sections. This course will include an overview of commonly available software tools used in health care by major vendors, including introduction to encoding tools. It will also introduce the electronic health record process; computer assisted coding, health information data analysis and data collection activities at the regional and national levels.

HSCC 111 Human Disease Processes for Health Sciences Online 3 Credit Hours

Prerequisites or corequisites: HSCC 100, 101. This is a 3-credit hour (45 contact hours) lecture course that uses various activities throughout each chapter to help enforce what the student is learning. These activities may include games, diagrams, video, and audio sections. This course is offered in the first semester of course work prior to any coding courses. This course focuses on a comprehensive study of disease processes (causes, symptoms and treatments) of the human body.

INTERVENTIONAL RADIOLOGY

IR 300 Anatomy and Physiology 3 Credit Hours

This course provides instruction in the basic anatomy and physiology of all major anatomical regions and organ systems with detailed coverage of the vascular system, both arterial and venous.

IR 302 Angiography Technique 5 Credit Hours

These units provide instruction in basic patient preparation, exam considerations and patient positioning. The set-up and use of film changers and x-ray tubes will be covered.

IR 304 Non-Vascular Procedures**5 Credit Hours**

This course provides instruction in the anatomy and physiology, technical considerations, patient management and contrast agents for various radiographic non-vascular or "special" procedures

IR 306 Sterile Techniques & Specialized Equipment**5 Credit Hours**

This unit provides instruction in the management and maintenance of a sterile field or area. Also covers the theory and techniques of gas, chemical and radiation sterilization methods. This unit continues the instruction in the functions, operation and application of rapid film changers and angiographic injectors

IR 310 Catheters and Guidewires**2 Credit Hours**

This unit provides instruction in the construction, forming, functions, and uses (both intended and possible) of angiographic and interventional catheters and guidewires.

MEDICAL ASSISTING**MACC 100 Medical Terminology for Medical Assisting****3 Credit Hours**

Prerequisite or corequisite: None. This uses various activities throughout each chapter to help enforce what the student is learning. These activities may include games, diagrams, video and audio sections. The course provides a comprehensive study of medical language including pronunciation, spelling and defining of medical terms. Emphasis is placed on anatomic, diagnostic, procedure, drugs, symptomatic, and eponymic terms and standard abbreviations of the basic body systems.

MACC 101 Anatomy & Physiology for Medical Assisting**3 Credit Hours**

Prerequisite or corequisite: None. This uses various activities throughout each chapter to help enforce what the student is learning. These activities may include games, diagrams, video and audio sections. This is a non-laboratory course that provides an intense, integrated coverage of structure and function of the human body. This course is primarily designed to provide a basic anatomy and physiology background for ancillary medical personnel.

MACC 105 HIM, Ethics and Medical Law for Medical Assisting**3 Credit Hours**

Prerequisite or corequisite: None. This uses various activities throughout each chapter to help enforce what the student is learning. These activities may include games, diagrams, video, and audio sections. This course is intended to provide students with an understanding of health care content and structure through a broad view of the physician's office, acute care, and other environments as well as a variety of technical issues including documentation requirements, filing systems and primary/secondary data. This course will also introduce the student to some law and ethical professional challenges in the management of health information including HIPAA, privacy and security, and code of ethics.

MACC 110 Electronic Medical Record for Medical Assisting**2 Credit Hours**

Prerequisite or corequisite: None. This course uses various activities throughout each chapter to help enforce what the student is learning. These activities may include games, diagrams, video, and audio sections. This course will include an overview of commonly available software tools used in health care by major vendors, including introduction to encoding tools. It will also introduce the electronic health record process; computer assisted coding, health information data analysis and data collection activities at the regional and national levels.

MACC 111 Human Diseases for Medical Assisting**3 Credit Hours**

Prerequisites: MACC 100, 101. This uses various activities throughout each chapter to help enforce what the student is learning. These activities may include games, diagrams, video, and audio

sections. This course focuses on a comprehensive study of disease processes (causes, symptoms and treatments) of the human body.

MACC 114 Health Care Communications 2 Credit Hours
Prerequisite or corequisite: None. This course will provide verbal and nonverbal communication skills for a health care setting. Students will learn various skills to effectively deal with patients and members of the health care team.

MACC 115 Career Development: Success in College 1 Credit Hour
Prerequisite or corequisite: None. This course will provide students information about the world of health care. The students will also learn about study and life-management skills essential for college.

MACC 211 Administrative Medical Assisting I 3 Credit Hours
Prerequisite or corequisite: MACC 100, MACC 101. This course prepares students with the communication skills necessary for the physician office setting and reception area techniques including telephone techniques and clerical functions. The course includes business office management procedures and equipment and supply ordering and management. Basic bookkeeping procedures are also discussed. The processes of responding to and initiating written communications and recognizing and responding to verbal and non-verbal communications are covered. Additional topics include scheduling and managing appointments including inpatient and outpatient admissions and procedures.

MACC 212 Administrative Medical Assisting II 3 Credit Hours
Prerequisite or corequisite: MACC 100, MACC 101. This course is an introduction to the basics of health insurance and medical insurance billing, including Medicare, Medicaid and private insurance companies. Students will learn to perform procedural, diagnostic coding, billing and collection procedures, post collection agency payments, process insurance claims, complete insurance claim forms, and apply managed care policies and procedures.

MACC 213 Administrative Medical Assisting III 3 Credit Hours
Three administrative laboratory hours.
Prerequisites: MACC 211, MACC 212. This course gives the students hands-on experience in administrative procedures performed in the medical office. Students will perform procedures learned in Administrative Medical Assisting I & II.

MACC 311 Clinical Medical Assisting I 3 Credit Hours
One hour of theory and two clinical laboratory hours.
Prerequisites: MACC 111, MACC 112, MACC 113. This course will provide an introduction to medical assisting. Topics covered will include infection control, patient assessment, patient education, nutrition, health promotion, vital signs, surgical asepsis, surgical procedures and surgical instruments.

MACC 312 Clinical Medical Assistant II 5 Credit Hours
Two hours of theory and three clinical laboratory hours.
Prerequisites: MACC 311. This course provides an introduction to medical assisting skills needed in various medical specialties. Medical specialty areas include medical emergencies, ophthalmology, otolaryngology, dermatology, urology, obstetrics, pediatrics, orthopedics, neurology, endocrinology, pulmonary, cardiac and geriatrics. This course also provides the theory and skills of diagnostic procedure performed in a medical office. Explanation and demonstration various aspects of specimen collection including various CLIA-waived tests commonly ordered will be performed. Diagnostic imaging will be discussed including administration and instruction for outpatient testing. Specialty clinic procedures such as electrocardiography and respiratory testing will be included as well as microbiology

and immunology.

MACC 314 Clinical Medical Assisting III

3 Credit Hours

One hour of theory and two clinical laboratory hours.

Prerequisites: MACC 311, MACC 312. Corequisite: MACC 315. This course focuses on the introduction to the principles of pharmacology and a comprehensive study of drug action, routes of administration, dosages, and classes of drugs by body systems, as well as classification of drugs, including antibiotics, blood products, IV fluids, anesthetics, emergency drugs, vaccines, immunizations and chemotherapy agents. The preparation and administration of parenteral medications is also discussed and practiced.

MACC 315 Drug Dosage Calculations for Medical Assisting

2 Credit Hours

Prerequisites: MACC 311, MACC 312. Corequisite: MACC 314. This course will provide a comprehensive study of drug dosage calculations necessary for working in a medical office.

Computation accuracy is critical as the student calculates drug dosages. This course will provide the student the practice and skills to be more accurate and efficient.

MACC 411 Professional Traits and Skills

2 Credit Hours

Prerequisite or corequisite: None This course will assist the student in developing professional traits and skills for the workplace. Some of the topics covered include customer service, teamwork, listening skills, managing change, attitude, self-esteem and handling conflict.

MACC 412 Medical Assisting Review

3 Credit Hours

Prerequisites: MACC 100, MACC 101, MACC 105, MACC 110, MACC 111, MACC 114, MACC 115, MACC 211, MACC 212, MACC 213, MACC 311, MACC 312, MACC 411. This course will provide an opportunity for the student to synthesize knowledge and experience gained throughout the Medical Assisting program. It will also prepare the student for the Certified Medical Assisting Examination.

MACC 413 Career Development: Success on the Job

2 Credit Hours

Prerequisite or corequisite: MACC 100, MACC 101, MACC 105, MACC 110, MACC 111, MACC 114, MACC 115, MACC 211, MACC 212, MACC 213, MACC 311, MACC 312, MACC 314, MACC 315, MACC 411, MACC 412. This course prepares the student to transition from the classroom environment into the professional environment. A comprehensive view of employability traits and skills will be covered as well as job preparation skills.

MACC 414 Medical Assisting Practicum

4 Credit Hours

Prerequisites: MACC 100, MACC 101, MACC 105, MACC 110, MACC 111, MACC 114, MACC 115, MACC 211, MACC 212, MACC 213, MACC 311, MACC 312, MACC 314, MACC 315, MACC 411, MACC 412. This course offers clinical experiences in competencies delegated to the entry-level medical assistant. The practicum consists of 160 hours of administrative and clinical experiences at an appropriate and approved ambulatory care facility. It provides an opportunity for the student to integrate theory and practice while working in a medical environment. The student will have the opportunity to apply and solidify the skills previously discussed and practiced in class. The student will be asked to perform tasks that are carefully defined and appropriate to his/her abilities. Students will also receive feedback about their performance. The course also consists of approximately 20 hours of orientation and procedure practice/review before the student is allowed to start at the ambulatory care facility. The Medical Assisting Practicum is an unpaid experience.

MAMMOGRAPHY**MAM 302 Methods in Mammography I****3 Credit Hours**

Content begins with a review of gross anatomy of the breast. Detailed study of anatomy and breast pathology will follow emphasizing the role of the mammographer in the recognition of pathology. The course also includes detailed coverage of procedures and protocols. Simulation lab is included.

MAM 306 Physical Principles & QC I**3 Credit Hours**

Content is designed to impart an understanding of the physical principals and instrumentation and quality control issues involved in mammography. Simulated lab included

MAM 310 Methods in Mammography II**3 Credit Hours**

Continued study of anatomy and breast pathology and positioning techniques will follow emphasizing the role of the mammographer in the recognition of pathology. Simulation lab included.

MAM 312 Physical Principles & QC II**2 Credit Hours**

Content is designed to impart an understanding of the physical principals and instrumentation involved in mammography concentrating on quality control processes.

MEDICAL BILLING/CODING**MDCO 101 Coding Systems I, ICD-9-CM/ICD-10-PCS Coding****3 Credit Hours**

Prerequisites or corequisites: HSCC 100, 101, 111, 104. This course is a beginning coding class presenting a general overview of nomenclature and classifications systems with a focus on coding inpatient clinical information from medical records. Students learn about the International Classification of Diseases ICD-9-CM, how to code, and guidelines for usage for volumes I, II and III. Students are also introduced to the new ICD-10-PCS coding system.

MDCO 102 Coding Systems II, CPT Coding**3 Credit Hours**

Prerequisite or corequisites: HSCC 100, 101, 111, 104, MDCO 101. This course is a beginning coding class presenting a general overview and instruction of alternative classifications systems with major focus on HCPCS/CPT ambulatory care coding. Overview of Ambulatory Patient Coding (APC) and Resource Based Relative Values Scales (RBRVS) are also covered in this course. Students learn guidelines for usage of the HCPCS/CPT code book as well as Evaluation and Management coding.

MDCO 104 Data Quality, Reimbursement, and Insurance Billing Online**2 Credit Hours**

Prerequisite or corequisite: None. This is a 2-credit hour (30 contact hours) online course that uses various activities throughout each chapter to help enforce what the student is learning. These activities may include games, diagrams, video and audio sections. This course will introduce the basics of health insurance, medical insurance billing including Medicare, Medicaid and private insurance companies, and primary and secondary claims. Reimbursement methodologies including payment systems are covered in this course. This course also covers overview of DRG's and APC's, interface between business office and HIM, optimizing reimbursement, coding quality studies, and working with physicians for DRG and APC management. Introduction to data quality issues in coding and health information management.

MDCO 105 Medical Billing/Coding Practicum**6 Credit Hours**

130 contact hours of scheduled practicum, and 50 hours of in-house or online instruction Prerequisites or Corequisites: HSCC 100, 101, 111, 104, 105, 109, MDCO 101, 102, 104, 106. This is a 6-credit hour lab (180 contact hours) course. This course will provide the student with coding practice experience in a hospital, physician's office, clinic or other health care setting with directed projects common to a clinical

coding specialist on the job. Students will also be provided with information that is essential to go from a student to employee. Student will prepare a cover letter, resume, and job application. Students will also spend time performing exercises for review in preparing for the CCA/CCS/CCSP.

MDCO 106 Coding Systems III, Advanced Coding Lab 4 Credit Hours
 Prerequisites or corequisites: HSCC 100, 101, 111, 104, 105, 109, 110, MDCO 101, 102. This course is an advanced coding class addressing more complex issues related to ICD-9-CM and CPT coding. Students are introduced to the use of the 3M encoder. Assignments focus on using real medical records. Cox College has over 100 records including inpatient, outpatient surgeries and emergency room. Students are able to use these records and the 3M encoder to code according to ICD-9-CM/ICD-10-PCS and CPT guidelines. The 3M encoder enables the student to analysis the record for DRG/APC optimization. The encoder has a built-in grouper which teaches the students about diagnostic-based prospective payments. The encoder also contains a number of references including Dorland's Medical Dictionary, Stedman's Abbreviation Book, Physician's Desk Reference for Drugs, Coder's Desk Reference and Coding Clinic.

MEDICAL TRANSCRIPTION

MDTN 100 English Grammar/Medical Editing 2 Credit Hours
 Prerequisites or corequisites: HSCC 100, 101, 104, 105, MDTN 101. This grammar course teaches you the essential aspects of grammar. Students will learn to create sentences properly, identify and use basic sentence components, and correctly use basic punctuation such as commas, periods, question marks, semi-colons and colons. Students will learn to identify common problems with punctuation and learn to identify and correct some of the most common problems associated with writing. Students will learn editing and proofreading techniques, also. Students are required to learn and use the standards set forth in the AAMT Guideline Style guidelines for this course.

MDTN 101 Beginning Medical Transcription 5 Credit Hours
 16 hours of laboratory per week.
 Corequisites: HSCC 100, 101, 104, 111. Transcription of authentic physician-dictated reports organized by body systems. Emphasis on the development of accuracy, speed, and medical knowledge for the transcription of letters, chart notes, history and physical examination reports, consultations, emergency room reports and discharge summaries. Editing, proofreading, grammar and punctuation will be reviewed. Students will also learn the shortcut keys and Microsoft Word features which enable them to increase their speed.

MDTN 105 Advanced Medical Transcription 5 Credit Hours
 16 hours of laboratory per week.
 Prerequisites or corequisites: HSCC 100, 101, 104, 105, 109, 110, 111, MDTN 101. Transcription of authentic physician-dictated operative reports organized by medical specialty, radiology reports and pathology reports. Reference materials and other resources used. Emphasis is placed on accuracy, speed and medical knowledge. At the end of the advanced medical transcription course, the student must be able to transcribe 90 lines per hour with a 97% accuracy rate.

MDTN 106 Medical Transcription Practicum 6 Credit Hours
 180 contact hours of scheduled practicum, and 90 hours of in-house or online instruction.
 Prerequisites or corequisites: HSCC 100, 101, 104, 105, MDTN 101, 105. The internship provides on-the-job experience prior to employment and is an integral part of the medical transcription program. Transcription of original medical dictation of all report types, including history and physical examinations, operative reports, consultations, discharge summaries and physician office notes will be emphasized. The student will be instructed in other tasks performed with respect to the dictation systems

machines.

RAD 152 Radiologic Physics 3 2 Credit Hours
Prerequisites: RAD 150, RAD 151. Detailed study of x-ray tubes, x-ray machine circuitry and components (to include transformers, rectifiers and exposure timers); methods of x-ray production and the interactions of x-ray.

RAD 160 Ethics for the Imaging Professional 2 Credit Hours
An introduction to ethical schools of thought applicable to the medical field. Includes discussions of medico-legal concepts, terminology and analyses of potential medical ethical dilemmas using critical thinking tasks, journaling, class presentations and group projects.

RAD 170 Radiographic Procedures 2 2 Credit Hours
This course is designed to introduce the student to the alimentary canal fluoroscopy and urinary system exams at the end of the introductory phase.

RAD 171 Radiographic Procedures 3 1 Credit Hour
This course is designed to provide an in-depth study of the anatomy, physiology and radiography of the digestive system and accessory organs as well as the urinary system and will follow the clinical introductory phase. Particular attention will be given to recognition of images for the alimentary canal.

RAD 180 Radiographic Imaging 1 2 Credit Hours
A study of the formation of radiographic images to include a discussion of radiographic fundamentals beam-restricting devices and radiographic grids. Methods of improving image quality, reducing patient exposure to ionizing radiation and image analysis are also included.

RAD 181 Radiographic Imaging 2 1 Credit Hour
Prerequisite: RAD 180. A study of the formation of radiographic images to include a discussion of radiographic film and radiographic intensifying screens. Methods of improving image quality, reducing patient exposure to ionizing radiation and image analysis are also included.

RAD 182 Radiographic Imaging 3 2 Credit Hours
Prerequisites: RAD 180, RAD 181. A study of the formation of radiographic images to include a discussion of radiographic quality, and radiographic techniques and conversions. Methods of improving image quality, reducing patient exposure to ionizing radiation and image analysis are also included.

RAD 190 Contrast Agents 1 Credit Hour
A general study of contrast agents and pharmacology, including types, uses, patient reactions and emergency treatment for reactions. The basic techniques of venipuncture are included.

RAD 195 Radiologic Cross-Sectional Anatomy 1 Credit Hour
An introduction to cross-sectional anatomy for the entry-level technologist. Emphasis is placed on normal anatomy and three-dimensional placement of the anatomy in cross-sectional view as demonstrated by computed tomography, magnetic resonance imaging and diagnostic medical sonography.

RAD 196 Clinical Practice 1 3 Credit Hours
Prerequisites: RAD 100, 110, 120, 130 and AHA Healthcare Provider or equivalent certification.
Prerequisite/corequisite: RAD 140. Initial clinical education for radiography students, conducted under direct supervision of registered radiologic technologists with rotations in a variety of clinical education settings.

and systems. Advanced study of radiation protection principles and regulations.

RAD 280 EKG and IV Training for the Radiologic Technologist 1 Credit Hour

Training in phlebotomy, intravenous injections and infusions, and EKG for the radiographer. The phlebotomy portion includes four hours of computer training in laboratory skills, four hours of lecture and 16 hours of clinical training. The EKG portion consists of two hours of lecture and eight hours of clinical training. In addition, students will participate in an intravenous lab to include video instruction, venous puncture techniques and practice in setting up and injecting IV solutions.

RAD 290 Capstone: Curriculum Review 4 Credit Hours

Prerequisite/corequisite: All RAD program courses must be complete except RAD 280 and RAD 293.
Corequisite: RAD 293. Comprehensive review of all curriculums in preparation for the American Registry of Radiologic Technologists exam.

RAD 291 Clinical Practice 3 3 Credit Hours

Prerequisites: RAD 100, 110, 120, 130, 196, 197 and AHA Healthcare Provider or equivalent certification. Clinical education for second-year radiography students. Continued development of clinical competency indirect supervision by registered radiologic technologists. Includes rotations in specialty imaging modalities, to include interventional radiology, cardiac cath lab, computed tomography, nuclear medicine, diagnostic medical sonography, radiation therapy and magnetic resonance imaging.

RAD 292 Clinical Practice 4 3 Credit Hours

Prerequisites: RAD 100, 110, 120, 130, 196, 197, 291 and AHA Healthcare Provider or equivalent certification. Continuation of clinical education for second-year radiography students, with experiences that enhance proficiency in performance of general radiographic exams and procedures as demonstrated through completion of competency evaluations. Includes rotations in specialty imaging modalities; to include interventional radiology, cardiac cath lab, computed tomography, nuclear medicine, diagnostic medical sonography, radiation therapy and magnetic resonance imaging.

RAD 293 Clinical Practice 5 1 Credit Hour

Prerequisite: RAD 100, 110, 120, 130, 196, 197, 291, 292 and AHA Healthcare Provider or equivalent certification. Continuation of clinical education requirements for second-year radiography students. Students continue progression of competency towards level of competency expected of entry-level medical radiographers. Includes rotations in specialty imaging modalities, to include interventional radiology, cardiac cath lab, computed tomography, nuclear medicine, diagnostic medical sonography, radiation therapy and magnetic resonance imaging.

SPECIALITY-DIAGNOSTIC IMAGING

SDI 300 Introductory to Specialty Imaging 3 Credit Hours

Content is designed to provide a fundamental background in ethics focusing on the specialty imaging sciences. Emphasis is placed on the added responsibility of the advanced imager. Taught in the introductory period, the specialty imaging student will learn the fundamental working knowledge and skills needed to begin gaining clinical experience in the practicums. Successful completion of this course is mandatory for continuation into the clinical experience of the program.

SDI 302 Cross-Sectional Anatomy & Pathology I 2 Credit Hours

Content begins with a review of gross anatomy of the entire body. Detailed study of gross anatomical structures will be conducted systematically for location, relationship to other structures and function. Content continues thorough coverage of common diseases diagnosable via the specialty imaging areas. Each disease

or trauma process is examined from its description, etiology, associated symptoms and diagnosis with appearance on CT and MRI. Terms associated with these pathologies will be included.

SDI 309 Cross-Sectional Anatomy & Pathology II **2 Credit Hours**

Continued detailed study of gross anatomical structures will be conducted systematically for location, relationship to other structures and function following thorough coverage of common diseases diagnosable via the specialty imaging areas. Each disease or trauma process is examined from its description, etiology, associated symptoms and diagnosis with appearance on CT and MRI. Terms associated with these pathologies will be included.

SDI 352 Practicum **3 Credit Hours**

In-depth clinical experience focusing on imaging studies. Spring

SDI 354 Advanced Studies in Diagnostic Imaging I **5 Credit Hours**

This course is a comprehensive overview of the program curriculum in preparation for the specialty credential examination(s). Simulated review lab included.

SDI 356 Practicum **2-4 Credit Hours**

In-depth clinical experience focusing on imaging studies. This course includes a comprehensive overview of the program curriculum in preparation for the specialty credential examination(s). Summer

SDI 358 Practicum **2 Credit Hours**

In-depth clinical experience focusing on imaging studies. Fall Intersession

NURSING

Pre/co-requisites lists are located in the Nursing section under the specific program.

MASTER OF SCIENCE IN NURSING**MSN 502 Leadership in Health Care & Nursing Education Systems 3 Credit Hours**

This course will provide a comprehensive working knowledge and set of skills for Nurse Educators, Clinical Nurses in Leadership, and Advanced Practice Nurse positions to implement in their practice. Advanced concepts of leadership and management and case studies using the techniques will be used.

MSN 504 Advanced Physiology and Pathophysiology 3 Credit Hours

This course is designed to provide the master's prepared nurse with an advanced understanding of the concepts of human physiology and pathophysiology at the advanced nursing level. It will assist the graduate to develop refined analytical skills, connect theory and practice, and articulate viewpoints and positions based on evidence-based research and practice guidelines.

MSN 506 Ethical and Legal Practice in Health Care 3 Credit Hours

The student analyzes the ethical and legal components of the health care system that decides and molds the delivery of care. Case studies and research of current third party, cultural and economic forces will be examined by the student and faculty; relationships to practice and education will be presented in a debate session by students and the community.

MSN 508 Role of the Advance Practice Nurse I 1 Credit Hour

This course is designed to provide the advanced practice graduate with a working knowledge of advanced practice concepts applicable to the FNP role. These concepts include historical perspectives of the role, epidemiology, evidence-based practice and the evolving scope of practice related to changes in health care delivery systems. A track course for FNP may be used as an elective for the CNL or NE tracks.

MSN 510 Advanced Pharmacology 3 Credit Hours

This course is designed to provide the master's prepared nurse with an advanced understanding of the concepts of pharmacotherapeutics. It will assist the graduate to apply evidence-based research and practice guidelines to individual clients and to client populations.

MSN 512 Advanced Physical Assessment 3 Credit Hours

Prerequisites: MSN 504, MSN 510.

This course is designed to provide the master's prepared nurse educator and nurse leader with an advanced understanding of principles of physical assessment to enable application in advanced practice settings. Informed by concepts of advanced pathophysiology and advanced pharmacology, this course will assist the graduate to develop refined analytical skills, connect theory and practice, and articulate viewpoints and positions based on evidence-based research and practice guidelines.

MSN 514 Nursing Research Concepts 3 Credit Hours

Prerequisites: NRSI 400 or equivalent, MATH 227 or equivalent.

This core course explores the relationship between theory, research and measurement concepts.

MSN 516 Evidence Based Practice: Applied Research 3 Credit Hours

This core course focuses on application of theory, research and measurement concepts covered in MSN 514 (or equivalent) to critical appraisal of evidence, effective use of evidence to inform advanced nursing

practice. Emphasis of the course is on preparation of an advanced practice nurse able to utilize new knowledge to provide high quality health care, initiate change and improve advanced practice.

MSN 604 Educational Theory and Practice 3 Credit Hours
Nurse Educator Track. Students explore and analyze educational theories and philosophical foundations of education, instructional models and their application to nursing education. Students apply theories of collegiate curriculum design, learning theories research and designs that facilitate teaching/learning to a variety of students with many learning styles and backgrounds. Students will apply the instructional and learning theories in the educator practicum; therefore this is a prerequisite course for the educator practicum.

MSN 606 Human Resource Management 3 Credit Hours
Clinical Nurse Leader Track. This course examines the strategic use of human resource management in health care systems. Strategies are formulated to enhance professionals and organizations performance. Focus is placed on addressing the many professionals in demand and capital investments of health care systems. Evidence-based research is analyzed and utilized in scholarly discussions and paperwork.

MSN 608 Instructional Strategies and Technologies 3 Credit Hours
Nurse Educator Track. This course builds upon educational theory and practice and measurement and evaluation content gained in previous course work. A variety of pedagogical strategies and technologies used in nursing education are explored. Strategies for creating optimal learning environments and evaluating pedagogical strategies are examined. Emphasis is placed on development and use of creative, interactive strategies that challenge and engage the learner. Preparation for the educational practicum is accomplished by design of a targeted teaching project. This course is a prerequisite course for the educator practicum.

MSN 610 Financial Statistics of Health Care Management 3 Credit Hours
Clinical Nurse Leader Track. This course examines the strategic use of resources to manage a budget for a course, nursing department of a college or a group of nursing units. Strategies of budget preparation, forecasting, knowledge of systems organization, function and mission are presented to direct professionals and organizations' performance to meet stated strategies, KPIs or goals. Focus is placed on addressing the many professional demands and capital investments of health care systems. Evidence-based research is analyzed and utilized in scholarly discussions and paperwork.

MSN 614 Clinical Nurse Leaders Practicum & Research 9 Credit Hours
 This course is designed to provide the master's prepared nurse educator and nurse leader with an advanced understanding of the concepts of leadership in the health care system. It will assist the graduate to develop refined analytical skills, connect theory and practice and articulate viewpoints and positions based on evidence-based research and practice guidelines.

MSN 616 Nurse Educator Practicum & Research 9 Credit Hours
 This course is designed to provide the master's prepared nurse educator and nurse leader with an advanced understanding of the concepts of nurse education application. It will assist the graduate to develop refined analytical skills, connect theory and practice and articulate viewpoints and positions based on evidence-based research and practice guidelines.

MSN 620 Health Promotion/Prevention in Primary Care: Adult through Aging 3 Credit Hours
 This course is designed to provide the FNP with a working knowledge of concepts related to acute and chronic health deviations found in the adult through aging populations in the primary care setting. It is

designed to be the foundation for the other clinical practica of the FNP curriculum. MSN620 is an online course with a 3 day mandatory onsite orientation as a prelude to this and the other clinical practica in the program.

MSN 621 Health Promotion/Prevention in Primary Care: Adult through Aging Practicum 3 Credit Hours

A 180 clinical hour practicum that must be taken during the same semester as MSN 620.

MSN 622 Health Promotion/Prevention in Primary Care: Women's Health/Reproduction 3 Credit Hours

This course is designed to aid the FNP in developing skills in the special aspects of the provision of health care for women, including pregnancy in primary care. The course will utilize a practice-based learning format with a comprehensive, holistic approach.

MSN 623 Health Promotion/Prevention in Primary Care: Women's Health/Reproduction Practicum 1 Credit Hour

A 60 clinical hour practicum that must be taken during the same semester as MSN 622.

MSN 624 Health Promotion/Prevention in Primary Care: Newborn to Adolescence 3 Credit Hours

This course is designed to provide the FNP with a working knowledge of concepts related to acute and chronic health deviations found in the newborn, child and adolescent population in the primary care setting. This is an online course with an onsite clinical practicum.

MSN 625 Health Promotion/Prevention in Primary Care: Newborn to Adolescence Practicum 2 Credit Hours

A 120 clinical hour practicum that must be taken during the same semester as MSN 624.

MSN 626 Role of the Advance Practice Role II 1 Credit Hour

This course builds on MSN 508, the MSN core courses and the FNP population-based courses. It prepares the student for transition into the role of the FNP. The focus is on managing assistive personnel, coding/billing concepts relevant to FNP practice, role articulation as a member of the health care team and preparation for the FNP certification examination.

MSN 628 Advanced Practice Practicum & Research 4 Credit Hours

The clinical practicum is designed to allow the FNP student to practice advanced assessment skills, and as an opportunity to practice in the role of the FNP in a/an concentrated area/s of particular interest to the student. The hours include 240 hours of practice in preparation for independent practice in collaboration with a physician.

BACHELOR OF SCIENCE IN NURSING

NRSI 197 Dosage Calculation 1 Credit Hour

Must be taken as remediation if the dosage calculation exam in any of the nursing undergraduate courses was unsuccessful.

NRSI 200 Introduction to Professional Nursing 3 Credit Hours
Must be taken prior to acceptance into the BSN Entry-Level program.

This course provides a historical perspective of nursing and presents an overview of the nursing profession

Independent Study - A student is limited to six semester hours of independent study and/or special topics courses.

All independent studies must be approved by the student's advisor and the dean of nursing. The student must complete the *Independent Study* form and the learning outcomes contract before registering for the study. All independent studies will carry the course number of 293 or 493, with the appropriate course prefix.

Special Topics - A student is limited to six semester hours of independent study and/or special topics courses.

Special topics with course numbers 197, 297, 397 and 497 are courses with titles not listed in the current catalog; however, courses offered will be published in the schedule each semester. Special topics courses are usually taught to a group of students and have credit ranging from one to four credit hours. Special topics courses may be taken more than one time using the same course number; therefore, it is important that each class has a clear title which defines course content.

ASSOCIATE OF SCIENCE IN NURSING**NURS 100 Introduction to Nursing Skills 2 Credit Hours**

One hour of theory and three hours of laboratory per week.

This course provides an introduction to clinical skills basic to nursing practice.

NURS 105 Clinical Applications I 5 Credit Hours

Three hours of theory and six hours of laboratory per week.

This course presents an overview of the nursing profession and concepts basic to nursing practice in light of the college's philosophy of nursing and curriculum themes. The nursing process is presented as the decision-making approach used in the delivery of nursing care. Assessment of individual health status is emphasized. Framed by functional health patterns, the course explores normal functioning and simple alterations in the health of the adult population.

NURS 106 Clinical Applications II 8 Credit Hours

Four hours of theory and 12 hours of laboratory per week.

This course focuses on the principles of human growth and development and emphasizes health promotion and illness prevention activities appropriate from infancy through adulthood. Normal childbearing and common alterations of the child and childbearing women are explored. Framed by functional health patterns, the course explores alterations occurring in adults, including alterations in nutrition, perception, sexuality and reproduction.

NURS 197 Dosage Calculation 1 Credit Hour

Must be taken as remediation if the dosage calculation exam in any of the nursing undergraduate courses was unsuccessful.

NURS 206 Clinical Applications III 8 Credit Hours

Four hours of theory and 12 hours of laboratory per week.

This course emphasizes health restoration and facilitation of coping in individuals across the life span. Framed by functional health patterns, the course explores alterations in mental health, immunity, metabolism, elimination, oxygenation, mobility and cognition.

NURS 207 Concepts of Professional Nursing Practice 1 Credit Hour

This course focuses on nursing as a professional discipline and facilitates socialization into professional

practice through exploration of current issues in nursing and health care.

NURS 208 Clinical Applications IV 8 Credit Hours

Four hours of theory and 12 hours of laboratory per week

This course focuses on complex health alterations occurring across the life span. Emphasis is placed on increased accountability in decision making and collaboration with other members of the health care team. Students study the principles of management and gain valuable experience providing care to multiple and physiologically unstable clients.

NURS 210 Pharmacological Basis of Nursing Practice 3 Credit Hours

This course explores the nurse's role in pharmacological therapy of individuals from infancy through adulthood.

NURS 307 Perspectives on Aging and the Older Adult 3 Credit Hours

This course explores the normal process of aging and its effect on the internal and external environments of individuals. Students gain experience in group process.

Directed Study

A student may register for directed study of a course that is listed in the catalog but not offered during a given term. Courses taught by directed study will carry the same course number as in the Cox College catalog. The title of the course will include the letters "DS". This type of enrollment should be utilized only under unusual circumstances involving progression and/or graduation. The course is usually taught to only one student.

Independent Study - A student is limited to six semester hours of independent study and/or special topics courses.

An independent study course will carry the course number 195, 295, 395 or 495. Working with a faculty member, a student may initiate this course to meet his/her further study needs. This course is usually taught to only one student, with credit ranging from one to four hours. Each section of this course must have a clear title that defines the course content.

Special Topics - A student is limited to six semester hours of independent study and/or special topics courses.

Special topics with course numbers 197, 297, 397 and 497 are courses with titles not listed in the current catalog; however, courses offered will be published in the schedule each semester. Special topics courses are usually taught to a group of students and have credit ranging from one to four credit hours. Special topics courses may be taken more than one time using the same course number; therefore it is important that each class has a clear title which defines course content.

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2011-2012 Academic Calendar

Fall 2011

Aug. 15	Faculty/Staff convocation
Aug. 16	Last day to add a clinical class
Aug. 16 - 18	Computer proficiency class
Aug. 18	New student/Program orientations
Aug. 22	Fall classes begin
Aug. 22 - 26	100% tuition refund-Reg. semester and 1st 8 wk term
Aug. 26	Last day to add a class
Aug.29-Sept 2	50% tuition refund-Reg. semester and 1st 8 wk term
Sept. 5	Labor Day - College closed
Sept. 9	1st 8 wk term - last day to withdraw with a "W"
Sept. 12 - 16	Mid-terms - 1st 8 wk term
Sept. 30	Last day to withdraw with a "W" for regular semester
Sept. 30	Last day to withdraw (WP/WF) for 1st 8 wk term
Oct. 13 - 14	Fall break - no classes
Oct. 17	2nd 8 wk term begins
Oct. 17	Diagnostic Programs start
Oct. 17 - 21	100% tuition refund for 2nd 8 wk term
Oct. 10 - 14	Fall mid-terms - regular semester
Oct. 21	1st 8 wk term grades due
Oct. 21	Mid-term grades due -regular semester
Oct. 24 - 28	50% tuition refund for 2nd 8 wk term
Oct. 31	Advising/Registration for current students
Nov. 4	2nd 8 wk term - last day to withdraw with a "W"
Nov. 5	Fall Open House
Nov. 7 - 11	Mid-terms - 2nd 8 wk term
Nov. 23	Last day to withdraw (WP/WF) for all students
Nov. 23 - 25	Thanksgiving holiday - no classes
Nov. 24 - 25	Thanksgiving holiday - College closed
Dec. 9	Fall semester instruction ends
Dec. 12 - 15	Fall semester finals
Dec. 15	Nursing convocation
Dec. 16	Fall semester ends
Dec. 16	Commencement
Dec. 21	Fall semester & 2nd 8 wk term grades due
Dec. 24-Jan. 2	Holiday season - College closed

Summer 2012

May 21	Summer session begins
May 21 -23	100% Tuition refund
May 24 - 29	50% Tuition refund
May 28	Memorial Day - College Closed
May 30	ASR (2012) classes begins

Spring2012

Jan. 3 - 14	Spring intersession
Jan. 9	Faculty/Staff convocation
Jan. 10	Last day to add a clinical class
Jan. 10 - 12	Computer proficiency class
Jan. 12	New student/Program orientations
Jan. 16	Martin Luther King Jr. Day - College Closed
Jan. 17	Spring classes begin
Jan. 17 - 23	100% tuition refund-Reg.semester and 1st 8 wk term
Jan. 23	Last day to add a class
Jan. 24 - 30	50% tuition refund-Reg.semester and 1st 8 wk term
Feb. 3	1st 8 wk term - last day to withdraw with a "W"
Feb. 6 - 10	Mid-terms - 1st 8 wk term
Feb. 24	Last day to withdraw with a "W" for regular semester
Feb. 24	Last day to withdraw (WP/WF) for 1st 8 wk term
Mar. 5 - 9	Spring mid-terms
Mar. 12	2nd 8 wk term begins
Mar. 12 - 16	Diversity week
Mar. 12-16	100% tuition refund for 2nd 8 wk term
Mar. 16	1st 8 wk term grades due
Mar. 16	Mid-term grades due - regular semester
Mar. 19 - 23	Spring break - no classes
Mar. 19 -23	50% tuition refund for 2nd 8 wk term
Mar. 26	Advising/Registration for current students
Mar. 30	2nd 8 wk term-last day to withdraw with a "W"
Apr. 2 - 5	Student Satisfaction Inventory (SSI)
Apr. 2 - 5	Mid-terms - 2nd 8 wk term
Apr. 6	Good Friday - College Closed
Apr. 20	Last day to withdraw (WP/WF) for all students
May 4	Spring semester instruction ends
May 5	Spring Open House
May 7 - 10	Spring semester finals
May 10	Nursing convocation
May 11	Spring semester ends
May 11	Commencement
May 18	Spring semester & 2nd 8 wk term grades due

July 4	Independence Day - College closed
July 20	8 week summer session ends
July 27	8 week summer session grades due
Aug. 3	10 week summer session ends
Aug. 10	10 week summer session grades due

Tuition and Fees 2011 – 2012 Academic Year**Tuition:****Undergraduate**

Certificate Programs	
Medical Billing/Coding and Medical Transcription	\$105 per credit hour
General Education	\$308 per credit hour
Level 001 courses	\$154 per credit hour
Degree Programs (Associate and Baccalaureate)	\$348 per credit hour
Audit a Course - Associate and Baccalaureate	\$154 per credit hour
Certificate	\$52.50 per credit hour

Graduate

Master's Degree in Nursing	\$464 per credit hour
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Other program costs:

Medical Assisting Program	\$12,772.00*
Radiography Program	\$12,772.00*
Medical Sonography	\$8,652.00
Mammography	\$2,884.00
Computed Tomography	\$2,884.00
Magnetic Resonance Imaging	\$4,326.00
Interventional Radiography	\$2,884.00
DMS-Echo Extension	\$2,884.00
DMS-Breast Imaging	\$2,884.00
Dietetic Internship	\$7,169.00
Nurse re-entry	\$1,800.00
Nurse Assistant	\$1,600.00

*Cost for program specific courses only, does not include general education courses.

Fees:**Undergraduate**

Application fee	\$45.00
Re-enrollment fee	\$25.00
Transfer evaluation fee	\$50.00
Acceptance fee (includes background & drug screen)	\$125.00 - \$350.00
Educational fee	\$40 per credit hour*
Student Government Association fee (SGA)	\$5 per semester
Student Nursing Association fee (SNA)	\$20 per semester
Lab fee	\$110 per lab course
Late Registration fee	\$100.00
Technology fee	\$100 per semester/session
Assessment testing – nursing only	\$109 avg. per semester

Graduate Fees

Application fee	\$45.00
Transfer evaluation fee	\$50.00
Acceptance fee (includes background & drug screen)	\$125.00 - \$350.00
Lab fee	\$110 per lab course
Late Registration fee	\$100.00
Educational fee	\$40 per credit hour*
Technology fee	\$100 per semester/session

* Educational fees maximum is \$600 per semester.

Other Expenses (if applicable):

Pre-Entrance Transcription Exam	\$45.00
Test of Essential Academic Skills (TEAS Exam)	\$30.00
ACE Exam (LPN Advanced Placement – ASN or BSN)	\$85.00
RN Pharmacology	\$50.00
Psychiatric Mental Health Nursing	\$50.00
Basic Life Support (BLS) Course	\$40.00
Internal Challenge Exam	\$75.00
Return Check fee	\$25 per check
Estimated Textbooks and Supplies	\$750 per semester
Uniforms	\$175.00
Official Transcript Request	\$10.00

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