# 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**

**2013-2014**

**Volume 17**

The programs described in this publication apply to students enrolling and graduating within the academic year of 2013-2014 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 support/section 504 coordinator, by telephone, 417-269-3598; by e-mail at studentservices@coxcollege.edu; or by mail at 1423 North Jefferson Avenue, Springfield, MO 65802, Attn: Director of Student Support.

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 Support, Cox College, 1423 N. Jefferson Ave., Springfield, MO 65802 or call 414-269-3598 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 granted full approval for both the Associate and Bachelor of Science in Nursing degree programs. The Associate of Science in nursing degree program at Cox College is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, 404-975-5000, www.acenursing.org (*previously National League for Nursing Accrediting Commission*) The Bachelor of Science in nursing degree at Cox College is accredited by the Commission on Collegiate Nursing Education (CCNE), One Dupont Circle, NW, Suite 530, Washington DC 20036, 202-887-6791. The Master of Science in nursing degree at Cox College is accredited by the Commission on Collegiate Nursing Education (CCNE) (http://www.aacn.nche.edu/ccne-accreditation).

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, Accreditation Council for Education in Nutrition and Dietetics, Academy of Nutrition and Dietetics, 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

Arkansas Higher Education Coordinating Board certification does not constitute an endorsement of any institution, course or degree program. Such certification merely indicates that certain minimum standards have been met under the rules and regulations of institutional certification as defined in Arkansas Code §6-61-301.

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

Accreditation Commission for Education in Nursing (ACEN)
*previously National League for Nursing Accrediting Commission*
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
Midwest 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

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|---|---|
| Receptionist – Main Lobby | 417-269-3401 |
| Academic Resource Center (ARC) | 417-269-3225 |
| Administration Office, Executive Secretary | 417-269-3402 |
| Administrative Assistant for Academic Affairs | 417-269-3834 |
| Admissions Counselor/Recruiter | 417-269-3069/ 3038 |
| Bookstore | 417-269-3508 |
| Bursar | 417-269-3440 |
| Dean, Information Services | 417-269-3460 |
| Dean, Interprofessional Simulation & Education Center | 417-269-4117 |
| Dean, Interprofessional Research & Graduate Studies | 417-269-8450 |
| Dean, Interprofessional Undergraduate Studies | 417-269-8450 |
| 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 Support | 417-269-3598 |
| Education Center | 417-269-4117 |
| 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 |
| Graduate Programs | 417-269-8450 |
| Library | 417-269-3460 |
| President, Office of the | 417-269-3402 |
| Registrar | 417-269-3856 |
| Registration Office | 417-269-8374 |
| RN-BSN Advisor | 417-269-8481 |
| Security | |
| Cox North | 417-269-3715 |
| Cox South | 417-269-6120 |
| Simulation Center | 417-269-8557 |
| Simulation Center Coordinator | 417-269-8524 |
| Technology Support | 417-269-3854/ 3407 |
| Undergraduate Programs | 417-269-8450 |
| Vice President for Academic Affairs | 417-269-3667 |
| Vice President for Student Services | 417-269-8423 |
| | |
| 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 support/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 support 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 l964 and of Title IX of the Education Act Amendments of l972. 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 his/her perception of

harassment to that individual and ask that the behavior stop.

If this fails or if the individual does not feel that he/she can safely or effectively confront the individual, he/she should immediately make a verbal and written complaint of the behavior to the director of student support, 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 the 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 support/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 Support.

**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 support.

**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 support at 417-269-3598 for more information.

## Academic Programs

**Certificates Offered**

Cox College awards certificates in Medical Transcription and Medical Billing/Coding. In addition, the Education Center awards certificates of completion for continuing education programs including Nurse Re-Entry and Nurse Assistant.

**Degrees Offered**

The undergraduate degrees awarded at Cox College are 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 Diagnostic Imaging (BSDI), and a Bachelor of Science in Nursing degree (BSN). The graduate degrees include the Master of Science in Nutrition Diagnostics (MND), Master of Science in Nursing degree (MSN) and a post-Master certificate in any of the three MSN tracks.

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 BSDI.

The BSDI is designed to educate students in an imaging or professional specialty while also providing a bachelor's degree. The BSDI offers specialization in six imaging modalities and one professional registry – Computed Tomography (CT), Diagnostic Medical Sonography (DMS), DMS-Echocardiography (ECH), Interventional Radiography (IR), Magnetic Resonance Imaging (MRI), Mammography (MAM), and Interprofessional Leadership (IPL). The BSDI degree has four enrollment options to accommodate individuals from varying educational experiences. These tracks include: 1) BSDI entry-level track for incoming freshman students, 2) BSDI specialty track for those students registered in Radiography or another primary imaging modality, 3) BSDI completion track for those students registered in Radiography or a primary

modality AND a specialty (secondary) imaging modality, and 4) Credentialing pathways for students wanting to specialize in a specialty imaging modality.

The Master of Science in Nutrition Diagnostics/Dietetic Internship (MND/DI) is a two-year combined program for individuals who have completed at least a bachelor's degree, and an accredited Didactic program in Dietetics (DPD) coursework requirements. The MND/DI provides the supervised practice experience required to be eligible to take the registration examination for dietitians. This combined program offers students the opportunity to complete a Master's in Nutrition Diagnostics as a component of the required supervised practice component. Additionally, the program also provides a concentration in nutrition diagnostics and designed to meet the competencies for entry-level practice as an RD.

The Master of Science in Nursing (MSN) Program is designed for the working nurse and can be completed in 18-22 months of fulltime study. Course work is primarily online, limited seated attendance, and curriculum designed to allow admission throughout the academic year. The MSN degree offers 36-42 credits and upon completion of the degree, the graduate is eligible to take the national certification exam as a Clinical Nurse Leader, Family Nurse Practitioner, or Nurse Educator.

The student should be aware that these degree programs may not transfer. The transfer of course/degree credit is determined by the receiving institution.

## Buildings and Facilities

### Computer Laboratories

Multiple 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. Students have access to a computer laboratory on the third floor and two computer laboratories on the second floor of the college.

### 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.

### Simulation Center

The Institute of Medicine recommends that all health care members be educated to interact effectively, efficiently, and professionally to provide patient-centered care. Cox College embraces this philosophy through the use of an interprofessional model within the Simulation Center. The Simulation Center offers students the opportunity to interact with each other in a professional manner in a clinical environment. The Simulation Center serves as an interprofessional learning environment that mimics the health care setting in which students will

actually work. The Simulation Center consists of the Virtual Hospital, Simulation Lab, and Skills Lab. The Simulation Center team and faculty members work together to create scenarios, "real-life" situations, where students have the opportunity to: develop skills, apply lecture content, interact and engage in collaborative practice, and develop effective communication while providing care for a patient. Students often feel more confident to enter the workforce in their chosen profession after participating in simulation activities.

**Writing Centers**

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. Students are also able to consult The Carol Jones Writing Center at Ozarks Technical Community College (OTC). Hours are from 8:30 a.m.-6:30 p.m. Monday-Thursday or 8:30 a.m.-2:30 p.m. Friday during the fall and spring semesters. During the summer, hours are 9:00 a.m.-1:00 p.m. Monday-Thursday. Appointments are requested, but not required.

Students may submit their papers to the ARC for general and/or APA review. The ARC strongly suggests that students allow at least a full business week for turnaround time, particularly if the paper is longer than four pages. The ARC recommends that students make an appointment to meet with ARC personnel to discuss suggestions for improvement. The ARC may not critique the entire paper. The paper can be e-mailed in advance to the ARC before the appointment at this address: studentservices@coxcollege.edu.

## 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 much information such as, *Early Warning/Early Intervention* forms, *Request for Accommodations* forms, work-study job descriptions, insurance information, academic handouts, career information and information about Student Ambassadors. Suggestion boxes for student input are located in the 1st floor stairwell by the elevator and outside the SGA office (second floor). The ARC also has specialized software on its computers for math/algebra resources, nursing resources and APA formatting.

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 specialized resources on textbook reading, note taking, writing research papers and reports, stress management, APA style and test taking strategies.

Cox College uses an online tutoring service, NetTutor, for students who are in need of academic assistance. NetTutor is accessible from the student portal. NetTutor will offer assistance in all classes and subject matter, and it also provides a writing center, the Cox College Online Writing Lab. From there, the student will click Paper Center to submit papers. This area is designed for students who need help with student papers and/or APA-style formatting. Students are encouraged to utilize this valuable resource. Please contact the director of student support or the ARC for more information.

Peer tutoring is available as funding permits. Contact the ARC to see if peer tutoring is available. In the Peer Tutoring program, students are matched to a peer tutor, as scheduling permits.

The ARC offers test proctoring to students, staff and faculty, CoxHealth employees and to the community. There is no charge for testing services for students, staff, faculty and CoxHealth employees. There is a small fee charged for testing for the community. For more information about test proctoring, contact the director of student support of the ARC.

Cox College offers an Early Warning/Early Intervention program. This program occurs during the first five to eight weeks of classes, during the fall and spring semesters. The ARC utilizes a proactive format called faculty referral to aid students needing additional study opportunities and resources. All students are encouraged to use the many 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 to reestablish a new account.

**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 or a bulletin board in the student lounge on the second floor.

**Food Service**
Students may purchase meals at a discount in the Cox North and Cox South cafeterias by showing their CoxHealth photo ID 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, the student lounge on the second floor, 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. Health insurance information for students is located at the ARC.

**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**
Cox College uses an online tutoring service, NetTutor, for students who are in need of academic assistance. NetTutor will be accessible from the student portal. Students are encouraged to utilize this valuable resource. Please contact the director of student support or the ARC for more information.

**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.

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 support, Cox College, 1423 N. Jefferson Ave., Springfield, MO 65802, or call 417-269-3598 regarding this information.

## 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 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 student with a disability requests an academic notification 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 student with a disability believes an academic adjustment is necessary, he/she should immediately contact the director of student support/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 Support. Please see Section III of this policy for more specific guidelines regarding requests.

B. **Advance Notice.** If a qualified student with a disability believes an academic adjustment is necessary, he/she shall use best efforts to provide the director of student support/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 support/section 504 coordinator (submitted either by electronic mail at studentservices@coxcollege.edu or by regular mail to 1423 N. Jefferson, Springfield, MO 65802, Attn: Director of Student Support). The request shall include the following:

1. Courses 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. Applicant's or 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 qualified medical, psychological, educational or rehabilitation professional or

other professional personnel qualified to make the particular diagnosis.)

6. Applicant's or 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 an applicant or student is under a physician's care for stress does not necessarily indicate a diagnosis of anxiety. (Having a diagnosis of test anxiety is not a qualified disability under the ADA; English as a second language [ESL] is not a 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 applicant's or student's expense.

B. The director of student support/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 applicant or 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. The request must be complete, with all necessary documentation, before the director of student support/section 504 coordinator will make a determination on the request.

C. The director of student support/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 support/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 support/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 support/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 support/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 support/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 support/section 504 coordinator's reasoning and the applicant's or student's request, it shall excuse the director of student support/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 support/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 an Emergency Situation**

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), the director of student support/section 504 coordinator shall use best efforts to expedite the process provided in Section III of this policy, to provide the applicant or student with 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.

# Student Organizations

## Purpose of Student Organizations

Student organizations are a great way for students to become involved in their academic, personal, professional and social success during their time at college. Cox College currently offers the following avenues for involvement:

Student Government Association (SGA) – college fee assessed
Student Nursing Association (SNA)
Student Ambassadors
Other leadership opportunities

Cox College encourages students to take ownership of their interests and start a student organization. Stand out in the crowd and be a leader! Employers look for qualified candidates who possess skills developed while participating in student organizations. These skills will help you rise to the top academically, personally and professionally.

## Benefits of Student Organizations

Approved organizations receive many college benefits, including:

Use of wide screen TV for announcements/advertisements
Use of college bulletin boards for announcements/advertisements
Use of college rooms for meetings and social functions
Association with the college newsletter, Areté
Permission to post an organization on the Cox College website
Publication in the Cox College academic calendar
Opportunities to host fundraising events
Permission to participate in new student orientation
Permission to use "Cox College" as part of the organization name
Advising from a Cox College faculty or staff 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 70$^{th}$ 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. An applicant may take the TEAS examination two times. 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 60$^{th}$ and 69.9$^{th}$ 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 by validation (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 150 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 101 and/or ENGL 101.

The Associate of Science in Radiography (ASR) program requires that the English and Mathematics General Education requirements can only be met by completion of the required courses with a grade of "C" or better.

**ACT/SAT**

Applicants submitting their ACT or SAT for admissions must have taken the exam within the last five years from date of application to the college.

**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 ($50^{th}$ 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.

**US Citizenship**
Applicants must be a US Citizen or hold a Permanent Residency card to enroll at Cox College.

**Requirements Prior to the First Program-Specific Course**
The following requirements must be completed before beginning program-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)
- Current unrestricted ARRT licensure or specialty certification in state of clinical practice (BSDI students only)

**C. Applicants are not eligible to apply to any program if:**

- The applicant has previously failed the drug screen two previous times for Cox College.
- The applicant has previously failed the background check for Cox College.
- The applicant has declined acceptance into any program two previous times.
- The applicant did not follow through with the drug screen, background check and/or payment of acceptance fee for two previous acceptances into a program.

**American Heart Association (AHA) Healthcare Provider Course Requirement**
Prior to enrollment in program-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. For additional information, contact the Admissions department or refer to the Life Support section of the Cox College 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 $45.00.
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.

Students desiring to transfer program specific credits must contact the director of admissions and:

- Complete the Cox College admissions process.
  - Cox College application
  - Submission of $45 application fee
  - Submit all college transcripts
- Submit program specific application by deadline.
- Submit the course syllabi for each course being transferred or seeking transfer.
- Complete and sign the *Transfer Clearance* form.
- Submit a letter requesting transfer listing of the courses to be transferred and from which institution.
- Pay $50 Transcript Evaluation fee per course being transferred.

## 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.
- For the ASN 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.
- For the BSN program – complete the four core science courses (Anatomy, Physiology, Nutrition and Microbiology) and 22 credit hours of 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 five consecutive semesters, not counting summer.
- The 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 |
| BIOL 382 | Pathophysiology |
| CHEM 103 | Fundamentals of Chemistry |
| ENGL 150 | English Composition |
| ENGL 207 | Expository Writing |
| GOVT 101 | Government & Politics in the United States |
| HUMN 150 | Humanities Elective |
| MATH 150 | Intermediate Algebra |
| 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 |
| SOCI 304 | Global Awareness & Cultural Diversity |

# 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 June and ends in August. 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 faculty support specialist.

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 approval 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 and only the semester GPA will be used to determine the Dean's List. Only grades completed through Cox College will be utilized in computing the semester GPA, and no grade may be lower than "C". Academic year is defined by fall and spring semesters and the summer session. A student must complete a minimum of 8 credit hours and achieve a minimum semester GPA of 3.5 or better, based upon a 4.0 scale.

**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

**Experiential Learning**
If seeking academic credit for experiential learning, contact the assigned academic advisor a minimum of two semesters prior to the beginning of the course so timelines and requirements may be met.

**Grade Reports**
Midterm and semester grade reports are posted on the student portal. 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 |
| P | Passing |

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 |

**Complaint Resolution Procedure**
Cox College has developed a procedure for resolution of academic and non-academic complaints/grievance. 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 program-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
**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 Registrar 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.

If a student is applying for the ASN Entry or BSN Entry program, all core science transfer courses (Anatomy, Physiology, Nutrition and Microbiology) must be taken within five years of initial program enrollment. The average cumulative GPA of the transferred core sciences must be 2.5 or higher.

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.

**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.

# BURSAR

## Tuition and Fees

Tuition and fees are evaluated each year and based on the operating costs of providing quality programs for the students of Cox College.

Pre-registered students are mailed an itemized billing statement along with payment information prior to the semester/term or session start. Students are expected to track the status of their student account via the Cox College student portal.

## Financial Arrangements

Students are expected to have made necessary financial arrangements for tuition and fees balances by the published due date each semester/term or session. By the due date, students should: (1) have enough financial assistance to cover their entire account balance (pending aid); (2) enroll in the 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 be assessed a past due balance fee each month a balance remains unpaid after the due date. This fee will be charged to the students account and added to the balance due.

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 Automatic Payment Plan during the scheduled enrollment period. For more information regarding this payment option please visit http://coxcollege.edu/index.php/payment-plan or contact the Bursar at 417-269-3440.

## Financial Obligation Policy

Students are not entitled to register for upcoming semesters/terms or sessions, receive recommendations, degrees, honors, certificates, or official transcripts until all financial obligations to the college are fulfilled. In the event of default of any amount due and the account is placed for collection, student is responsible to pay collection fees, plus any court and/or attorney fees resulting from the enforcement of the financial obligation to the college. Any collection costs stated above are in addition to the principal, fees and interest due on the account.

## Refund Policy for Drops and Withdrawals

**Refund/credit 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/credit.**

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/credit, 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/credit, if applicable.

**The percentage of refund/credit 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, 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.**

**Billing Appeals Process**

Students may submit an appeal, in writing, to contest paid or outstanding billing charges due to Cox College no later than thirty days after the end of the semester/term or session the charges were incurred. The written appeal must include the student name, date, the semester/term or session for which charges are being contested, explanation as to why the appeal is being submitted, applicable supporting documentation and the student signature. Serious consideration will only be given to those with extenuating circumstances outside the control of the student.

Appeals are reviewed by the Billing Appeals Committee which meets within the first full business week of each month to review appeals submitted by the last business day of the prior month. The student will be notified in writing of the committee's decision within 14 calendar days.

# 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.

**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. Once a student reaches more than the 60% mark of a semester or payment period a student has earned 100% of the federal funds received and no federal funds will be returned. An example of the withdraw calculations will be available in the financial aid office and e-mailed to all current students at the beginning of each semester.

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.
- The official withdrawal date provided by the registrar.

**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. 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 (LOA) and must meet the following criteria in order to allow for loan deferment:

- There must be at least 12 months between the requested LOA and any previously granted LOA.
- 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 LOA.
- Documentation of a physician's recommendation that it is medically necessary for the LOA to exceed 60 days.

A LOA that does not meet the above conditions, must be reported by the Vice President for Student Services 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. A LOA may cause a student to fail financial aid satisfactory academic progress standards which would require a student to use the financial aid appeal process to regain financial aid eligibility for future semesters. All LOA's granted to students eligible for federal financial aid must comply with federal regulations.

**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. 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.*

**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. Academic progress is evaluated after the spring semester of each academic year. Students falling below this standard will be denied financial aid.

**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 Financial Aid Appeal and Reinstatement Process**
Students who fail to meet the satisfactory academic progress standards are ineligible to receive financial aid. 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. Situations that may warrant an appeal are injury or illness to the student, the death of a relative, or other special circumstances. 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 Interprofessional Undergraduate Studies

The Department of Interprofessional Undergraduate Studies (IPUS) offers five degree options: the Associate of Science in Medical Assisting (ASMA), the Associate of Science in Nursing (ASN), the Associate of Science in Radiography (ASR), the Bachelor of Science in Diagnostic Imaging (BSDI) with credentialing pathway options and the Bachelor of Science in Nursing (BSN).

Cox College awards certificates in Medical Transcription and Medical Billing/Coding.

### Mission Statement

The mission of Cox College's undergraduate education programs is to prepare health care professionals whose practice is informed by theory and research.

## Nursing Programs

The nursing program offers two undergraduate degree options: The Associate of Science in Nursing (ASN) and the Bachelor of Science in Nursing (BSN).

**Vision:** Provide leadership using innovation approaches to advance the practice of nursing.

**Mission:** To provide excellence in educational programs that prepare nurses at the associate and baccalaureate 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 with intrinsic value, having the right to be treated with respect and dignity from conception to end of life. 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, economical, physical and technological 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 and communities. Social organization allows procurement of benefits and resources for individuals and groups that might not be otherwise realized. Social organization addresses distribution of limited resources such as health care seeking to provide the highest benefit for greatest number as an ongoing imperative.

*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 death. 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 and 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 ethical, compassionate 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 scholar .

*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. Faculty facilitate 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. Faculty accept responsibility for acting as role models and stimulating intellectual curiosity, critical thinking, self-awareness and promoting lifelong learning.

*Nursing education* prepares individuals to perform at various levels of decision making, which range from those based on accepted nursing knowledge, skills and values to those that require a complex organization of these components. Nursing knowledge which is further supported by evidence is foundational to professional nursing and is emphasized at all levels of nursing education. Each level of nursing education is valued for their contributions and collaborative work to achieve unity of effort. Faculty value 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. (Revised 10/2011)

## ACADEMIC POLICIES

Once admitted to a nursing program, in addition to college policies, the following programmatic 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 nursing program 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. Those students dismissed from the nursing program may reenter the nursing program through one of the following bridge programs (LPN to ASN, LPN to BSN or RN to BSN). Questions regarding this policy may be addressed in writing to the appropriate faculty chair.

**Leave of Absence (LOA) from the Nursing Program**
Leaves of Absence from the Nursing program 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.

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 and 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.

NURS/NRSI 197 Dosage Calculation Remediation is considered a nursing course and the policy for **Repeating a Nursing Course** (pg 40) will be followed.

**Exams to determine the dosage calculation are scheduled during the final weeks of the semester (**dates will be published and testing will occur beginning prior to finals week) Testing process must be completed within specified testing dates and completed by final testing date.

**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

**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. Fee will be assessed for re-take of the HESI test.

**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 nursing program 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 the last two semesters of clinical nursing courses as outlined on the proposed plan of study 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 graduation application from degree 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.**

## 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 **make competent decisions** when providing direct care for individuals and members of a family or group with well-defined nursing diagnoses in structured health care settings.
- Employ effective **communication** skills in interaction with clients, their family members and the health care team.
- Implement **therapeutic interventions** for individuals and members of a family, group or community in structured health care settings using established policies, procedures, and protocols.
- Apply principles of growth and development in providing care to individuals and members of a family or group across the **life span**.
- Utilize methods of **discovery** to access professional literature and apply interpreted research.
- Assume a professional **role** and practice nursing within legal, ethical and professional standards with a commitment to lifelong learning.

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

1. Complete the admissions procedure to Cox College. Admission file must be complete by the deadline date noted on the application.
2. Complete the Nursing program application by the listed deadlines.
3. Demonstrate math proficiency. Must be complete prior to submitting the program application.
4. From the courses listed on the program application, complete a minimum of 12 credit hours with a minimum cumulative GPA 3.0 on a 4.0 scale.
   a. One of the completed courses must be a core science (Anatomy, Physiology, Nutrition or Microbiology) and the minimum core science GPA must be a 2.5 on a 4.0 scale.
   b. Core science courses must be taken within 5 years of starting the nursing program.

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 Nursing program orientation before classes begin. A positive drug screen or compromised background check may result in rescinding the student's acceptance into the program. An offer may be rescinded if in progress classes are not completed or a 3.0 GPA is not maintained.

## ASN Degree 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 |

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

## ASN Suggested Fulltime* Course of Study

| First Year – Summer | | Credit Hours |
|---|---|---|
| PSYC 101 | Introduction to Psychology | 3 |
| BIOL 208 | Microbiology | 4 |
| **Semester Total** | | **7** |

| First Year—Semester 1 | | Credit Hours |
|---|---|---|
| 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 | 1 |
| **Semester Total** | | **16** |

| First Year—Semester 2 | | Credit Hours |
|---|---|---|
| BIOL 206 | Human Physiology | 4 |
| NURS 106 | Clinical Applications II | 8 |
| NURS 210 | Pharmacological Basis of Nursing Practice | 3 |
| **Semester Total** | | **15** |

| Second Year—Semester 3 | | Credit Hours |
|---|---|---|
| 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 | 8 |
| **Semester Total** | | **17** |

| Second Year—Semester 4 | | Credit Hours |
|---|---|---|
| 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 | 3 |
| **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 | Prerequisite/Corequisite |
|---|---|---|
| | **Prerequisite**-A course must be **completed** successfully before enrollment in **listed course** is allowed.<br>**Prerequisite/Corequisite**-A course that must be completed successfully **OR** enrolled in concurrently with the **listed course**. If a pre/corequisite course is dropped, the **listed course** requiring the pre/corequisite will be dropped as well. | |
| BIOL 302<br>Fundamentals of Chemistry | | CHEM 103 |
| NURS 100<br>Intro to Nursing Skills | MATH 150 or equivalent | |
| NURS 105<br>Clinical Applications I | American Heart Association Healthcare Provider or equivalent certification | BIOL 205, NURS 100 |
| NURS 106<br>Clinical Applications II | 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<br>Clinical Applications III | BIOL 205, 206, 208, CHEM 103, NURS 100, 105, 106, 210 and PSYC 101 | BIOL 302, NURS 307, ENGL 150 |
| NURS 207<br>Concepts of Professional Nursing Practice | BIOL 205, 206, 208, 302, CHEM 103, NURS 100, 105, 106, 206, 210, 307 and PSYC 101 | |
| NURS 208<br>Clinical Applications IV | 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<br>Pharmacological Basis of Nursing Practice | CHEM 103, NURS 100 | BIOL 206, 208, NURS 105 |
| NURS 307<br>Perspectives on Aging and the Older Adult | 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 six 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.
- LPN to BSN Testing Out of Select Courses in the BSN-Accelerated track provides a baccalaureate degree in nursing leading to eligibility for RN licensure for individuals with a degree in another field that also have completed an accredited LPN program.
- 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 senior 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.

## BSN 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:

1. Complete the admissions procedure to Cox College. Admission file must be complete by the deadline date noted on the application.
2. Complete the Nursing program application by the listed deadlines.
3. Completion of Intermediate Algebra or higher or prove math proficiency.
4. A minimum of 37 credit hours completed from the required general education courses with a minimum cumulative GPA 3.0 on a 4.0 scale. A total of 41 credit hours are required to start the program. See BSN plan of study for courses to complete.
    - One of the completed courses must be a core science (Anatomy, Physiology, Nutrition or Microbiology) and the minimum core science GPA must be a 2.5 on a 4.0 scale.
    - Core science courses must be taken within 5 years of starting the nursing program.
    - Maintain a cumulative GPA of 3.0 or better in the remaining general education courses

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 nursing program 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. An offer may be rescinded if in progress classes are not completed with a "C" or better and/or the GPA falls below a 3.0 on required courses completed for the nursing 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 | | 2 |

| | | | |
|---|---|---|---|
| **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 | | 8 |
| **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 | 3 | |
| **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 | 3 | |
| **Semester Total:** | | **3** | **11** |
| **Total Credit Hours** | **128 program** | **56 general education** | **72 nursing** |

*** 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 (Listed Course) | PREREQUISITES | PRE/COREQUISITE |
|---|---|---|
| | The following courses must be completed successfully prior to program entry: BIOL 205, BIOL 206. BIOL 208, BIOL 302, CCPL 100, CHEM 103, ENGL 150, ENGL 207, MATH 150, NRSI 200, PSYC 101, SOCI 101 | |
| 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 212 | BIOL 382, NRSI 200, NRSI 204, NRSI 206 | NRSI 202 |
| NRSI 302 | BIOL 382, NRSI 200, NRSI 202, NRSI 204, NRSI 206 | |
| NRSI 306 | BIOL 382, NRSI 200 NRSI 202, NRSI 204, NRSI 206 | |
| NRSI 211 | BIOL 382, NRSI 200, NRSI 202, NRSI 204, NRSI 206, NRSI 302 | |
| NRSI 213 | BIOL 382, NRSI 200, NRSI 202, NRSI 204, NRSI 206, NRSI 302 | |
| NRSI 300 | Nursing Program Admission | |
| NRSI 400 | MATH 227, Nursing Program Admission | |
| SOCI 304 | | |
| NRSI 310 | BIOL 382, NRSI 200, NRSI 202, NRSI 204, NRSI 206, NRSI 212, NRSI 302 | NRSI 211, NRSI 213, NRSI306 |
| NRSI 390 | Pre and co-requisites vary depending on the nursing elective selected. Refer to course schedule each semester for pre and corequisites for specific nursing electives. | |
| NRSI 404 | BIOL 382, NRSI 200, NRSI 202, NRSI 204, NRSI 206, NRSI 212, NRSI 300. NRSI 302 | NRSI 400 |
| NRSI 402 | NRSI 200, NRSI 202, NRSI 204, NRSI 206, NRSI 212, NRSI 302 | NRSI 310 |
| NRSI 406 | NRSI 200, NRSI 202, NRSI 204, NRSI 206, NRSI 300, NRSI 302, NRSI 400 | NRSI 310 |
| NRSI 410 | **MUST BE TAKEN THE FINAL SEMESTER** BIOL 382, GOVT 101, HUMN 150, SOCI 304, 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 404 | NRSI 402, NRSI 406 |

## 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:

1. Complete the admissions procedure to Cox College. Admission file must be complete by the deadline date noted on the application.
2. Complete the Nursing program application by the listed deadlines.
3. 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. Baccalaureate degree must be issued by program application deadline to be considered.
4. 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.
5. One of the completed courses must be a core science (Anatomy, Physiology, Nutrition or Microbiology) and the minimum core science GPA must be a 2.5 on a 4.0 scale.
    a. Core science courses must be taken within 5 years of starting the nursing program.
6. 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 the 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. An offer may be rescinded if in progress classes are not completed with a "C" or better and/or a 3.0 GPA is not maintained.

## 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

| **Prior to Program Entry** | | | **Credit Hours** |
|---|---|---|---|
| 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 | | | 3 |
| **Semester Total** | | ***NOTE: Government course may be required*** | **34** |

| **First Year—Spring Semester** | | | **Credit Hours** |
|---|---|---|---|
| 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 | 3 |
| **Semester Total** | | | **18** |

| **First Year—Summer Session** | | | **Credit Hours** |
|---|---|---|---|
| NRSI | 306 | Aging and the Older Adult | 2 |
| NRSI | 302 | Adult Medical Surgical Nursing I | 8 |
| NRSI | 212 | Mental Health/Illness Nursing Concepts | 4 |
| **Semester Total** | | | **14** |

| **Second Year—Fall Semester** | | | **Credit Hours** |
|---|---|---|---|
| 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 | 6 |
| **Semester Total** | | | **18** |

| **Second Year—Spring Semester** | | | **Credit Hours** |
|---|---|---|---|
| NRSI | 406 | Trends, Issues and Ethics in Nursing | 3 |
| NRSI | 310 | Adult Medical Surgical Nursing II | 8 |
| NRSI | 410 | Nursing Capstone Course | 7 |
| **Semester Total** | | | **18** |

| | |
|---|---|
| Total Credit Awarded for Prior Degree | 26 |
| Total Required General Education Courses | 34 |
| Total Required Nursing Courses | 68 |
| **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. The 58 credit hours are a combination of 24 credit hours of designated general education courses and 34 credit hours of professional component courses. RN students who have a baccalaureate degree in a non-nursing field will be awarded an additional 18 credit hours of general education course work for their previous degree. Remaining general education courses required for completion of the program include Pathophysiology and Introduction to Statistics.

Students accepted into the RN to BSN track have the opportunity to elect to take core courses in the graduate program as dual credit for the required professional component elective courses. These dual credit courses result in fulfilling elective requirements in the undergraduate program and some core requirements in the graduate program. Students may earn up to 12 credit hours of dual credit by increasing the required 11 credit hours of nursing electives to 12 credit hours. Students who select this option will be designated as RN to MSN students, indicating their intention to apply to the graduate program.

Application for admission to the MSN program will occur the semester prior to graduation from the BSN program, or as dictated by deadlines for the application to a designated track in the MSN 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 (applicants who have graduated from Cox College's ASN program within a semester will not have to re-apply to the college, but will need to complete the program application).
3. Complete RN to BSN Program application
4. Submit copy of current RN licensure (un-encumbered)
5. Submit copy of current Health Providers BLS certification
6. Earn a grade of "C" or better in all courses applicable for transfer.
    - If seeking to transfer a professional component course (nursing), apply through the Director of Admissions' Office.
7. 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.

**Recommended Application Submission Dates for Priority Service**
To enroll in nursing specific courses, students must be admitted to Cox College. Priority service deadlines are as follows:

- April 1st for summer admission;
- July 1st for fall admission; and
- November1st for spring admission

If progression in the program beyond a semester 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**

**2nd Baccalaureate Degree: 18 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 |
| MATH100 | Intermediate Algebra* (Prerequisite for MATH 227) |
| MATH227 | Introduction to Statistics (Prerequisite for NRNC 400) |

**Humanities** (6 Credit Hours)

| | |
|---|---|
| ENGL 207 | Expository Writing* |
| HUMN 150 | 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 390 courses may be taken **prior to** officially being admitted to the RN to BSN track. NRNC 300 Nursing Informatics may be taken on a space availability basis with program chair approval. All remaining professional component courses must be taken after official admission to the RN to BSN track. (Note professional component courses taken previously will be considered for transfer to meet requirements upon the student's initiation of the transfer application process.)

**MSN courses** may be taken as electives for the BSN program, provided prerequisites have been successfully completed and the student has completed a minimum of one semester of nursing courses**:** MSN 502; MSN 504; MSN 506; MSN 508, MSN 510 and MSN 514.

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

# **RN** to **BSN**

## Course Requirements

**General Education Requirements: 24 credits***

| Course Number | Course Name | Credit Hours |
|---|---|---|
| MATH 150 | 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**

| Course Number | Course Name | Credit Hours |
|---|---|---|
| NRNC 300 | Nursing Informatics | 3 |
| NRNC 312 | Health Assessment | 3 |
| NRSI 390 | Nursing Electives | 11 |
| | (may be NRSI 390 or MSN core courses with approval) | |
| NRNC 400 | Theories and Research in Nursing | 3 |
| NRNC 402 | Management & Leadership in Nursing | 3 |
| NRNC 404 | Community & Public Health Nursing | 5 |
| NRNC 406 | Trends, Issues and Ethics in Nursing | 3 |
| NRNC 412 | Professional Role Transition | 3 |

| | |
|---|---|
| Total credit awarded from previous nursing education | 70 |
| Total required general education credit | 24 |
| Total required nursing credit | 34 |
| **RN to BSN Track Total Credit Hours** | **128** |

*Students who have a previous baccalaureate will be awarded 18 credit hours of general education credit. They are accountable to demonstrate math competency as part of the admissions process (e.g. passing the TEAS math component, if Intermediate Algebra has not be taken). The only general education course requirements are BIOL 382 Pathophysiology and MATH 227 Introduction to Statistics.

**NRNC 412 Professional Role Transition must be taken in the last semester of the program.**

## RN to BSN Track

### Suggested General Education Courses (fulltime*)

| First Year—Semester 1 | | Credit Hours |
|---|---|---|
| MATH 150 | Intermediate Algebra | 3 |
| BIOL 382 | Pathophysiology | 3 |
| ENGL 207 | Expository Writing | 3 |
| SOCI 304 | Global Awareness and Cultural Diversity | 3 |
| **Semester Total** | | **12** |

| First Year—Semester 2 | | Credit Hours |
|---|---|---|
| MATH 227 | Introduction to Statistics | 3 |
| PSYC 230 | Life span Development | 3 |
| HUMN 150 | Humanities Elective | 3 |
| GOVT 101 | Government & Politics in the United States | 3 |
| **Semester Total** | | **12** |

### Suggested Two Year Plan of Study after General Education Courses

**Year 1 – FALL Start**

| **Fall Semester** | | **Spring Semester** | |
|---|---|---|---|
| NRNC 300 Informatics | 3 | NRNC 404 Community Health | 5 |
| NRNC 312 Health Assessment | 3 | NRSI 390 Nursing Elective | 2 |
| NRSI 390 Nursing Elective | 3 | NRNC 406 Trends, Issues, and Ethics | 3 |
| Total | 9 | Total | 10 |

**Year 2**

| **Fall Semester** | | **Spring Semester** | |
|---|---|---|---|
| NRSI 390 Nursing Elective | 3 | NRSI 390 Nursing Elective | 3 |
| NRNC 402 Management and Leadership | 3 | NRNC 412 Prof Role Transition | 3 |
| NRNC 400 Theories and Research | 3 | | |
| Total | 9 | Total | 6 |

*Individuals may opt for part-time course work. A minimum of six credit hours qualifies one for partial financial aid consideration. **Degree requirements must be met within five years of enrollment in the RN to BSN track.**

# 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 a nursing faculty advisor.

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

- Complete the admissions procedure to Cox College. Admission file must be complete by the deadline date noted on the application.
- Complete the BSN-EDO program application by the listed deadlines.
- Transcripts of high school courses completed at date of application (enrollment is contingent upon receipt of official HS transcript by application deadline)
- ACT of 25 or better
- Completion of Missouri college-bound high school graduation requirements of:
  - 4 units of Communication
  - 3 units of Math
  - 3 units of Science
  - 3 units of Social Studies
- High school diploma
  - Must have a "B" or greater on all high school coursework
  - Maintain a GPA $\geq$ 3.0 on 4.0 scale on current coursework

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

## LPN Advanced Placement – ASN

Candidates who are Licensed Practical Nurses (LPNs) or have successfully completed or will have completed prior to semester of admission an accredited LPN programs and are requesting advanced placement must **also** complete the following items:

1. Complete the admissions procedure to Cox College. Admission file must be complete by the deadline date noted on the application.
2. Complete the Nursing program application by the listed deadlines.
3. Demonstrate math proficiency. Must be complete prior to submitting the program application.
4. From the courses listed on the program application, complete a minimum of 12 credit hours with a minimum cumulative GPA 3.0 on a 4.0 scale.

- One of the completed courses must be a core science (Anatomy, Physiology, Nutrition or Microbiology) and the minimum core science GPA must be a 2.5 on a 4.0 scale.

5. 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. 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**.
6. 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 be given CV credit for BIOL 302 Nutrition, NURS 100 Introduction to Nursing Skills and NURS 105 Clinical Applications I on admission to the program.

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) or have successfully completed or will have completed prior to semester of admission an accredited LPN program and are requesting advanced placement must **also** complete the following items:

1. Complete the admissions procedure to Cox College. Admission file must be complete by the deadline date noted on the application.
2. Complete the Nursing program application by the listed deadlines.
3. Completion of Intermediate Algebra or higher or prove math proficiency (not required for BSN Accelerated applicants).
4. A minimum of 37 credit hours completed from the required general education courses with a minimum cumulative GPA 3.0 on a 4.0 scale. A total of 41 credit hours are required to start the program. See BSN plan of study for courses to complete.
   - One of the completed courses must be a core science (Anatomy, Physiology, Nutrition or Microbiology) and the minimum core science GPA must be a 2.5 on a 4.0 scale.
   - Maintain a cumulative GPA of 3.0 or better in the remaining general education courses.
5. Transcript verification and successful completion of LPN program.

6. 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. 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

LPN applicants will be given CV credit for BIOL 302 Nutrition, NRSI 200 Introduction to Professional Nursing, and NRSI 202 Foundations of Professional Nursing on admission to the program.

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. An offer may be rescinded if in progress classes are not completed with a "C" or better and/or the GPA falls below a 3.0 on required courses completed for the nursing program.

**LPN Testing Out of Select Courses – BSN-Accelerated**

Candidates who are Licensed Practical Nurses (LPNs) or have successfully completed or will have completed prior to semester of admission and accredited LPN program may request an opportunity to test out of select nursing classes. Prior to testing, they must complete the following items:

- Complete the admissions procedure to Cox College. Admission file must be complete by the deadline date noted on the application.
- Complete the Nursing program application by the listed deadlines.
- 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. Baccalaureate degree must be issued by program application deadline to be considered.
- 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.
- One of the completed courses must be a core science (Anatomy, Physiology, Nutrition or Microbiology) and the minimum core science GPA must be a 2.5 on a 4.0 scale.
- Once application has been received, eligible candidates will be notified to schedule and complete an interview.
- Transcript verification and successful completion of LPN program.
- 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. 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 Childbearing Families

LPN applicants will be given CV credit for BIOL 302 Nutrition and NRSI 208 Foundations of Professional Nursing on admission to the program.

Admission into the BSN-Accelerated program is offered to the highest-ranking candidates in the applicant pool. All other qualifications for the BSN-A must be completed. Once a candidate has been notified of an offer for admission into the BSN-Accelerated 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.

# Radiologic Sciences & Imaging (RSI) Programs

The Radiologic Sciences & Imaging programs offers two undergraduate degree options: The Associate of Science in Radiography (ASR) and the Bachelor of Science in Diagnostic Imaging (BSDI) with an Interprofessional Leadership (IPL) track or a credentialing pathway in Computed tomography (CT), Diagnostic Medical Sonography (DMS), DMS-Echo Extension (ECH), Interventional Radiography (IR), Magnetic Resonance Imaging (MRI), and Mammography (MAM).

## Philosophy

Radiologic Sciences and Imaging (RSI) programs are designed to provide students a quality educational environment that promotes professionalism, effective communication skills, critical thinking skills, and imaging skill sets within the areas of Diagnostic Imaging.

RSI encourages students to become active learners through a vigorous environment that promotes a variety of learning experiences for professional growth and lifelong learning.

Students completing the diagnostic imaging programs will have the knowledge and skill set to successfully enter the workforce credentialed in their chosen professional discipline, while meeting the needs of the health care community.

Within RSI, the specialty field of Diagnostic Medical Sonography is designed to provide students a quality educational environment that promotes professionalism, effective communication, critical thinking, and imaging skills that meet the requirements of CAAHEP as well as the credentialing bodies of the American Registry for Diagnostic Medical Sonography (ARDMS) and the American Registry of Radiologic Technologists.

Students are encouraged to become active learners through a rigorous didactic and clinical environment that promotes a variety of learning experiences for professional growth and lifelong learning.

Students completing the Diagnostic Medical Sonography Program will have the knowledge and skill set to successfully enter the workforce as credentialed sonographers in Abdomen, Obstetrics & Gynecology, Vascular Technology and/or Echocardiography.

## 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 RSI 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.

**RSI Orientation**

New students admitted to the RSI 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 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 in Radiography (ASR) Degree Program

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 22-month period, inclusive of five semesters.

### 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 understanding in computed tomography, cardiovascular interventional technology, mammography, magnetic resonance imaging, nuclear medicine, ultrasound, and radiation oncology. These skills are integrated to optimize the entire radiological aspect of patient care.
12. Successfully complete the certification examination administered by the American Registry of Radiologic Technologists (ARRT).

### Program Admission

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

1. Complete the admissions procedure to Cox College. Admissions file must be complete by the application deadline.
2. Complete the ASR program application by December 22nd for following fall semester entrance.
3. Complete 1 core science, 2 additional general education courses listed above. Science and additional general education courses must total 10 credits or more.
4. From the list of required general educations a minimum of 10 credit hours with a minimum cumulative GPA of 3.0 based on a 4.0 scale. Balance of courses must be complete prior to starting ASR program courses.
5. Log a minimum of 4 hours of job shadowing experience by the application deadline.
6. Successful completion of each prerequisite course with a "C "or above
7. Submit two letters of reference
8. Submit a personal resume
9. Submit a personal essay to include the following subjects:
    - Accomplishments that have given you the greatest satisfaction
    - Your reasons for choosing to advance in the specific specialty imaging sciences
    - Your plans and aspirations for the future
10. Once application has been received and all documents 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 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 first semester 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. Students must obtain their American Heart Association BLS for the Healthcare Provider certification before attending the first semester radiography courses. *Below reflects the course of study for the ASR cohort admitted into the program Fall of 2012 only.*

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

| **Semester 2 (Spring or Summer)** | | **Credit Hours** |
|---|---|---|
| *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 | 1 |
| **Semester Total** | | **12** |

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**Radiography**

| **First Year - Semester 1(Fall)** | | **Credit Hours** |
|---|---|---|
| **RAD 100 | Patient Care in Radiography | 2 |
| **RAD 110 | Radiographic Anatomy | 3 |
| **RAD 120 | Radiographic Procedures 1 | 5 |
| **RAD 130 | Medical Terminology | 3 |
| **Semester Total** | | **13** |

| **First Year - Semester 2 (Spring)** | | **Credit Hours** |
|---|---|---|
| **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 | 3 |
| **Semester Total** | | **12** |

| **First Year – Session 3 (Summer)** | **Credit Hours** |
|---|---|
| **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 | 2 |
| **Semester Total** | **7** |

| **Second Year - Semester 4 (Fall)** | **Credit Hours** |
|---|---|
| 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 | 3 |
| **Semester Total** | **12** |

| **Second Year – Semester 5 (Spring)** | **Credit Hours** |
|---|---|
| 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 | 3 |
| RAD 292 Clinical Practice 4 | 3 |
| **Semester Total** | **12** |

| **Second Year – Session 6 (Summer)** | **Credit Hours** |
|---|---|
| RAD 280 EKG and IV for the Radiologic Technologist | 1 |
| RAD 290 Radiography Capstone | 4 |
| RAD 293 Clinical Practice 5 | 1 |
| **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.**

**** Program of Study has been revised; these courses are no longer offered, or included in the course descriptions, but are shown to reflect ASR cohort admitted Fall 2012.**

## ASR Prerequisite/Corequisite Requirements

* 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. Students must obtain their American Heart Association BLS for the Healthcare Provider certification before attending the first semester radiography courses. *Below reflects the prerequisite and corequisite for the ASR cohort admitted into the program Fall of 2012 only.*

| **Course Number** | **Prerequisite** | **Corequisite** |
|---|---|---|
| Prior to Program Admission | ENGL 150, MATH (College Algebra), BIOL 205, BIOL 206, CHEM 103 or Introduction to Physics w/lab, PSYC 101, INFM 160 | |
| RAD 100 | * | RAD 110, RAD 120, RAD 130 |
| RAD 110 | * | RAD 100, RAD 120, RAD 130 |
| RAD 120 | * | RAD 100, RAD 110, RAD 130 |
| RAD 130 | * | RAD 100, RAD 110, RAD 120 |
| RAD 140 | RAD 120 | RAD 150, RAD 160, RAD 170, RAD 180, RAD 196 |
| RAD 150 | * | RAD 140, RAD 160, RAD 170, RAD 180, RAD 196 |
| RAD 151 | RAD 150 | RAD 151, RAD 171, RAD 181, RAD 190, RAD 195, RAD 197 |
| RAD 152 | RAD 151 | RAD 182, RAD 200, RAD 210, RAD 230, RAD 291 |
| RAD 160 | RAD 100 | RAD 140, RAD 150, RAD 170, RAD 180, RAD 196 |
| RAD 170 | RAD 120 | RAD 140, RAD 150, RAD 160, RAD 180, RAD 196 |
| RAD 171 | RAD 170 | RAD 151, RAD 171, RAD 181, RAD 190, RAD 195, RAD 197 |
| RAD 180 | * | RAD 140, RAD 150, RAD 160, RAD 170, RAD 196 |
| RAD 181 | RAD 150, RAD 180 | RAD 151, RAD 171, RAD 190, RAD 195, RAD 197 |
| RAD 182 | RAD 181 | RAD 152, RAD 200, RAD 210, RAD 230, RAD 291 |
| RAD 190 | * RAD 100 | RAD 151, RAD 171, RAD 181, RAD 195, RAD 197 |
| RAD 195 | RAD 110 | RAD 151, RAD 171, RAD 181, RAD 190, RAD 197 |
| RAD 196 | RAD 100, RAD 110, RAD 120, RAD 130 | RAD 140, RAD 150, RAD 160, RAD 170, RAD 180 |
| RAD 197 | RAD 196 | RAD 151, RAD 171, RAD 181, RAD 190, RAD 195 |
| RAD 200 | RAD 110 | RAD 152, RAD 182, RAD 210, RAD 230, RAD 291 |
| RAD 210 | RAD 151, RAD 181 | RAD 152, RAD 182, RAD 200, RAD 230, RAD 291 |

| | | |
|---|---|---|
| RAD 230 | RAD 160 | RAD 152, RAD 182, RAD 200, RAD 210, RAD 291 |
| RAD 231 | RAD 230 | RAD 240, RAD 250, RAD 260, RAD 270, RAD 292 |
| RAD 240 | RAD 120 | RAD 231, RAD 250, RAD 260, RAD 270, RAD 292 |
| RAD 250 | RAD 182, RAD 210 | RAD 231, RAD 240, RAD 260, RAD 270, RAD 292 |
| RAD 260 | RAD 171 | RAD 231, RAD 240, RAD 250, RAD 270, RAD 292 |
| RAD 270 | RAD 152 | RAD 231, RAD 240, RAD 260, RAD 250, RAD 292 |
| RAD 280 | *RAD 292 | RAD 290, RAD 293 |
| RAD 290 | All program courses must be complete except for RAD 280 and RAD 293 | RAD 280, RAD 293 |
| RAD 291 | RAD 197 | RAD 152, RAD 182, RAD 200, RAD 210, RAD 230 |
| RAD 292 | RAD 291 | RAD 231, RAD 240, RAD 260, RAD 270, RAD 250 |
| RAD 293 | RAD 292 | RAD 280, RAD 290 |

## 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. Students must obtain their American Heart Association BLS for the Healthcare Provider certification before attending the first semester radiography courses. *Below reflects the course of study for the ASR cohort admitted into the program Fall of 2013.*

| **Semester 1 (Fall or Spring)** | | **Credit Hours** |
|---|---|---|
| *ENGL 150 | English Composition | 3 |
| *MATH 109 | College Algebra | 3 |
| *BIOL 205 | Human Anatomy w/lab | 4 |
| *HSCC 100 | Medical Terminology | 3 |
| **Semester Total** | | **13** |

| **Semester 2 (Spring or Summer)** | | **Credit Hours** |
|---|---|---|
| *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 | 1 |
| **Semester Total** | | **12** |

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**Radiography**

| **First Year - Semester 1(Fall)** | | **Credit Hours** |
|---|---|---|
| RAD 100 | Patient Care in Radiography | 3 |
| RAD 110 | Radiographic Anatomy | 2 |
| RAD 120 | Routine Radiographic Imaging | 2 |
| RAD 121 | Routine Radiographic Imaging Lab | 3 |
| RAD 140 | Intro to Clinical Practice | 3 |
| RAD 150 | Radiographic Imaging Physics I | 2 |
| **Semester Total** | | **15** |

| **First Year- Intersession (Spring)** | | **Credit Hours** |
|---|---|---|
| RAD 191 | Clinical Practice 1 | 1 |

| **First Year - Semester 2 (Spring)** | | **Credit Hours** |
|---|---|---|
| RAD 151 | Radiographic Imaging Physics II | 3 |
| RAD 160 | Analog Imaging | 2 |
| RAD 170 | Fluoroscopy and Special Procedures | 3 |
| RAD 180 | Radiographic Imaging Instrumentation | 2 |
| RAD 192 | Clinical Practice 2 | 2 |
| **Semester Total** | | **13** |

| **First Year – Session 3 (Summer)** | **Credit Hours** |
|---|---|
| RAD 193 Clinical Practice 3 | 2 |
| **Semester Total** | **2** |

| **Second Year - Semester 4 (Fall)** | **Credit Hours** |
|---|---|
| ^RAD 200 Radiographic Pathophysiology | 2 |
| ^RAD 220 Advanced Skeletal Imaging | 2 |
| ^RAD 250 Radiographic Image Analysis and QC | 2 |
| ^RAD 260 Digital Imaging | 3 |
| ^RAD 270 Radiation Biology and Protection | 3 |
| ^RAD 294 Clinical Practice 4 | 2 |
| **Semester Total** | **14** |

| **Second Year- Intersession (Spring)** | **Credit Hours** |
|---|---|
| ^RAD 295 Clinical Practice 5 | 1 |

| **Second Year – Semester 5 (Spring)** | **Credit Hours** |
|---|---|
| ^RAD 296 Clinical Practice 6 | 2 |
| ^RAD 299 Radiography Capstone | 4 |
| **Semester Total** | **7** |

| | |
|---|---|
| **General Education** | **25** |
| **Total Program Credit Hours** | **51** |
| **Total Degree Credit Hours** | **76** |

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

**^Courses have been developed but are not reflected in the course description. These courses will be offered in the 2014-2015 academic year.**

## ASR Prerequisite/Corequisite Requirements

* 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. Students must obtain their American Heart Association BLS for the Healthcare Provider certification before attending the first semester radiography courses. *Below reflects the course of study for the ASR cohort admitted into the program Fall of 2013.*

| **Course Number** | **Prerequisite** | **Corequisite** |
|---|---|---|
| Prior to Program Admission | ENGL 150, MATH (College Algebra), BIOL 205, BIOL 206, CHEM 103 or Introduction to Physics w/lab, PSYC 101, INFM 160 | |
| RAD 100 | * | RAD 110, RAD 120, RAD 121, RAD 140, RAD 150 |
| RAD 110 | * | RAD 100, RAD 120, RAD 121, RAD 140, RAD 150 |
| RAD 120 | * | RAD 100, RAD 110, RAD 121, RAD 140, RAD 150 |
| RAD 121 | * | RAD 100, RAD 110, RAD 120, RAD 140, RAD 150 |
| RAD 140 | * | RAD 100, RAD 110, RAD 120, RAD 121, RAD 150 |
| RAD 150 | * | RAD 100, RAD 110, RAD 120, RAD 121, RAD 140 |
| RAD 151 | RAD 150 | RAD 160, RAD 170, RAD 180, RAD 192 |
| RAD 160 | RAD 150 | RAD 151, RAD 170, RAD 180, RAD 192 |
| RAD 170 | RAD 120, RAD 121 | RAD 151, RAD 160, RAD 180, RAD 192 |
| RAD 180 | RAD 150 | RAD 151, RAD 160, RAD 170, RAD 192 |
| RAD 191 | RAD 120, RAD 121, RAD 140 | |
| RAD 192 | RAD 191 | RAD 151, RAD 160, RAD 170, RAD 180 |
| RAD 193 | RAD 192 | |
| RAD 200 | RAD 110 | RAD 220, RAD 250, RAD 260, RAD 270, RAD 294 |
| RAD 220 | RAD 120, RAD 121 | RAD 200, RAD 250, RAD 260, RAD 270, RAD 294 |
| RAD 250 | RAD 152, RAD 180 | RAD 200, RAD 220, RAD 260, RAD 270, RAD 294 |
| RAD 260 | RAD 152, RAD 180 | RAD 200, RAD 220, RAD 250, RAD 270, RAD 294 |

| | | |
|---|---|---|
| RAD 270 | RAD 151 | RAD 200, RAD 220, RAD 250, RAD 260, RAD 294 |
| RAD 294 | RAD 193 | RAD 200, RAD 220, RAD 250, RAD 260, RAD 270 |
| RAD 295 | RAD 294 | |
| RAD 296 | RAD 295 | RAD 299 |
| RAD 299 | All program courses must be complete except for RAD 296 | RAD 296 |

## Bachelor of Science in Diagnostic Imaging (BSDI) Degree Program

The Cox College Bachelor of Science in Diagnostic Imaging (BSDI) is designed to educate students in an imaging or professional specialty while also providing a bachelor's degree. The BSDI offers specialization in six imaging modalities and one professional registry – Computed Tomography (CT), Diagnostic Medical Sonography (DMS), DMS-Echocardiography (ECH), Interventional Radiography (IR), Magnetic Resonance Imaging (MRI), Mammography (MAM), and Interprofessional Leadership (IPL).

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

- **BSDI entry-level track** - This track is for students seeking the Cox College BSDI with minimal college-level education. Students pursing the BSDI through this track will first acquire the ARRT credential in Radiography through Cox College ASR program before advancing through the remainder of the BSDI curriculum. Having completed the ASR program, students must apply to the BSDI program and select an area of specialization – CT, DMS, IR, MRI, or Mammography. The complete degree requires 128 credit hours.

- **BSDI specialty track** – This track is tailored to meet the needs of students already registered in Radiography or another primary imaging modality (such as Sonography, MRI, Nuclear Medicine, or Radiation Therapy). Students must apply to the BSDI program and select an area of specialization – CT, DMS, DMS-Echo, IR, MRI, Mammography, or Interprofessional Leadership (IPL). Students in this track must complete a minimum of 64 credits hours to satisfy the degree requirements.

- **BSDI completion track** – This track is for technologists already registered in Radiography (or another primary imaging modality) and a specialty (secondary) imaging modality. Students complete only a select group of general education and core curriculum courses amounting to a minimum of 32 credits hours.

- Credentialing Pathways **– The BSDI provides opportunity for students to specialize in one of several specialty imaging modalities. After the completion of specific specialty** courses and clinical requirements students in the BSDI are then eligible to apply to the appropriate ARRT and/or ARDMS national registry(s). Available imaging specialties include Computed Tomography (CT), Diagnostic Medical Sonography (DMS), DMS Echocardiography (ECH), Interventional Radiography (IR), Magnetic Resonance Imaging (MRI), and Mammography (MAM).

**Program Admission**

To be eligible for admission into the BSDI, a candidate must meet the following conditions:

- Complete the admissions procedure for Cox College.
- Complete and submit program specific BSDI application.
    - Students must select an area of specialization – CT, DMS, DMS-Echo, IR, MRI, Mammography, or Interprofessional Leadership (IPL). BSDI-Completion students do not choose an area of specialization.
    - All specialty imaging courses begin in the fall. Applications are due April 30.
    - BSDI Completion Track students and IPL specialty students may enter the program in any semester. Applications due April 30 or November 15.
    - Application process for CT, MRI, Mammography, IR, DMS, and DMS Echocardiography specialty program tracks require a personal essay, two personal references, all college transcripts, and a copy of the student's imaging licensure card.

- Credentialed in primary imaging modality (such as Radiography, Sonography [RDMS, RDCS, RVT, ARRT(S)], MRI, Nuclear Medicine, or Radiation Therapy) or related field (contact Cox College for details) prior to beginning of BSDI program.
- Minimum 3.0 GPA in imaging program or related degree.

**Certifications**
Upon completing the experience and examination requirements of the national credentialing organizations, students in the BSDI are eligible to apply for their particular imaging program's national certification examination. The program capstone course provides a comprehensive study in certification preparation.

**Program Outcome**
Students completing the BSDI will have training in a diagnostic imaging and a well-rounded knowledge of the diverse contingencies affecting the field of diagnostic imaging.

**Objectives**
- Demonstrate appropriate communication skills with patients and colleagues
- Exercise discretion and judgment in the performance of diagnostic or therapeutic services
- Record, analyze and process diagnostic data and other pertinent observations made during the procedure for presentation to the interpreting physician
- Obtain, review, and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results
- Act in a professional and ethical manner in accordance with accrediting and credentialing bodies
- Use critical thinking skills to make appropriate and responsible decisions based on reason and applied knowledge to include anatomy, pathology, and physiologic data
- Demonstrate technical competency by consistently producing diagnostic-quality images using appropriate procedures
- Provide patient education related to diagnostic imaging and promote principles of good health
- Successfully complete the ARRT and/or ARDMS certification exam in the applicable specialty

## BSDI Entry-Level Track

The BSDI entry-level track is for students seeking the Cox College BSDI with minimal college-level education. Students pursing the BSDI through this track will first acquire the ARRT credential in Radiography through Cox College Associate of Science in Radiography (ASR) program before advancing through the remainder of the BSDI curriculum. Requirements for admission to and completion of the Cox College ASR are available in the ASR section of this catalog. Student may begin taking prerequisite and general education courses for the ASR and/or BSDI at any time; however, admission to the ASR and BSDI programs is not guaranteed.

Having completed the ASR program, students must apply to the BSDI program and select an area of specialization – CT, DMS, IR, MRI, Mammography, or Interprofessional Leadership (IPL). The complete degree requires 128 credit hours.

**General Education: 34 Credit Hours**

| **Natural and Applied Sciences (19 Credit hours)** | **Credit Hours** |
|---|---|
| BIOL 205 Human Anatomy* | 4 |
| BIOL 206 Human Physiology* | 4 |
| CHEM 103 Introduction to Chemistry* | 4 |
| MATH 109 College Algebra* | 3 |
| MATH 227 Introduction to Statistics | 3 |
| INFM 160 Computer Resources* | 1 |

| **Humanities (6 Credit Hours)** | **Credit Hours** |
|---|---|
| ENGL 150 English Composition* | 3 |
| ENGL 207 Expository Writing | 3 |

| **Social Sciences (9 Credit Hours)** | **Credit Hours** |
|---|---|
| SOCI 304 Global Awareness & Cultural Diversity | 3 |
| PSYC 101 Introduction to Psychology* | 3 |
| PSYC 230 Life-span Development | 3 |

**Prerequisite for entry to ASR*

**BSDI Program Courses**

**Transfer from Radiography Program Courses: 42 Credit Hours**

| **Core Electives: 46 Credit Hours Available*** | **Credit Hours** |
|---|---|
| SDI 453 Advanced Imaging Pathology I | 3 |
| SDI 454 Advanced Imaging Pathology II | 3 |
| SDI 455 Advanced Studies in Radiation Biology | 3 |
| SDI 457 Human Oncology I | 3 |
| SDI 458 Human Oncology II | 3 |
| SDI 459 Human Oncology III | 3 |
| SDI 460 Human Oncology IV | 3 |
| IPL 300 – Healthcare Delivery Systems | 2 |
| IPL 302 – Health System Information Management | 3 |
| IPL 310 – Data Quality, Reimbursement, and Insurance Billing | 2 |

| | |
|---|---|
| IPL 330 – Theories and Research in Nursing and Allied Health | 3 |
| IPL 402 – Leadership in Healthcare and Allied Health Education | 3 |
| IPL 406 – Advanced Ethical and Legal Practice in Healthcare | 3 |
| IPL 430 – Health Care Research Concepts | 3 |
| IPL 440 – Human Resource Management | 3 |
| IPL 445 – Financial Strategies in Health Care Management | 3 |

**The total number of BSDI Core Elective credits required depends on the student's area of specialization and the number of credits needed to acquire 128 total credit hours*

**Specialty Specific (26-77 Credit Hours)**
Specialty imaging students must complete *all courses* listed for any ONE of the following specialties:

| **Computed Tomography (CT): 26 Credit Hours** | **Credit Hours** |
|---|---|
| CT 300 – CT Physics and Instrumentation | 3 |
| CT 302 – CT Imaging Procedures | 2 |
| SDI 300 - Specialty Imaging Ethics | 3 |
| SDI 302 – Specialty Imaging Sectional Anatomy | 2 |
| SDI 304 – Specialty Imaging Pathology | 2 |
| SDI 314 – Patient Care and Safety | 3 |
| SDI 340 – Practicum I | 3 |
| SDI 360 – Practicum II | 2 |
| SDI 364 – Specialty Imaging Capstone I | 3 |
| SDI 400 – Practicum III | 3 |

| **Interprofessional Leadership (IPL): 31 Credit Hours** | **Credit Hours** |
|---|---|
| SDI 300 - Specialty Imaging Ethics | 3 |
| SDI 314 – Patient Care and Safety | 3 |
| IPL 300 – Healthcare Delivery Systems | 2 |
| IPL 302 – Health System Information Management | 3 |
| IPL 310 – Medical Billing and Insurance | 2 |
| IPL 330 – Theories and Research in Nursing and Allied Health | 3 |
| IPL 402 – Leadership in Healthcare and Allied Health Education | 3 |
| IPL 406 – Advanced Ethics and Legal Practice in Healthcare | 3 |
| IPL 430 – Health Care Research Concepts | 3 |
| IPL 440 – Human Resource Management | 3 |
| IPL 445 – Financial Strategies in Health Care Management | 3 |

| **Interventional Radiography (IR): 40 Credit Hours** | **Credit Hours** |
|---|---|
| IR 300 – IR Physics and Instrumentation | 3 |
| IR 304 – Interventional Angiography | 3 |
| IR 310 – Vascular Interventions | 4 |
| IR 312 – Non-Vascular Interventions | 4 |
| IR 330 – Cardiac Interventions | 2 |
| SDI 300 – Specialty Imaging Ethics | 3 |

| | |
|---|---|
| SDI 303 – Cardiovascular Anatomy and Physiology | 3 |
| SDI 314 – Patient Care and Safety | 3 |
| SDI 340 – Practicum I | 3 |
| SDI 360 – Practicum II | 2 |
| SDI 364 – Specialty Imaging Capstone I | 3 |
| SDI 401 – Practicum III | 3 |
| SDI 380 – Specialty Imaging Capstone II | 1 |
| SDI 410 – Practicum IV | 3 |

| **Magnetic Resonance Imaging (MRI): 26 Credit Hours** | **Credit Hours** |
|---|---|
| MRI 300 – MRI Physics and Instrumentation | 3 |
| MRI 306 – MRI Imaging Procedures | 2 |
| SDI 300 - Specialty Imaging Ethics | 3 |
| SDI 302 – Specialty Imaging Sectional Anatomy | 2 |
| SDI 304 – Specialty Imaging Pathology | 2 |
| SDI 314 – Patient Care and Safety | 3 |
| SDI 340 – Practicum I | 3 |
| SDI 360 – Practicum II | 2 |
| SDI 364 – Specialty Imaging Capstone I | 3 |
| SDI 401 – Practicum III | 3 |

| **Mammography (MAM): 27 Credit Hours** | **Credit Hours** |
|---|---|
| MAM 302 – Mammographic Procedures | 2 |
| MAM 304 – Mammographic Anatomy and Pathology | 3 |
| MAM 306 – Mammographic Physics and Instrumentation | 2 |
| MAM 308 – Mammographic Quality Control | 3 |
| MAM 310 – Mammographic Technique and Image Evaluation | 3 |
| SDI 300 – Specialty Imaging Ethics | 3 |
| SDI 340 – Practicum I | 3 |
| SDI 360 – Practicum II | 2 |
| SDI 364 – Specialty Imaging Capstone I | 3 |
| SDI 401 – Practicum III | 3 |

| **Diagnostic Medical Sonography (DMS): 81 Credit Hours** | **Credit Hours** |
|---|---|
| SDI 300 - Specialty Imaging Ethics | 3 |
| SDI 314 – Patient Care and Safety | 3 |
| DMS 304 – Physics and Instrumentation I | 3 |
| DMS 306 – Sonographic Anatomy of Abdomen/ Small Parts I | 3 |
| DMS 308 – Sonographic Abdominal /Small Parts Pathology I | 3 |
| DMS 310 – Sonographic Anatomy of Abdomen /Small Parts I Lab | 4 |
| DMS 312 – Sonographic Abdominal / Small Parts Pathology I Lab | 4 |
| DMS 352 – DMS Specific Practicum I | 2 |
| DMS 314 – Physics and Instrumentation II | 4 |
| DMS 316 – Vascular Physics & Instrumentation I | 3 |
| DMS 318 – Gynecology I | 3 |
| DMS 320 – DMS Specific Gynecology Lab | 2 |
| DMS 354 – DMS Specific Practicum II | 3 |

| | |
|---|---|
| DMS 322 – Gynecology II | 2 |
| DMS 324 – Obstetrics I | 2 |
| DMS 326 – Physics and Instrumentation III | 2 |
| DMS 328 – Vascular Physics & Instrumentation II | 2 |
| DMS 356 – DMS Specific Practicum III | 2 |
| DMS 330 – Vascular Technology I | 3 |
| DMS 332 – DMS Specific Vascular Lab | 2 |
| DMS 334 – Obstetrics II | 3 |
| DMS 336 – Sonographic Abdominal & Small Parts Pathology II | 3 |
| DMS 358 – DMS Specific Practicum IV | 2 |
| DMS 360 – DMS Specific Practicum V | 3 |
| DMS 338 – Obstetrics & Gynecology III | 4 |
| DMS 340 – Vascular Technology II | 4 |
| DMS 342 – Advanced DMS Specific Comprehensive Lab | 1 |
| DMS 362 – DMS Specific Practicum VI | 2 |
| DMS 364 – DMS Specific Practicum VII | 3 |
| DMS 344 – Neurosonography | 1 |

## BSDI Specialty Track

This track is tailored to meet the needs of students already registered in Radiography or another primary imaging modality (such as Sonography, MRI, Nuclear Medicine, or Radiation Therapy). Registered nurses may also apply for entry into the BSDI for the DMS specialty track only. Students must apply to the BSDI program and select an area of specialization – CT, DMS, DMS-Echocardiography, IR, MRI, Mammography, or Interprofessional Leadership (IPL). Students in this track must complete a minimum of 64 credits hours to satisfy the degree requirements. Sixty-four (64) credit hours are transferred into the degree from the student's primary imaging modality education or related field of study.

| **General Education: 12 Credit Hours** | **Credit Hours** |
|---|---|
| MATH 227 Introduction to Statistics | 3 |
| ENGL 207 Expository Writing | 3 |
| SOCI 304 Global Awareness & Cultural Diversity | 3 |
| PSYC 230 Life-span Development | 3 |

**BSDI Program Courses**

**Transfer from ASR/Primary Imaging Credential: 64 Credit Hours**

| **Core Electives: 46 Credit Hours Available*** | **Credit Hours** |
|---|---|
| SDI 453- Advanced Imaging Pathology I | 3 |
| SDI 454- Advanced Imaging Pathology II | 3 |
| SDI 455 -Advanced Studies in Radiation Biology | 3 |
| SDI 457- Human Oncology I | 3 |
| SDI 458 - Human Oncology II | 3 |
| SDI 459 – Human Oncology III | 3 |
| SDI 460 – Human Oncology IV | 3 |
| IPL 300 – Healthcare Delivery Systems | 2 |
| IPL 302 – Health System Information Management | 3 |
| IPL 310 – Data Quality, Reimbursement, and Insurance Billing | 2 |
| IPL 330 – Theories and Research in Nursing and Allied Health | 3 |
| IPL 402 – Leadership in Healthcare and Allied Health Education | 3 |
| IPL 406 – Advanced Ethical and Legal Practice in Healthcare | 3 |
| IPL 430 – Health Care Research Concepts | 3 |
| IPL 440 – Human Resource Management | 3 |
| IPL 445 – Financial Strategies in Health Care Management | 3 |

**The total number of BSDI Core Elective credits required depends on the student's area of specialization and the number of credits needed to acquire 128 total credit hours*

**Non-RT Bridge Course –** This is required for only RN students seeking to specialize in DMS

| | **Credit Hours** |
|---|---|
| SDI 200 – Introduction to Imaging Physics | 3 |

**Specialty Specific (26-81 Credit Hours)**
Specialty imaging students must complete *all courses* listed for any ONE of the following specialties:

| **Computed Tomography (CT): 26 Credit Hours** | **Credit Hours** |
|---|---|
| CT 300 – CT Physics and Instrumentation | 3 |
| CT 302 – CT Imaging Procedures | 2 |
| SDI 300 - Specialty Imaging Ethics | 3 |
| SDI 302 – Specialty Imaging Sectional Anatomy | 2 |
| SDI 304 – Specialty Imaging Pathology | 2 |
| SDI 314 – Patient Care and Safety | 3 |
| SDI 340 – Practicum I | 3 |
| SDI 360 – Practicum II | 2 |
| SDI 364 – Specialty Imaging Capstone I | 3 |
| SDI 400 – Practicum III | 3 |

| **DMS - Echocardiography: 30 Credits** | | **Credit Hours** |
|---|---|---|
| ECH 300 | Cardiovascular Physics & Instrumentation | 3 |
| ECH 304 | Cardiovascular Anatomy & Pathology I | 4 |
| ECH 306 | Echocardiographic Image Acquisition | 2 |
| SDI 314 | Patient Care and Safety | 3 |
| SDI 340 | Practicum I | 3 |
| ECH 308 | Cardiovascular Anatomy & Pathology II | 2 |
| SDI 340 | Practicum II | 2 |
| ECH 310 | Cardiovascular Anatomy & Pathology III | 2 |
| SDI 300 | Specialty Imaging Ethics | 3 |
| SDI 364 | Specialty Imaging Capstone | 3 |
| SDI 400 | Practicum III | 3 |

| **Interprofessional Leadership (IPL): 31 Credit Hours** | **Credit Hours** |
|---|---|
| SDI 300 - Specialty Imaging Ethics | 3 |
| SDI 314 – Patient Care and Safety | 3 |
| IPL 300 – Healthcare Delivery Systems | 2 |
| IPL 302 – Health System Information Management | 3 |
| IPL 310 – Medical Billing and Insurance | 2 |
| IPL 330 – Theories and Research in Nursing and Allied Health | 3 |
| IPL 402 – Leadership in Healthcare and Allied Health Education | 3 |
| IPL 406 – Advanced Ethics and Legal Practice in Healthcare | 3 |
| IPL 430 – Health Care Research Concepts | 3 |
| IPL 440 – Human Resource Management | 3 |
| IPL 445 – Financial Strategies in Health Care Management | 3 |

| **Interventional Radiography (IR): 40 Credit Hours** | **Credit Hours** |
|---|---|
| IR 300 – IR Physics and Instrumentation | 3 |
| IR 304 – Interventional Angiography | 3 |
| IR 310 – Vascular Interventions | 4 |
| IR 312 – Non-Vascular Interventions | 4 |
| IR 330 – Cardiac Interventions | 2 |
| SDI 300 – Specialty Imaging Ethics | 3 |
| SDI 303 – Cardiovascular Anatomy and Physiology | 3 |
| SDI 314 – Patient Care and Safety | 3 |
| SDI 340 – Practicum I | 3 |
| SDI 360 – Practicum II | 2 |
| SDI 364 – Specialty Imaging Capstone I | 3 |
| SDI 401 – Practicum III | 3 |
| SDI 380 – Specialty Imaging Capstone II | 1 |
| SDI 410 – Practicum IV | 3 |

| **Magnetic Resonance Imaging (MRI): 26 Credit Hours** | **Credit Hours** |
|---|---|
| MRI 300 – MRI Physics and Instrumentation | 3 |
| MRI 306 – MRI Imaging Procedures | 2 |
| SDI 300 Specialty Imaging Ethics | 3 |
| SDI 302 – Specialty Imaging Sectional Anatomy | 2 |
| SDI 304 – Specialty Imaging Pathology | 2 |
| SDI 314 – Patient Care and Safety | 3 |
| SDI 340 – Practicum I | 3 |
| SDI 360 – Practicum II | 2 |
| SDI 364 – Specialty Imaging Capstone I | 3 |
| SDI 401 – Practicum III | 3 |

| **Mammography (MAM): 27 Credit Hours** | **Credit Hours** |
|---|---|
| MAM 302 – Mammographic Procedures | 2 |
| MAM 304 – Mammographic Anatomy and Pathology | 3 |
| MAM 306 – Mammographic Physics and Instrumentation | 2 |
| MAM 308 – Mammographic Quality Control | 3 |
| MAM 310 – Mammographic Technique and Image Evaluation | 3 |
| SDI 300 – Specialty Imaging Ethics | 3 |
| SDI 340 – Practicum I | 3 |
| SDI 360 – Practicum II | 2 |
| SDI 364 – Specialty Imaging Capstone I | 3 |
| SDI 401 – Practicum III | 3 |

| **Diagnostic Medical Sonography (DMS): 81 Credit Hours** | **Credit Hours** |
|---|---|
| SDI 300 - Specialty Imaging Ethics | 3 |
| SDI 314 – Patient Care and Safety | 3 |
| DMS 304 – Physics and Instrumentation I | 3 |
| DMS 306 – Sonographic Anatomy of Abdomen/ Small Parts I | 3 |
| DMS 308 – Sonographic Abdominal /Small Parts Pathology I | 3 |
| DMS 310 – Sonographic Anatomy of Abdomen /Small Parts I Lab | 4 |
| DMS 312 – Sonographic Abdominal / Small Parts Pathology I Lab | 4 |
| DMS 352 – DMS Specific Practicum I | 2 |
| DMS 314 – Physics and Instrumentation II | 4 |
| DMS 316 – Vascular Physics & Instrumentation I | 3 |
| DMS 318 – Gynecology I | 3 |
| DMS 320 – DMS Specific Gynecology Lab | 2 |
| DMS 354 – DMS Specific Practicum II | 3 |
| DMS 322 – Gynecology II | 2 |
| DMS 324 – Obstetrics I | 2 |
| DMS 326 – Physics and Instrumentation III | 2 |
| DMS 328 – Vascular Physics & Instrumentation II | 2 |
| DMS 356 – DMS Specific Practicum III | 2 |
| DMS 330 – Vascular Technology I | 3 |
| DMS 332 – DMS Specific Vascular Lab | 2 |
| DMS 334 – Obstetrics II | 3 |
| DMS 336 – Sonographic Abdominal & Small Parts Pathology II | 3 |
| DMS 358 – DMS Specific Practicum IV | 2 |
| DMS 360 – DMS Specific Practicum V | 3 |
| DMS 338 – Obstetrics & Gynecology III | 4 |
| DMS 340 – Vascular Technology II | 4 |
| DMS 342 – Advanced DMS Specific Comprehensive Lab | 1 |
| DMS 362 – DMS Specific Practicum VI | 2 |
| DMS 364 – DMS Specific Practicum VII | 3 |
| DMS 344 – Neurosonography | 1 |

## BSDI Completion Track

This track is for technologists already registered in Radiography (or another primary imaging modality) and a specialty (secondary) imaging modality. Students complete only a select group of general education and core curriculum courses amounting to a minimum of 32 credits hours. Students in the track are awarded 64 credits for their primary imaging credential and 32 credits for their specialty (secondary) credential.* Echocardiography students who are both ARRT and ARDMS credentialed enroll in this track. For these students the BSDI Core elective requirements are replaced by the DMS-Echo specialty requirements.

**CoxHealth School of DMS alumni are awarded 52 credit hours for their certificate program. Twelve (12) credits must be completed at Cox College to complete the degree program.*

| **General Education: 12 Credit Hours** | **Credit Hours** |
|---|---|
| MATH 227 Introduction to Statistics | 3 |
| ENGL 207 Expository Writing | 3 |
| SOCI 304 Global Awareness & Cultural Diversity | 3 |
| PSYC 230 Life-span Development | 3 |

| **Core Electives: 46 Credit Hours Available** | **Credit Hours** |
|---|---|
| SDI 453 Advanced Imaging Pathology I | 3 |
| SDI 454 Advanced Imaging Pathology II | 3 |
| SDI 455 Advanced Studies in Radiation Biology | 3 |
| SDI 457 Human Oncology I | 3 |
| SDI 458 Human Oncology II | 3 |
| SDI 459 – Human Oncology III | 3 |
| SDI 460 – Human Oncology IV | 3 |
| IPL 300 – Healthcare Delivery Systems | 2 |
| IPL 302 – Health System Information Management | 3 |
| IPL 310 – Data Quality, Reimbursement, and Insurance Billing | 2 |
| IPL 330 – Theories and Research in Nursing and Allied Health | 3 |
| IPL 402 – Leadership in Healthcare and Allied Health Education | 3 |
| IPL 406 – Advanced Ethical and Legal Practice in Healthcare | 3 |
| IPL 430 – Health Care Research Concepts | 3 |
| IPL 440 – Human Resource Management | 3 |
| IPL 445 – Financial Strategies in Health Care Management | 3 |

| **DMS - Echocardiography: 30 Credits** | | **Credit Hours** |
|---|---|---|
| ECH 300 | Cardiovascular Physics & Instrumentation | 3 |
| ECH 304 | Cardiovascular Anatomy & Pathology I | 4 |
| ECH 306 | Echocardiographic Image Acquisition | 2 |
| SDI 314 | Patient Care and Safety | 3 |
| SDI 340 | Practicum I | 3 |
| ECH 308 | Cardiovascular Anatomy & Pathology II | 2 |
| SDI 340 | Practicum II | 2 |
| ECH 310 | Cardiovascular Anatomy & Pathology III | 2 |
| SDI 300 | Specialty Imaging Ethics | 3 |
| SDI 364 | Specialty Imaging Capstone | 3 |
| SDI 400 | Practicum III | 3 |

## Credentialing Pathways

The BSDI provides opportunity for students to specialize in one of several specialty imaging modalities. After the completion of specific specialty courses and clinical requirements students in the BSDI are then eligible to apply to the appropriate ARRT and/or ARDMS national registry(s). Available imaging specialties include Computed Tomography (CT), Diagnostic Medical Sonography (DMS), DMS Echocardiography (ECH), Interventional Radiography (IR), Magnetic Resonance Imaging (MRI), and Mammography (MAM). Each of these imaging specialties follows a specific course of study. All cohorts for specialty imaging programs start in the fall semester.

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

**Diagnostic Medical Sonography (DMS) Credentialing**
**Course of Study**

Students entering the DMS program are enrolled in the BSDI degree and will complete the degree as a part of the DMS course of study. Sixty-four (64) credit hours are transferred into the program from the student's primary imaging modality education (RT(R)) or related field of study (RN).

In addition to the DMS specialty curriculum students must complete twelve general education credits, or transfer equivalent. General education credits can be completed *anytime before or during the DMS program*.

| **General Education** | | **Credit Hours** |
|---|---|---|
| MATH 227 | Introduction to Statistics | 3 |
| ENGL 207 | Expository Writing | 3 |
| SOCI 304 | Global Awareness & Cultural Diversity | 3 |
| PSYC 230 | Life-span Development | 3 |
| **Total** | | **12** |

| **Fall Semester 1** | | **Credit Hours** |
|---|---|---|
| DMS 304 | Physics and Instrumentation I | 3 |
| DMS 306 | Sonographic Anatomy of the Abdomen/Small Parts I | 3 |
| DMS 308 | Sonographic Abdominal & Small Parts Pathology I | 3 |
| DMS 310 | Sonographic Anatomy of the Abdomen/Small Parts I Lab | 4 |
| DMS 312 | Sonographic Abdominal & Small Parts Pathology I Lab | 4 |
| SDI 314 | Patient Care and Safety | 3 |
| **Semester Total** | | **20** |

| **Spring Intersession 1** | | **Credit Hours** |
|---|---|---|
| DMS 352 | DMS Specific Practicum I | 2 |
| **Session Total** | | **2** |

| **Spring Semester 1** | | **Credit Hours** |
|---|---|---|
| DMS 314 | Physics and Instrumentation II | 4 |
| DMS 316 | Vascular Physics & Instrumentation I | 3 |
| DMS 318 | Gynecology I | 3 |
| DMS 320 | DMS Specific Gynecology Lab | 2 |
| DMS 354 | DMS Specific Practicum II | 3 |
| SDI 300 | Specialty Imaging Ethics | 3 |
| **Semester Total** | | **18** |

| **Summer Session 1** | | **Credit Hours** |
|---|---|---|
| DMS 322 | Gynecology II | 2 |
| DMS 324 | Obstetrics I | 2 |
| DMS 326 | Physics and Instrumentation III | 2 |
| DMS 328 | Vascular Physics & Instrumentation II | 2 |
| DMS 356 | DMS Specific Practicum III | 2 |
| **Session Total** | | **10** |

| **Fall Intersession** | | **Credit Hours** |
|---|---|---|
| DMS 358 | DMS Specific Practicum IV | 2 |
| **Session Total** | | **2** |

| **Fall Semester 2** | | **Credit Hours** |
|---|---|---|
| DMS 330 | Vascular Technology I | 3 |
| DMS 332 | DMS Specific Vascular Lab | 2 |
| DMS 334 | Obstetrics II | 3 |
| DMS 336 | Sonographic Abdominal & Small Parts Pathology II | 3 |
| DMS 360 | DMS Specific Practicum V | 3 |
| **Semester Total** | | **14** |

| **Spring Intersession 2** | | **Credit Hours** |
|---|---|---|
| DMS 362 | DMS Specific Practicum VI | 2 |
| **Session Total** | | **2** |

| **Spring Semester 2** | | **Credit Hours** |
|---|---|---|
| DMS 338 | Obstetrics & Gynecology III | 4 |
| DMS 340 | Vascular Technology II | 4 |
| DMS 342 | Advanced DMS Specific Comprehensive Lab | 1 |
| DMS 364 | DMS Specific Practicum VII | 3 |
| DMS 344 | Neurosonography | 1 |
| **Semester Total** | | **13** |

| | |
|---|---|
| **Transfer Credit Hours (RT(R) or RN)** | **64** |
| **Required DMS Specialty Credit Hours** | **81** |
| **Required General Education Credit Hours** | **12** |
| **Total Program Credit Hours** | **157** |

**DMS – Echo Extension BSDI**
**Course of Study**
**Non-(RT(R)) Prerequisite**

This is course of study is designed for registered sonographers *not* holding an additional credential in radiography (RT(R)) or nursing (RN). Students in this course of study will acquire the Bachelor of Science in Diagnostic Imaging (BSDI) as a part of the DMS Echo-Extension program. The student must have graduated from an accredited Diagnostic Medical Sonography program. Sixty-four (64) credit hours are transferred into the program from the student's primary sonography education.

In addition to the DMS-Echo Extension specialty curriculum students must complete thirty-four (34) general education (12) and BSDI elective credits (22), or transfer equivalent, to satisfy the BSDI degree requirements of 128 credit hours. General education and core elective credits can be completed *anytime before or during the DMS-Echo Extension program*. Official end of the DMS-Echo Extension program is summer of year one for those students having not completed all general education and core elective credits.

| **General Education** | | **Credit Hours** |
|---|---|---|
| MATH 227 | Introduction to Statistics | 3 |
| ENGL 207 | Expository Writing | 3 |
| SOCI 304 | Global Awareness & Cultural Diversity | 3 |
| PSYC 230 | Life-span Development | 3 |
| **Total** | | **12** |

| **Core Electives*** | | **Credit Hours** |
|---|---|---|
| SDI 453 | Advanced Imaging Pathology I | 3 |
| SDI 454 | Advanced Imaging Pathology II | 3 |
| SDI 455 | Advanced Studies in Radiation Biology | 3 |
| SDI 457 | Human Oncology I | 3 |
| SDI 458 | Human Oncology II | 3 |
| SDI 459 | Human Oncology III | 3 |
| SDI 460 | Human Oncology IV | 3 |
| IPL 300 | Healthcare Delivery Systems | 2 |
| IPL 302 | Health System Information Management | 3 |
| IPL 310 | Data Quality, Reimbursement, and Insurance Billing | 2 |
| IPL 330 | Theories and Research in Nursing and Allied Health | 3 |
| IPL 402 | Leadership in Healthcare and Allied Health Education | 3 |
| IPL 406 | Advanced Ethical and Legal Practice in Healthcare | 3 |
| IPL 430 | Health Care Research Concepts | 3 |
| IPL 440 | Human Resource Management | 3 |
| IPL 445 | Financial Strategies in Health Care Management | 3 |

**Additional courses may be transferred into the degree program at the discretion of the Diagnostic Imaging Program Chair and curriculum committee.*

| **Fall Semester 1** | | **Credit Hours** |
|---|---|---|
| ECH 300 | Cardiovascular Physics & Instrumentation | 3 |
| ECH 304 | Cardiovascular Anatomy & Pathology I | 4 |
| ECH 306 | Echocardiographic Image Acquisition | 2 |
| SDI 314 | Patient Care and Safety | 3 |
| SDI 340 | Practicum I | 3 |
| **Semester Total** | | **15** |

| **Spring Intersession 1** | | **Credit Hours** |
|---|---|---|
| ECH 308 | Cardiovascular Anatomy & Pathology II | 2 |
| SDI 360 | Practicum II | 2 |
| **Session Total** | | **4** |

| **Spring Semester 1** | | **Credit Hours** |
|---|---|---|
| ECH 310 | Cardiovascular Anatomy & Pathology III | 2 |
| SDI 300 | Specialty Imaging Ethics | 3 |
| SDI 364 | Specialty Imaging Capstone | 3 |
| SDI 400 | Practicum III | 3 |
| **Semester Total** | | **11** |

| | |
|---|---|
| **Transfer Credit Hours (DMS Specialty)** | **64** |
| **Core Curriculum credits** | **22** |
| **Required DMS-Echo Extension Specialty Credit Hours** | **30** |
| **Required General Education Credit Hours** | **12** |
| **Total Program Credit Hours** | **128** |

**DMS-Echo Extension BSDI**
**Course of Study**
**(RT(R)) Prerequisite**

This is course of study is designed for registered sonographers also holding a credential in radiography (RT(R)) or nursing (RN). Students in this course of study will acquire the Bachelor of Science in Diagnostic Imaging (BSDI) as a part of the DMS Echo-Extension program. The student must have graduated from an accredited Diagnostic Medical Sonography program. Sixty-four (64) credit hours are transferred into the program from the student's primary imaging modality education (RT(R)) or related field of study (RN). An additional 32 credit hours are transferred into the degree from the student's DMS specialty education.

In addition to the DMS-Echo Extension specialty curriculum students must complete twelve general education credits, or transfer equivalent, to satisfy the BSDI degree requirements. General education credits can be completed *anytime before or during the DMS-Echo Extension program*. Official end of the DMS-Echo Extension program is summer of year one for those students having not completed all of the general education credits.

| **General Education** | | **Credit Hours** |
|---|---|---|
| MATH 227 | Introduction to Statistics | 3 |
| ENGL 207 | Expository Writing | 3 |
| SOCI 304 | Global Awareness & Cultural Diversity | 3 |
| PSYC 230 | Life-span Development | 3 |
| **Total** | | **12** |

| **Fall Semester** | | **Credit Hours** |
|---|---|---|
| ECH 300 | Cardiovascular Physics & Instrumentation | 3 |
| ECH 304 | Cardiovascular Anatomy & Pathology I | 4 |
| ECH 306 | Echocardiographic Image Acquisition | 2 |
| SDI 314 | Patient Care and Safety | 3 |
| SDI 340 | Practicum I | 3 |
| **Semester Total** | | **15** |

| **Spring Intersession** | | **Credit Hours** |
|---|---|---|
| ECH 308 | Cardiovascular Anatomy & Pathology II | 2 |
| SDI 360 | Practicum II | 2 |
| **Session Total** | | **4** |

| **Spring Semester** | | **Credit Hours** |
|---|---|---|
| ECH 310 | Cardiovascular Anatomy & Pathology III | 2 |
| SDI 300 | Specialty Imaging Ethics | 3 |
| SDI 364 | Specialty Imaging Capstone | 3 |
| SDI 400 | Practicum III | 3 |
| **Semester Total** | | **11** |

| | |
|---|---|
| **Transfer Credit Hours (RT(R) or RN)** | **64** |
| **Transfer Credit Hours (DMS Specialty)** | **32** |
| **Required DMS-Echo Specialty Credit Hours** | **30** |
| **Required General Education Credit Hours** | **12** |
| **Total Program Credit Hours** | **138** |

**DMS-Echo Extension Post-Certificate**
**Course of Study**

Students entering the DMS – Echo extension post certificate must have graduated from an accredited Diagnostic Medical Sonography program and have earned a Bachelor of Science degree. Official end of the DMS-Echo Extension program is summer of year one.

| **Fall Semester** | | **Credit Hours** |
|---|---|---|
| ECH 300 | Cardiovascular Physics & Instrumentation | 3 |
| ECH 304 | Cardiovascular Anatomy & Pathology I | 4 |
| ECH 306 | Echocardiographic Image Acquisition | 2 |
| SDI 314 | Patient Care and Safety | 3 |
| SDI 340 | Practicum I | 3 |
| **Semester Total** | | **15** |

| **Spring Intersession** | | **Credit Hours** |
|---|---|---|
| ECH 308 | Cardiovascular Anatomy & Pathology II | 2 |
| SDI 360 | Practicum II | 2 |
| **Session Total** | | **4** |

| **Spring Semester** | | **Credit Hours** |
|---|---|---|
| ECH 310 | Cardiovascular Anatomy & Pathology III | 2 |
| SDI 300 | Specialty Imaging Ethics | 3 |
| SDI 364 | Specialty Imaging Capstone | 3 |
| SDI 400 | Practicum III | 3 |
| **Semester Total** | | **11** |

**Total Program Credit Hours** **30**

**Computed Tomography (CT) Credentialing**
**Course of Study**

| **Fall Semester** | | **Credit Hours** |
|---|---|---|
| CT 300 | CT Physics and Instrumentation | 3 |
| CT 302 | CT Imaging Procedures | 2 |
| SDI 302 | Specialty Imaging Sectional Anatomy | 2 |
| SDI 304 | Specialty Imaging Pathology | 2 |
| SDI 314 | Patient Care and Safety | 3 |
| SDI 340 | Practicum I | 3 |
| **Semester Total** | | **15** |

| **Spring Intersession** | | **Credit Hours** |
|---|---|---|
| SDI 360 | Practicum II | 2 |
| **Session Total** | | **2** |

| **Spring Semester** | | **Credit Hours** |
|---|---|---|
| SDI 300 | Specialty Imaging Ethics | 3 |
| SDI 364 | Specialty Imaging Capstone I | 3 |
| SDI 400 | Practicum III | 3 |
| **Semester Total** | | **9** |

**Total program credit hours** **26**

**Interventional Radiography (IR) Credentialing**
**Course of Study**

| **Fall Semester** | **Credit Hours** |
|---|---|
| IR 300 Physics and Instrumentation | 3 |
| IR 304 Interventional Angiography | 3 |
| SDI 303 Cardiovascular Anatomy and Physiology | 3 |
| SDI 314 Patient Care and Safety | 3 |
| SDI 340 Practicum I | 3 |
| **Semester Total** | **15** |

| **Spring Intersession** | **Credit Hours** |
|---|---|
| SDI 360 Practicum II | 2 |
| **Session Total** | **2** |

| **Spring Semester** | **Credit Hours** |
|---|---|
| IR 310 Vascular Interventions | 4 |
| IR 312 Non-Vascular Interventions | 4 |
| SDI 300 Specialty Imaging Ethics | 3 |
| SDI 364 Specialty Imaging Capstone I | 3 |
| SDI 401 Practicum III | 3 |
| **Semester Total** | **17** |

| **Summer Session** | **Credit Hours** |
|---|---|
| IR 330 Cardiac Interventions | 2 |
| SDI 380 Specialty Imaging Capstone II | 1 |
| SDI 410 Practicum IV | 3 |
| **Session Total** | **6** |

| | |
|---|---|
| **Total program credit hours** | **40** |

# Mammography (MAM) Credentialing
## Course of Study

| **Fall Semester** | | | **Credit Hours** |
|---|---|---|---|
| MAM | 302 | Mammographic Procedures | 2 |
| MAM | 304 | Mammographic Anatomy and Pathology | 3 |
| MAM | 306 | Mammographic Physics and Instrumentation | 2 |
| MAM | 308 | Mammographic Quality Control | 3 |
| SDI | 340 | Practicum I | 3 |
| **Semester Total** | | | **13** |

| **Spring Intersession** | | | **Credit Hours** |
|---|---|---|---|
| SDI | 360 | Practicum II | 2 |
| **Session Total** | | | **2** |

| **Spring Semester** | | | **Credit Hours** |
|---|---|---|---|
| MAM | 310 | Mammographic Technique and Image Evaluation | 3 |
| SDI | 300 | Specialty Imaging Ethics | 3 |
| SDI | 364 | Specialty Imaging Capstone I | 3 |
| SDI | 400 | Practicum III | 3 |
| **Semester Total** | | | **12** |

**Total program credit hours** **27**

# Magnetic Resonance Imaging (MRI) Credentialing
## Course of Study

| **Fall Semester** | | | **Credit Hours** |
|---|---|---|---|
| SDI | 302 | Specialty Imaging Sectional Anatomy | 2 |
| SDI | 304 | Specialty Imaging Pathology | 2 |
| SDI | 314 | Patient Care and Safety | 3 |
| SDI | 340 | Practicum I | 3 |
| MRI | 300 | MRI Physics and Instrumentation | 3 |
| **Semester Total** | | | **13** |

| **Spring Intersession** | | | **Credit Hours** |
|---|---|---|---|
| SDI | 360 | Practicum II | 2 |
| **Session Total** | | | **2** |

| **Spring Semester** | | | **Credit Hours** |
|---|---|---|---|
| MRI | 306 | MRI Imaging Procedures | 2 |
| SDI | 300 | Specialty Imaging Ethics | 3 |
| SDI | 401 | Practicum III | 3 |
| SDI | 364 | Specialty Imaging Capstone I | 3 |
| **Semester Total** | | | **11** |

**Total program credit hours** **26**

# Administrative Clinic Professions (ACP) Programs

The Administrative Clinic Professions (ACP) programs offers an Associate of Science in Medical Assisting (ASMA) degree and two certificate programs Medical Transcription and Medical Billing/Coding.

## Philosophy

Administrative Clinic Professions (ACP) programs are designed to provide students a quality educational environment that promotes professionalism, effective communication, critical thinking and specific skill sets within the chosen areas of study.

The Administrative Clinic Professions encourages students to become active learners through a variety of learning experiences. The programs provide classroom instruction and practicum experiences that adequately prepare students for their specific professional disciplines.

## Associate of Science in Medical Assisting (ASMA) Degree Program

Cox College awards an Associate of Science degree in Medical Assisting (ASMA). The Medical Assistants are multi-skilled health professionals prepared to perform various administrative and clinical duties in a health care facility.

### Outcome Criteria

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

- Demonstrate general knowledge of medical terminology, anatomy, physiology, human diseases, psychology, nutrition, electronic medical record, health information management, and medical law and ethics.
- Demonstrate effective communication skills when working with patient, family members, and other health professionals.
- Demonstrate competency in medical assisting administrative and clinical procedures.
- Demonstrate knowledge of the importance personal and professional development.
- Demonstrate job readiness by completing a resume and mock interview as well as successfully completion the medical assisting practicum.

### 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 withdrawals prior to the last day without receiving a grade, then that withdrawal is not counted as a repeat course. A repeated course cannot 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.

# ASMA Degree Requirements

| **General Education Requirements: 11** | | |
|---|---|---|
| **Course Number** | **Course Name** | **Credit Hours** |
| BIOL 302 | Principles of Human Nutrition | 3 |
| CCPL 100 | Promoting Learning and Ultimate Success | 1 |
| ENGL 150 | English Composition | 3 |
| INFM 160 | Computer Resources | 1 |
| PSYC 101 | Introduction to Psychology | 3 |

| **Medical Assisting Requirements: 49** | | |
|---|---|---|
| **Course Number** | **Course Name** | **Credit Hours** |
| MACC 100 | Medical Terminology for Medical Assisting | 3 |
| MACC 101 | Anatomy & Physiology for Medical Assisting | 3 |
| MACC 105 | HIM, Medical Ethics, & Medical Law for Medical Assisting | 3 |
| MACC 110 | Electronic Health Records for Medical Assisting | 2 |
| MACC 111 | Human Disease for Medical Assisting | 3 |
| MACC 220 | Healthcare Communications for Medical Assisting | 2 |
| MACC 221 | Administrative Medical Assisting I | 3 |
| MACC 222 | Administrative Medical Assisting II | 3 |
| MACC 223 | Administrative Medical Assisting III Lab | 3 |
| MACC 321 | Clinical Medical Assisting I | 2 |
| MACC 322 | Clinical Medical Assisting I Lab | 2 |
| MACC 323 | Clinical Medical Assisting II | 3 |
| MACC 324 | Clinical Medical Assisting II Lab | 3 |
| MACC 325 | Clinical Medical Assisting III | 4 |
| MACC 326 | Clinical Medical Assisting III Lab | 2 |
| MACC 421 | Medical Assisting Capstone | 3 |
| MACC 422 | Medical Assisting Practicum | 5 |
| **Total Credit Hours: 60** | | |

| **Medical Assisting Suggested Course of Study (16 Month)** | |
|---|---|
| **Term 1 Fall** | **Term 2 Spring** |
| CCPL 100 (1) (intersession) | MACC 110 (2) (1st 8 Weeks) |
| INFM 160 (1) (intersession) | MACC 223 (3) (1st 8 Weeks) |
| MACC 221 (3) (1st 8 Weeks) | MACC 220 (2) (2nd 8 Weeks) |
| MACC 222 (3) (2nd 8 Weeks) | MACC 321 (2) (2nd 8 Weeks) |
| MACC 100 (3) (full semester) | MACC 322 (2) (2nd 8 Weeks) |
| MACC 101 (3) (full semester) | MACC 105 (3) (full semester) |
| ENGL 150 (3) (full semester) | MACC 111 (3) (full semester) |
| ***Total Credit Hours = 17*** | ***Total Credit Hours = 17*** |
| | |
| **Term 3 Summer** | **Term 4 Fall** |
| PSYC 101 (3) (full semester) | MACC 325 (4) (1st 8 Weeks) |
| MACC 323 (3) (full semester) | MACC 326 (2) (1st 8 Weeks) |
| MACC 324 (3) (full semester) | MACC 421 (3) (1st 8 Weeks) |
| | MACC 422 (5) (2nd 8 Weeks) |
| | BIOL 302 (3) (full semester) |
| ***Total Credit Hours = 9*** | ***Total Credit Hours = 17*** |
| ***TOTAL PROGRAM CREDITS = 60*** | |

# 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 |
| BIOL 302 Principles of Human Nutrition | BIOL 302 Principles of Human Nutrition |

**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 |
| BIOL 302 Principles of Human Nutrition | BIOL 302 Principles of Human Nutrition |
| MACC 220 Health Care Communications | HUMN 150 Humanities Elective |

**See BSN Entry-Level Track Requirements**

# ASMA to ASR Bridge

The following is the bridge program between the Associate of Science in Medical Assisting (ASMA) and the Associate of Science in Radiography (ASR). This bridge only applies to graduates of the Cox College ASMA program and all applicants must meet all of the academic policies and qualifications of the Radiography program.

## ASMA to ASR

Students bridging from the ASMA to ASR 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 ASR program**

| ASMA Course | ASR Course |
|---|---|
| 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 |
| MACC 100 Medical Terminology for Medical Assisting | HSCC 100 Medical Terminology |

**See ASR Degree Track Requirements**

# 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:

1. Complete the admissions procedure to Cox College.
2. Complete the Medical Billing/Coding program application and submit by listed deadline.
3. Submit a letter of intent, stating your desire to enter the program.
4. Submit 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 IV
- 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 17 credit hours in the core curriculum and 20 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 (17 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 (20 Credit Hours)**

| | |
|---|---|
| MDCO 101 | Coding System I, ICD-9-CM/ICD-10-CM |
| MDCO 102 | Coding Systems II, CPT Coding |
| MDCO 103 | Coding Systems III, Advanced Coding Lab |
| MDCO 104 | Data Quality, Reimbursement & Insurance Billing Online |
| MDCO 105 | Medical Billing/Coding Practicum |
| MDCO 106 | Coding Systems IV, ICD-10-PCS Procedural Coding |

## Medical Billing/Coding Suggested Course of Study

| **Semester 1** | **Credit Hours** |
|---|---|
| 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 | 2 |
| **Semester Total** | 11 |

| **Semester 2** | **Credit Hours** |
|---|---|
| Health Care Delivery Systems Online | 2 |
| Electronic Health Record Online | 1 |
| Coding Systems I, ICD-9-CM/ICD-10-CM | 3 |
| Introduction to Health Information Management/Ethics Online | 3 |
| S**emester Total** | 9 |

| **Semester 3** | **Credit Hours** |
|---|---|
| Coding Systems II, CPT Coding | 3 |
| Coding Systems III, Advanced Coding Lab | 4 |
| Coding Systems IV, ICD-10-CM/PCS Coding | 2 |
| Data Quality, Reimbursement & Insurance Billing Online | 2 |
| **Semester Total** | 11 |

| **Semester 4** | **Credit Hours** |
|---|---|
| Medical Billing/Coding Practicum | 6 |
| **Program Total** | 37 |

## Medical Billing/Coding Prerequisites and Corequisites

| **Course** | **Prerequisite**<br>(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,<br>MDCO 101 | HSCC 105, 109, 110 |
| MDCO 104 | | |
| MDCO 105 | HSCC 100, 101, 111, 104, 105, 109, 110<br>MDCO 101, 102, 106 | MDCO 104 |
| MDCO 106 | HSCC 100, 101, 111, 104<br>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.

## 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.
- Demonstrate ability to properly edit specific medical documents.

## Applying to the Medical Transcription Certificate Program

To apply to the Medical Transcription certificate program, a candidate must complete:

1. Complete the admissions procedure to Cox College.
2. Complete the Medical Transcription program application and submit by listed deadline.
3. Submit a letter of intent, stating your desire to enter the program.
4. Submit two letters of reference.

## 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, and prior academic performance. Students will be notified of program admission offers in writing and informed to contact the Medical Transcription instructor to register for classes.

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.

- Program application
- Student letter of intent
- Two letters of reference

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

**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.

**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.
- Completion of all health sciences course work within three years of enrollment in the Medical Transcription certificate program.

There are 14 credit hours in the core curriculum and 13 credit hours of Medical Transcription courses required for completion of the Medical Transcription certificate.

**Certificate Requirements**

| **Core Curriculum** | **(14 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 130 | Professionalism in Health Care |
| ENGL 101 | Fundamentals of English |

**Medical Transcription (13 Credit Hours)**

| | |
|---|---|
| MDTN 111 | Medical Transcription, Industry/Technology |
| MDTN 112 | Mastering Medical Language |
| MDTN 113 | Beginning Transcription I |
| MDTN 114 | Beginning Transcription II |
| MDTN 115 | Advanced Transcription |
| MDTN 116 | Transcription Editing |

## Medical Transcription Suggested Fulltime Course of Study

| **Semester 1** | | **Credit Hours** |
|---|---|---|
| HSCC 100 | Medical Terminology for Health Sciences Online | 3 |
| HSCC 101 | Human Anatomy & Physiology for Health Sciences Online | 3 |
| HSCC 104 | Pharmacology for Health Sciences Online | 2 |
| MDTN 111 | Medical Transcription Industry/Technology | 2 |
| **Semester Total** | | **10** |

| **Semester 2** | | **Credit Hours** |
|---|---|---|
| MDTN 112 | Mastering Medical Language | 2 |
| MDTN 113 | Beginning Transcription I | 2 |
| MDTN 114 | Beginning Transcription II | 2 |
| ENGL 101 | Fundamentals of English | 3 |
| **Semester Total** | | **9** |

| **Semester 3** | | **Credit Hours** |
|---|---|---|
| MDTN 115 | Advanced Transcription | 3 |
| MDTN 116 | Transcription Editing | 2 |
| HSCC 130 | Professionalism in Health Care | 3 |
| **Semester Total** | | **8** |

| | |
|---|---|
| **Total Credit Hours** | **27** |

## Medical Transcription Prerequisite/Corequisite Requirements

| Course | Prerequisite | Prerequisite/ Corequisite |
|---|---|---|
| MDTN 100 | | |
| MDTN 101 | | |
| MDTN 104 | | |
| MDTN 130 | | |
| MDTN 112 | | MDTN 100,101,104,111 |
| MDTN 113 | | MDTN 100,101,104,111,112 |
| MDTN 114 | | MDTN 100,101,104,111,112, 113 |
| MDTN 115 | | MDTN 100,101,104,111,112, 113, 114 |
| MDTN 116 | | MDTN 100,101,104,111,112, 113, 114, 115 |

# Department of Interprofessional Research & Graduate Studies

The Department of Interprofessional Research & Graduate Studies (IPRGS) offers two degree options: the Master of Science in Nursing (MSN) and Master of Science in Nutrition Diagnostics (MND).

## Mission

The mission of Cox College's graduate education programs is to prepare advanced level health care practitioners for interprofessional leadership.

# Master of Science in Nursing (MSN) Degree Program

**Mission**: To provide excellence in educational programs that prepare nurses at the 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 with intrinsic value, having the right to be treated with respect and dignity from conception to end of life. 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, economical, physical and technological 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 and communities. Social organization allows procurement of benefits and resources for individuals and groups that might not be otherwise realized. Social organization addresses distribution of limited resources such as health care seeking to provide the highest benefit for greatest number as an ongoing imperative.

*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 death. 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 and 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 ethical, compassionate 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 scholar .

*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. Faculty facilitate 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. Faculty accept responsibility for acting as role models and stimulating intellectual

curiosity, critical thinking, self-awareness and promoting lifelong learning.

*Nursing education* prepares individuals to perform at various levels of decision making, which range from those based on accepted nursing knowledge, skills and values to those that require a complex organization of these components. Nursing knowledge which is further supported by evidence is foundational to professional nursing and is emphasized at all levels of nursing education. Each level of nursing education is valued for their contributions and collaborative work to achieve unity of effort. Faculty value educational mobility and individual choice in educational pathways.

Graduate education in nursing further prepares registered nurses who have professional knowledge and experience in leadership, advanced practice and education. The graduate program builds upon a 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 health care delivery system. Core graduate coursework facilitates dialogue within the interrelated context of clinical practice and education. (Revised 10/2011)

Cox College's MSN program was designed for the working nurse and can be completed in18-22 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 MSN 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 nurse educator, clinical manager, or family 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:

1. Complete Cox College Graduate application.
2. Submit a nonrefundable application fee of $45.00.
3. Submit official transcripts from all accredited post-secondary institutions attended.
4. Have a cumulative GPA of 3.0 or greater on professional component courses.
5. Students with GPA <3.0 and >2.5 may be granted provisional acceptance for one semester or minimum of six credit hours.
6. Submit copy of current RN licensure (un-encumbered)
7. Submit copy of current Health Providers BLS certification
8. Submit two letters of recommendation
   If you have attended Cox College in the past, one of your references must be from a faculty member. Other reference needs to be a co-worker or a direct supervisor.
9. Complete Health Science Reasoning Test
   You will receive information on how to log in once your file is complete. You can visit www.insightassessment.com for more information on the test.
10. Submit personal essay. Submission of the essay needs to be in APA format, references are expected. No greater than 500 words.
- CNL track: Compare and contrast the role of CNL and CNS. Discuss utilization of these roles. Discuss advantages and disadvantages of each role.
- FNP track: Compare and contrast the roles of FNP and PA. Discuss scope of practice, collaboration issues, and prescriptive authority.
- NE track: Summarize your philosophy of teaching. Utilize four of the NLN core component for nursing education.

11. Once your file is complete you will be contacted to schedule a phone or Skype interview.

Selection is based on scoring of combined GPA and items 8 through 11. See attached MSN rubric.

**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. Grades of a "C, D, or F" are not considered passing. Students are permitted one grade of "C" and it must be repeated. The cumulative GPA must not fall below 3.0 (See probation policy statement below). Students with a "second C, first D or F" course grade cannot be repeated and will be dismissed.

**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.**
- **Completion of end of program assessments.**

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 of Science in Nursing (MSN) Degree Requirements

| Course Number | Course Name | Credit Hours |
|---|---|---|
| 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 615 | Nurse Educator Practicum 1* | 3 |
| MSN 616 | Nurse Educator Practicum II* | 6 |
| 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 Corequisites**

Note: list is based upon fulltime 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 TITLE | MSN COURSE # | PREREQUISITE(S) | PRE/COREQUISITES |
|---|---|---|---|
| LEADERSHIP IN HEALTH CARE AND NURSING EDUCATION SYSTEMS | 502 | UNDERGRADUATE LEADERSHIP OR EQUIVALENT | NONE |
| ADVANCED PHYSIOLOGY AND PATHOPHYSIOLOGY | 504 | UNDERGRADUATE PATHOPHYSIOLOGY OR EQUIVALENT | |
| ETHICAL AND LEGAL PRACTICE IN HEALTH CARE | 506 | UNDERGRADUATE ETHICS OR EQUIVALENT | |
| ROLE OF THE ADVANCED PRACTICE NURSE I | 508 (FNP) | CURRENT RN-BSN OR ADMISSION TO MSN | |
| ADVANCED PHARMACOLOGY | 510 | UNDERGRADUATE PHARMACOLOGY OR EQUIVALENT | |
| ADVANCED PHYSICAL ASSESSMENT | 512 | UNDERGRADUATE ASSESSMENT OR EQUIVALENT | |
| NURSING RESEARCH CONCEPTS | 514 | MATH 227 & UNDERGRADUATE RESEARCH OR EQUIVALENT | |
| EVIDENCE-BASED PRACTICE: APPLIED RESEARCH CONCEPTS | 516 | MSN 514 OR EQUIVALENT | |
| EDUCATIONAL THEORY AND PRACTICE | 604 (NE) | ADMISSION TO GRADUATE PROGRAM | |
| HUMAN RESOURCE MANAGEMENT | 606 (CNL) | ADMISSION TO GRADUATE PROGRAM | |
| INSTRUCTIONAL STRATEGIES AND TECHNOLOGIES | 608 (NE) | ADMISSION TO GRADUATE PROGRAM | |
| FINANCIAL STATISTICS OF HEALTH CARE MANAGEMENT | 610 (CNL) | ADMISSION TO GRADUATE PROGRAM | |
| CLINICAL NURSE LEADER PRACTICUM AND RESEARCH | 614 (CNL) | 502, 504, 506, 510, 512, 514, 606, 610 | 516 |
| NURSE EDUCATOR PRACTICUM AND RESEARCH I | 615 (NE) | 502, 504, 506, 510, 512, 514, 608 | 516, 604 |

| | | | |
|---|---|---|---|
| NURSE EDUCATOR PRACTICUM AND RESEARCH II | 616 (NE) | 502, 504, 506, 510, 512, 514, 608, 615 | 516, 604, 615 |
| HEALTH PROMOTION/PREVENTION IN PRIMARY CARE: ADULT THROUGH AGING | 620 (FNP) | 504, 510, 512 | 621 |
| HEALTH PROMOTION/PREVENTION IN PRIMARY CARE: ADULT THROUGH AGING PRACTICUM | 621(FNP) | | 620 |
| HEALTH PROMOTION/PREVENTION IN PRIMARY CARE: WOMEN'S HEALTH/REPRODUCTIVE | 622 (FNP) | 504, 510, 512, 620, 621 | 514, 623, 624, 625 |
| HEALTH PROMOTION/PREVENTION IN PRIMARY CARE: WOMEN'S HEALTH/REPRODUCTIVE PRACTICUM | 623 (FNP) | | 514, 622, 624, 625 |
| HEALTH PROMOTION/PREVENTION IN PRIMARY CARE: NEWBORN TO ADOLESCENT | 624 (FNP) | | 514, 622, 623, 625 |
| HEALTH PROMOTION/PREVENTION IN PRIMARY CARE: NEWBORN TO ADOLESCENT PRACTICUM | 625 (FNP) | | 514, 623 |
| ROLE OF THE ADVANCED PRACTICE NURSE II | 626 (FNP) | 504, 510, 512, 514, 620, 621, 622, 623, 624, 625 | 516, 628 |
| ADVANCE PRACTICE PRACTICUM AND RESEARCH | 628 (FNP) | | 516, 626 |

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

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

**MSN Program: Clinical Nurse Leader (CNL) Track**

Suggested Two Year Plan of Study*

**Year 1**

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

**Year 2**

| Fall Semester | | Spring Semester | |
|---|---|---|---|
| MSN 514 Nrsg Research Concepts (2nd 8 weeks) | 3 | MSN 516 Applied Research (1st 8 weeks) | 3 |
| MSN 610 Financial Stats(1st 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 (FNP) Track**

Suggested Two Year Plan of Study*

**Year 1**

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

**Year 2**

| Fall Semester | | Spring Semester | |
|---|---|---|---|
| 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 (1st 8 weeks) | 4 | MSN 516 Applied Research (1st 8 weeks) | 3 |
| MSN 514 Nrsg Research Concepts (2nd 8 weeks) | 3 | MSN 626 Role of APN II (2nd 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 (NE) Track**

Suggested Two Year Plan of Study*

**Year 1**

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

**Year 2**

| Fall Semester | | Spring Semester | |
|---|---|---|---|
| MSN 514 Nrsg Research Concepts | 3 | MSN 516 Applied Research (1st 8 weeks) | 3 |
| MSN 608 Instructional Strategies | 3 | MSN 616 NE Practicum II | 6 |
| MSN 615 NE Practicum I | 3 | | |
| | 9 | | 9 |

**Total Credit Hours 36**

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

# Master of Science in Nutrition Diagnostics/Dietetic Internship (MND/DI) Degree Program

## Mission

The Cox College Master of Science in Nutrition Diagnostics/Dietetic Internship is dedicated to excellence in the preparation of competent dietetic professionals committed to serving their communities, their profession and to transforming the future of nutrition in health care.

## Philosophy

Structure a learning environment to promote critical thinking and inquiry, self-improvement, self-reliance, collaboration and lifelong learning.

Cox College's MND/DI is a two-year combined program for individuals who have completed at least a bachelor's degree, as well as accredited Didactic Program in Dietetics (DPD) coursework requirements. The MND/DI provides the supervised practice experience that is required to be eligible to take the registration examination for dietitians. The combined program offers students the opportunity to complete a Master's in Nutrition diagnostics as a component of the required supervised practice component. The MND/DI program has a concentration in nutrition diagnostics and is designed to meet the competencies for entry-level practice as an RD. The program is designed to enhance and expand practice skills in clinical nutrition utilizing Kight's advanced level practice modeling in nutrition diagnostics. The program requires completion of a 45 credit Master's Degree, a research project utilizing the nutriokinetic/nutriodynamic modeling and approximately 1450-1470 hours of supervised practice experiences that span the two year length of the program.

The student must successfully complete the objectives for each supervised practice experience and meet all requirements for the MND, including writing and presenting a research project. Upon satisfactory completion of both the MND degree and the dietetic internship, students will be provided with an AND Verification Statement indicating their eligibility to sit for the Registration Examination for Dietitians.

## MND/DI as a Cohort Program

The Cox College MND/DI cohort program is designed for 8 students to experience the supervised practice experiences and graduate courses as a community of learners. The support gained by these experiences leads to academic success, as well as higher retention/increased likelihood of program completion. The cohort of students will start at the same time and graduate at the same time, completing requirements for supervised practice and the graduate program in a two year time frame. At that time, all students will receive the AND Verification Statement (indicating eligibility to sit for the Registration Examination for Dietitians) and the Master's degree in Nutrition Diagnostics.

All students will take the same courses at the same time, as well as complete the supervised practice rotations in the same time frame. The only exception is the ability to transfer graduate credits for IP courses 502, 503 or 514, Cohort status will be lost if the student drops out or does not maintain a grade of "B" or above in all courses. The student may be given the option to restart as a student in the next cohort. Approval to restart will be granted by the graduate faculty, with final determination made by the Graduate Council.

**Goals and Objectives**

Prepare graduates to become competent entry level dietitians

- First time pass rate of 80% or greater over a 5 year period on the RD exam
- 80% of employers will rate graduate preparation for the profession as adequately or well prepared
- 90% of students will complete the program with their cohort

Develop skill in the nutrition diagnostic approach to the practice of clinical nutrition

- 80% of employers will rate graduate practice experiences in nutrition diagnostics as adequate or very adequate
- 80% of graduates will rate preparation in nutrition diagnostics as adequate or well prepared
- Over a 5 year period, 70% of graduates seeking gainful employment in dietetics will find employment within in 12 months of program completion

Prepare graduates to effectively utilize current and pertinent scientific literature in practice as a clinical nutrition practitioner

- 80% of employers will agree/strongly agree that graduates are able to incorporate scientific research in their clinical practice
- 80% of graduates will agree/strongly agree that they feel competent to evaluate and incorporate current and relevant literature in their clinical practice
- 25% of graduates will pursue advanced/specialty positions/certifications or further graduate education over a 5 year period

Support the need for clinical nutrition practitioners in southwest Missouri and the Midwest region.

- 25% of graduates will seek employment in southwest Missouri or the Midwest region
- 90% of students will complete the program with their cohort
- First time pass rate of 80% or greater over a 5 year period on the RD exam
- Over a 5 year period, 70% of graduates seeking gainful employment in dietetics will find employment within in 12 months of program completion

## MND/DI Requirements

| Course Number | Course Name | Credit Hours |
|---|---|---|
| MND 501 | Nutritional Counseling and Education Methods | 1 |
| MND 502 | Contemporary Topics in Food & Nutrition 1 | 1 |
| MND 503 | Supervised Practice | 3 |
| MND 504 | Introduction to Nutrition Diagnostics & Nutrition Assessment | 2 |
| IP 501 | Introduction to Critical Thinking | 1 |
| IP 502 | Advanced Physiology & Pathophysiology | 3 |
| IP 503 | Pharmacologic Concepts for Practice | 2 |
| MND 505 | Nutrition Focused Physical Exam 1 | 2 |
| MND 506 | Nutriokinetics/Nutriodynamics | 3 |
| MND 507 | Applied MNT1 | 4 |
| MND 508 | Applied MNT2 | 1 |
| IP 514 | Research Concepts | 3 |
| MND 509 | Contemporary Topics in Food & Nutrition 2 | 2 |
| MND 510 | Research Application in Nutrition Diagnostics 1 | 3 |
| MND 511 | Nutrition Focused Physical Exam 2 | 3 |
| MND 512 | Advanced Applied MNT | 1 |
| MND 513 | Applied Nutriokinetics/Nutriodynamics | 3 |
| MND 514 | Advanced Nutrition Assessment | 2 |
| MND 515 | Advanced Geriatrics | 3 |
| MND 516 | Research Application in Nutrition Diagnostics 2 | 1 |
| IP 603 | Advanced Pharmacology Applications | 1 |

| Supervised Practice Experience | | Practice Hours |
|---|---|---|
| MND 503 | Community rotations – 8 weeks | 256 hrs |
| MND 503 | Food Service/Clinical Management rotation– 5 weeks | 160 hrs |
| MND 503 | Introduction to MNT rotation – 3 weeks | 96 hrs |
| MND 507 | Applied MNT1 | 512 hrs |
| MND 508 | Applied MNT2 | 160 hrs |
| MND 512 | Advanced Applied MNT | 128 hrs |
| MND 513 | Applied Nutriokinetics/Nutriodynamics | 160 hrs |

# MND/DI

## Two Year Plan of Study

**Year 1**

| Summer Semester | Credits | Fall Semester | Credits | Spring Semester | Credits |
|---|---|---|---|---|---|
| MND 501 Nutritional Counseling and Education Methods | 1<br>1 | IP 501 Introduction to Critical Thinking<br>IP 502 Advanced Physiology & Pathophysiology | 1<br>3 | MND 505 Nutrition Focused Physical Exam 1<br>MND 506 Nutriokinetics/Nutriodynamics<br>MND 507 Applied MNT1 | 2<br>3<br>4 |
| MND 502 Contemporary Topics in Food & Nutrition 1 | | IP 503 Pharmacologic Concepts for Practice<br>MND 503 Supervised Practice:<br>8 wk Community rotations<br>5 wk Food Service/Clinical Management rotation<br>3 wk Introduction to MNT rotation<br>MND 504 Introduction to Nutrition Diagnostics & Nutrition Assessment | 2<br>3<br><br><br><br><br>2 | | |
| **Total** | **2** | **Total** | **11** | **Total** | **9** |

**Year 2**

| Summer Semester | Credits | Fall Semester | Credits | Spring Semester | Credits |
|---|---|---|---|---|---|
| IP 514 Research Concepts<br>MND 508 Applied MNT2 | 3<br>1 | MND 509 Contemporary Topics in Food & Nutrition 2<br>MND 510 Research Application in Nutrition Diagnostics 1<br>MND 511 Nutrition Focused Physical Exam 2<br>MND 512 Advanced Applied MNT | 2<br>3<br>3<br>1 | MND 513 Applied Nutriokinetics/Nutriodynamics<br>MND 514 Advanced Nutrition Assessment<br>MND 515 Advanced Geriatrics<br>MND 516 Research Application in Nutrition Diagnostics 2<br>IP 603 Advanced Pharmacology Applications | 3<br>2<br>3<br>1<br>1 |
| **Total** | **4** | **Total** | **9** | **Total** | **10** |

**Total credit hours – 45**

## MND/DI Prerequisites/Corequisites

| Course number | Prerequisite* | Prerequisite/Corequisite** |
|---|---|---|
| MND 501 | BS in dietetics or equivalent | |
| MND 502 | BS in dietetics or equivalent | |
| MND 503 | BS in dietetics or equivalent | |
| MND 504 | BS in dietetics or equivalent | |
| MND 505 | IP 501, IP 502 & MND 504 | |
| MND 506 | IP 502 & 503, MND 504 | |
| MND 507 | MND 503 | |
| MND 508 | MND 507 | |
| MND 509 | BS in dietetics or equivalent | |
| MND 510 | MND 506 & IP 504 | |
| MND 511 | MND 505 | |
| MND 512 | | MND 511 |
| MND 513 | MND 512 | |
| MND 514 | | MND 513 |
| MND 515 | | MND 513 & 514 |
| MND 516 | MND 510 | |
| IP 501 | BS in dietetics or equivalent | |
| IP 502 | BS in dietetics or equivalent | |
| IP 503 | BS in dietetics or equivalent | |
| IP 514 | BS in dietetics or equivalent, Statistics course | |
| IP 603 | IP 503 | |

* A prerequisite is defined as a course that must be completed before acceptance into a higher-level course.
* *A Pre/Corequisite is defined as a course that may be taken prior to OR simultaneously with the higher level course.

**Successful Completion**
The ACEND competencies reflect the minimal level of expertise the intern must achieve as stated in the Cox College Master's in Nutrition Diagnostics/Dietetic Internship Student Handbook. In addition to the minimal level of expertise required by ACEND, satisfactory performance is required in the following if a student wishes to receive a verification statement and graduate degree from Cox College (verification statement granted upon completion of all of the criteria listed below):

- Satisfactory completion of all supervised practice rotations, as evaluated by MND/DI program director, college faculty and preceptors
- Attendance at all required internship/program meetings, including, but not limited to, SWMDA meetings.
- Satisfactory completion of all courses required in the MND/DI plan of study
- Graduate GPA of 3.0 or greater
- Completion of all other degree requirements

**Applying**

- Admission to the MND/Dietetic Internship requires concurrent admission to the Cox College Graduate Department. Applicants must complete two different online application forms, one for the internship (DICAS system – see below) and one for the Cox College Graduate Department.
- In addition, before beginning the MND/Dietetic Internship, all students must provide official transcripts showing completion of at least a bachelor's degree from an accredited college or university and also a signed verification statement from an ACEND-accredited Didactic Program in Dietetics.
- The MND/ Dietetic Internship utilizes the online DICAS application system and D&D Digital computer matching application process.
- The program is using the on-line centralized internship application, DICAS, e-mail DICASinfo@DICAS.org. **The on-line application must be completed for our program by 11:59 pm Central Time on February 15**. The fee to use DICAS is $40 for the first application submitted and $20 for each additional application.
- Official Transcripts from all colleges and universities attended should be sent to: DICAS - Transcript Dept., PO Box 9118, Watertown, MA, 02472.
- 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 on-line. Students submitting more than one application will need to use the same individuals as references for each application.
- Applicants must also register online with D&D Digital **for computer matching and select dietetic internship priority choices by 11:59 pm Central Time on February 15**. There is a $50 computer matching fee. The matching code for Cox College is 173. For more information on the computer matching process go to www.dnddigital.com, or contact them at:

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

**Applicants Requirements**

- Provide an AND Verification Statement or Declaration of Intent to Complete a Didactic Program in Dietetics (DPD) – submitted with the DICAS online application.
- Provide official transcripts showing completion of at least a bachelor's degree from an accredited college or university (bachelor's degree must be completed before beginning program in August) - submitted with the DICAS online application.
- Request 3 letters of recommendation - submitted with the DICAS online application.
  - DPD Director
  - Food, Nutrition or Dietetics Professor/Instructor
  - Work supervisor – preferably in food, dietetics area
- Provide a resume or curriculum vita - submitted with the DICAS online application
- Provide a 1-2 page personal statement addressing the following – submitted with the DICAS online application
  - Describe the significant professional responsibilities you have held.
  - State your professional goals and reasons for desiring to enroll in this MND/DI program.

  - Describe your strengths that will help you succeed in the program and in reaching your professional goals.
  - Indicate your personal practice interests as specifically as possible, including any previous practice experience you may have acquired.
  - Demonstration of 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.
  - Describe weaknesses and/or opportunities for improvement
- Have a cumulative GPA of 3.0 or higher
- Completion of statistics course and college algebra for admit to the Graduate Department
- Submit scores for the Graduate Records Exam (GRE) general test to Graduate Department (no minimum score is required)
- Apply online for admission into the Cox College Graduate Department, MND/DI via the AND DICAS system by February 15th.

**Selection procedure**
Selection of the successful applicants is made by a committee composed of the Internship Director, college faculty and internship preceptors who are RDs. Selection of the successful applicants is based on the committee's assessment of the individual's potential in the program and potential as a practicing dietitian. The committee will use GRE scores, grade point average (overall, science, MNT/nutrition core courses), the personal statement, past work experience (employment in nutrition/dietetics in the past 3 years is emphasized), and letters of recommendation as well as face to face or Skype interviews (conducted for students who are greater than 250 miles from Springfield) to make this assessment. This selection process also follows the rules governing the computer matching process used by AND in cooperation with D & D Digital Systems.

- **Note:** Admission to the graduate program in the College does **not** grant a student admission to the MND/DI. MND/DI applications are reviewed by a selection committee **after** admission to the graduate program. MND/DI appointments are awarded on a competitive basis through computer matching process used by AND in co-operation with D&D Digital Systems, Ames, IA. Following computer matching appointment, students must pass a criminal background check and drug screen.

## MND Track

The Cox College Master's in Nutrition Diagnostics is a two-year program for Registered Dietitians and individuals who have completed an internship program and are eligible to take the Registration Examination for Dietitians. The program is designed to enhance and expand practice skills in clinical nutrition utilizing Kight's advanced level practice modeling in nutrition diagnostics. The 37 credit program includes coursework along with advanced practice clinical hours in the second year of the program. The program can be completed on a part time basis, however, most courses that follow the first semester require pre or co requisites, as the program builds from one semester to the next semester.

The advanced practice experiences in the second year will provide a more in depth focus on complex patients and greater experience in utilizing the advanced practice nutrition diagnostics modeling. These experiences incorporate the nutrition focused physical exam, nutriokinetic/nutriodynamic modeling and are supervised by the college clinical faculty. Both semesters of the second year include coursework, along with the advanced supervised practice rotations (288 practice hours). The student must successfully complete the objectives for each supervised practice experience and meet all requirements for the MND, including writing and presenting a research project.

**MND Requirements and Plan of Study**

| Course Number | Course Name | Credit Hours |
|---|---|---|
| MND 501 | Nutritional Counseling and Education Methods | 1 |
| MND 502 | Contemporary Topics in Food & Nutrition 1 | 1 |
| MND 504 | Introduction to Nutrition Diagnostics & Nutrition Assessment | 2 |
| IP 501 | Introduction to Critical Thinking | 1 |
| IP 502 | Advanced Physiology & Pathophysiology | 3 |
| IP 503 | Pharmacologic Concepts for Practice | 3 |
| MND 505 | Nutrition Focused Physical Exam 1 | 2 |
| MND 506 | Nutriokinetic/Nutriodynamic Modeling | 3 |
| IP 514 | Research Concepts | 3 |
| MND 509 | Contemporary Topics in Food & Nutrition 2 | 2 |
| MND 510 | Research Application in Nutrition Diagnostics 1 | 3 |
| MND 511 | Nutrition Focused Physical Exam 2 | 3 |
| MND 512 | Advanced Applied MNT | 1 |
| MND 513 | Applied Nutriokinetics/Nutriodynamics | 3 |
| MND 514 | Advanced Nutrition Assessment | 2 |
| MND 515 | Advanced Geriatrics | 3 |
| MND 516 | Research Application in Nutrition Diagnostics 2 | 1 |
| IP 603 | Advanced Pharmacology Applications | 1 |
| **Total Hours** | | **37** |

| Supervised Practice Experience | | Practice Hours |
|---|---|---|
| MND 512 | Advanced Applied MNT | 128 hrs |
| MND 513 | Applied Nutriokinetics/Nutriodynamics | 160 hrs |
| **Total Hours** | | **288** |

# MND
# Two Year Plan of Study

## Year 1

| Intercession | Credits | Fall Semester | Credits | Spring Semester | Credits |
|---|---|---|---|---|---|
| MND 501 Nutritional Counseling and Education Methods | 1 | IP 501 Introduction to Critical Thinking | 1 | MND 505 Nutrition Focused Physical Exam 1 | 2 |
| MND 502 Contemporary Topics in Food & Nutrition 1 | 1 | IP 502 Advanced Physiology & Pathophysiology | 3 | MND 506 Nutriokinetic/Nutriodynamic Modeling | 3 |
| | | IP 503 Pharmacologic Concepts for Practice | 2 | | |
| | | MND 504 Introduction to Nutrition Diagnostics & Nutrition Assessment | 2 | | |
| **Total** | **2** | **Total** | **8** | **Total** | **5** |

## Year 2

| Summer Semester | Credits | Fall Semester | Credits | Spring Semester | Credits |
|---|---|---|---|---|---|
| IP 514 Research Concepts | 3 | MND 509 Contemporary Topics in Food & Nutrition 2 | 2 | MND 513 Applied Nutriokinetics/Nutriodynamics | 3 |
| | | MND 510 Research Application in Nutrition Diagnostics 1 | 3 | MND 514 Advanced Nutrition Assessment | 2 |
| | | MND 511 Nutrition Focused Physical Exam 2 | 3 | MND 515 Advanced Geriatrics | 3 |
| | | MND 512 Advanced Applied MNT | 1 | MND 516 Research Application in Nutrition Diagnostics 2 | 1 |
| | | | | IP 603 Advanced Pharmacology Applications | 1 |
| **Total** | **3** | **Total** | **9** | **Total** | **10** |

**Total credit hours – 37**

*MND courses only offered in the semester indicated and must be taken in sequence. Please see prerequisites. Contact program faculty for details.*

## MND Prerequisites/Corequisites

| Course number | Prerequisite* | Prerequisite/Corequisite** |
|---|---|---|
| MND 501 | BS in dietetics or equivalent | |
| MND 502 | BS in dietetics or equivalent | |
| MND 504 | BS in dietetics or equivalent | |
| MND 505 | IP 501, 502 & MND 504 | |
| MND 506 | IP 502 & 503, MND 504 | |
| MND 509 | BS in dietetics or equivalent | |
| MND 510 | MND 506 & IP 504 | |
| MND 511 | MND 505 | |
| MND 512 | | MND 511 |
| MND 513 | MND 512 | |
| MND 514 | | MND 513 |
| MND 515 | | MND 513 & 514 |
| MND 516 | MND 510 | |
| IP 501 | BS in dietetics or equivalent | |
| IP 502 | BS in dietetics or equivalent | |
| IP 503 | BS in dietetics or equivalent | |
| IP 514 | BS in dietetics or equivalent, Statistics course | |
| IP 603 | IP 503 | |

* A prerequisite is defined as a course that must be completed before acceptance into a higher-level course.
A Pre/Corequisite is defined as a course that may be taken prior to OR simultaneously with the higher level course.

**Successful Completion**

- Satisfactory completion of all supervised practice rotations, as evaluated by MND program director, college faculty and preceptors
- Attendance at all required program meetings
- Completion of all courses required in the MND plan of study & all course grades of "B" or above.
- Completion of all other degree requirements

**Applying**

Applicants must complete the online application form for the Cox College Graduate Department.

Applicants having completed an internship must provide evidence of eligibility to take the Registration Examination for Dietitians or RD status.

Provide official college transcripts.
Have a cumulative GPA of 3.0 or higher
Completion of statistics course.
Provide a 1-2 page personal statement addressing the following:

- Describe the significant professional responsibilities you have held.
- State your professional goals and reasons for desiring to enroll in this MND.

- Describe your strengths that will help you succeed in the program and in reaching your professional goals.
- Indicate your personal practice interests as specifically as possible, including any previous practice experience you may have acquired.
- Demonstration of 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.
- Describe weaknesses and/or opportunities for improvement

**Non-Degree Seeking Status**

Registered or registered eligible students may take up to 10 hours of graduate coursework (as courses are available) without admittance to the MND program. Non RD/non-RD eligible individuals may take courses on a case by case basis. Contact program faculty for details. The following are required to take any MND coursework:

1. Applicants must complete the online application form for the Cox College Graduate Department.
2. Applicants having completed an internship must provide evidence of eligibility to take the Registration Examination for Dietitians or RD status.
3. Provide official college transcripts.
4. Have a cumulative GPA of 3.0 or higher
5. Permission of program faculty

# Interprofessional Simulation & Education Center

## Philosophy of Continuing Education

The Education Center 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 Education Center 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 Education Center 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 to offer extensive continuing health education as when gaps in knowledge, practice and/or skills are identified.
- 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 Education Center will be posted on the college Web site.

# Nurse Assistant

The Nurse Assistant course is six 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 a 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 207 Anatomy & Physiology Refresher 2 Credit Hours**
This course is for students that have already successfully taken A & P, but the age of the course (s) is over five years. This course may also be use in the medical billing/coding program plan of study by students requesting additional certification.

**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 101 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.

# INTERPROFESSIONAL UNDERGRADUATE STUDIES

## 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 1 Credit Hour**
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.

**HSCC 130 Professionalism In The Health Care Community Online 3 Credit Hours**
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.

## ASSOCIATE OF SCIENCE IN MEDICAL ASSISTING

**MACC 100 Medical Terminology for Medical Assisting 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. 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 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 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, Medical Ethics, & Medical Law for Medical Assisting 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.

**MACC 110 Electronic Medical Record for Medical Assisting 2 Credit Hours**
Prerequisite or corequisite: None. This is a 2-credit hour (30 contact hours) hybrid 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. Students will also be trained in Centricity.

**MACC 111 Human Diseases for Medical Assisting 3 Credit Hours**
Prerequisites or corequisites: MACC 100, 101. 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 focuses on a comprehensive study of disease processes (causes, symptoms and treatments) of the human body.

**MACC 220 Health Care Communications 2 Credit Hours**
Prerequisite or corequisite: None. This is a 2-credit hour (30 contact hours) hybrid course that uses various activities throughout to help enforce what the student is learning. These activities may include games, diagrams, video, and audio sections. 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 221 Administrative Medical Assisting I 3 Credit Hours**
Prerequisite or corequisite: None. This is a 3-credit hour (45 contact hours) hybrid 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 provide students with an introduction to administrative medical assisting. Topics covered will include scheduling appointments, telephone techniques, daily operations, equipment and supply ordering and management. The processes of responding to and initiating written communications and recognizing and responding to verbal and non-verbal communications are also covered. Additional topics will include professionalism, interpersonal skills, human behavior, medical law and ethics, health information management, and privacy in a health care facility.

**MACC 222 Administrative Medical Assisting II 3 Credit Hours**
Prerequisite or corequisite: None. This is a 3-credit hour (45 contact hours) hybrid 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 provide students with an introduction to administrative medical assisting. Topics covered will include basics of diagnostic and procedural coding, health insurance, and health insurance claim form. Additional topics will include professional fees, billing, and collecting, banking services, financial and practice management, human resources, and customer service

**MACC 223 Administrative Medical Assisting III Lab 3 Credit Hours**
Prerequisites: MACC 221, MACC 222. This is a 3-credit hour (90 contact hours) lab course. This course gives the students hands-on experience in administrative procedures performed in the medical office. Students will practice and perform procedures learned in Administrative Medical Assisting I & II.

**MACC 321 Clinical Medical Assisting I 2 Credit Hours**
Prerequisites: MACC 100 & MACC 101. **C**orequisite: MACC 322. 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 provide an introduction to clinical medical assisting. Topics covered will include infection control, patient assessment, patient education, nutrition, health promotion, vital signs, medical emergencies, ophthalmology, otolaryngology, dermatology, surgical asepsis, surgical procedures, and surgical instruments.

**MACC 322 Clinical Medical Assisting I Lab 2 Credit Hours**
Prerequisites: MACC 100 & MACC 101. **C**orequisite: MACC 321. This is a 2-credit hour (60 contact hours) lab course. This course gives the students hands-on experience in clinical procedures performed in a medical office. Topics covered will include infection control, patient assessment, patient education, nutrition, health promotion, vital signs, medical emergencies, ophthalmology, otolaryngology, dermatology, surgical asepsis, surgical procedures and surgical instruments.

**MACC 323 Clinical Medical Assistant II 3 Credit Hours**
Prerequisites: MACC 321, MACC 322. **C**orequisite: MACC 324. 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 provides an introduction to medical assisting skills needed in various medical specialties and diagnostic procedures. Medical specialty areas include gastroenterology, urology, male reproduction, obstetrics, gynecology, pediatrics, orthopedics, neurology, mental health, endocrinology, pulmonary, cardiology and geriatrics. Diagnostic procedures include electrocardiography, diagnostic imaging, CLIA-waived testing, specimen collection, urinalysis, phlebotomy, hematology, microbiology, and immunology

**MACC 324 Clinical Medical Assistant II Lab 3 Credit Hours**
Prerequisites: MACC 321, MACC 322. **C**orequisite: MACC 323. This is a 3-credit hour (90 contact hours) lab course. This course gives the students hands-on experience in clinical procedures performed in a medical office. It will provide an introduction to medical assisting skills needed in various medical specialties and diagnostic procedures. Medical specialty areas include gastroenterology, urology, male reproduction, obstetrics, gynecology, pediatrics, orthopedics, neurology, mental health, endocrinology, pulmonary, cardiology, and geriatrics. Diagnostic procedures include electrocardiography, diagnostic imaging, CLIA-waived testing, specimen collection, urinalysis, phlebotomy, hematology, microbiology, and immunology.

**MACC 325 Clinical Medical Assisting III 4 Credit Hours**
Prerequisites: MACC 321, MACC 322, MACC 323, MACC 324. **C**orequisite: MACC 326. This is a 4-credit hour (60 contact hours) hybrid 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 focuses on the introduction to the principles of pharmacology and pharmacology math. There will be 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.

**MACC 326 Clinical Medical Assisting III Lab 2 Credit Hours**
Prerequisites: MACC 321, MACC 322, MACC 323, MACC 324. **C**orequisite: MACC 325. This is a 2-credit hour (60 contact hours) lab course. This course gives the students hands-on experience in clinical procedures performed in a medical office. It will also provide the student the practice and skills to be more accurate and efficient in the preparation and administration of parenteral medications.

**MACC 421 Medical Assisting Capstone 3 Credit Hours**
Prerequisites: MACC 100, MACC 101, MACC 105, MACC 110, MACC 111, MACC 220, MACC 221, MACC 222, MACC 223, MACC 321, MACC 322, MACC 323, MACC 324. This is a 3-credit hour (45 contact hours) hybrid 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 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 Medical Assisting Certification.

**MACC 422 Medical Assisting Practicum 5 Credit Hours**
Prerequisites: MACC 100, MACC 101, MACC 105, MACC 110, MACC 111, MACC 220 MACC 221, MACC 222, MACC 223, MACC 321, MACC 322, MACC 323, MACC 324, MACC 325, MACC 326, MACC 421. This is a 5-credit hour (225 contact hours) practicum course. The Medical Assisting Practicum is an unpaid experience. This course offers administrative and clinical experiences as an entry-level medical assistant. It prepares the student to transition from the classroom environment into the professional environment. It also provides an opportunity for the student to integrate theory and practice while working in an ambulatory care facility. 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 consists of approximately 30 hours of orientation and procedure practice/review before the student is allowed to start at the ambulatory care facility There will be no less than 160 hours of administrative and clinical experiences at an appropriate and approved ambulatory care facility. Approximately 35 hours will be dedicated to weekly practicum conferences, meetings with faculty, comprehensive view of employability traits and skills, job preparation skills, and an exit interview.

## 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.
Building on content provided in previous courses, emphasis is now placed on 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, and mobility.

**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 is designed to provide students with the basic knowledge to safely administer drugs to clients of all ages. Content includes medication action, use, adverse effects, nursing implications, and client education for drugs affecting the body systems and defense processes.

**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.

## ASSOCIATE OF SCIENCE IN RADIOGRAPHY

**RAD 100 Patient Care in Radiography 3 Credit Hours**

Prerequisites: ENGL 150, MATH (College Algebra), BIOL 205, BIO 206, CHEM 103 or Introduction to Physics w/lab, PSYC 101, INFM 160.Corequisites: RAD 110, RAD 120, RAD 121, RAD 140, RAD 150. Introduction to patient care, communication techniques in the imaging field, patient preparations for radiologic examinations, infection control and surgical aseptic technique, vital signs and recognizing and treating medical emergencies is taught. A general study of contrast agents and pharmacology, including types, uses, patient reactions and emergency treatment for reactions, along with training in phlebotomy, intravenous injections and infusions, and EKG for the radiographer is provided. This course will also expose the student to different health care professions and health care delivery systems.

**RAD 110 Radiographic Anatomy 2 Credit Hours**

Prerequisites: ENGL 150, MATH (College Algebra), BIOL 205, BIO 206, CHEM 103 or Introduction to Physics w/lab, PSYC 101, INFM 160.Corequisites: RAD 100, RAD 120, RAD 121, RAD 140, RAD 150. An introduction to human anatomy with a detailed study of the structure of the human skeletal system with special emphasis on radiographic landmarks. 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 120 Routine Radiographic Imaging 2 Credit Hours**

Prerequisites: ENGL 150, MATH (College Algebra), BIOL 205, BIO 206, CHEM 103 or Introduction to Physics w/lab, PSYC 101, INFM 160.Corequisites: RAD 100, RAD 110, RAD 121, RAD 140, RAD 150. Fundamentals of radiographic procedures and terminology. This course includes all routine positions and a discussion of the resulting radiographic projections. Includes image analysis, image critique, radiation protection, and demonstrations of positioning.

**RAD 121 Routine Radiographic Imaging Lab 3 Credit Hours**

Prerequisites: ENGL 150, MATH (College Algebra), BIOL 205, BIO 206, CHEM 103 or Introduction to Physics w/lab, PSYC 101, INFM 160.Corequisites: RAD 100, RAD 110, RAD 120, RAD 140, RAD 150. Lab demonstrations, lab practice, and lab evaluations of the basic radiographic positioning including routine and specialized positions of the extremities, chest, bony thorax, spine, cranium, and skull.

**RAD 140 Introduction to Clinical Practice 3 Credit Hours**

Prerequisites: ENGL 150, MATH (College Algebra), BIOL 205, BIO 206, CHEM 103 or Introduction to Physics w/lab, PSYC 101, INFM 160.Corequisites: RAD 100, RAD 110, RAD 120, RAD 121, RAD 150. An introduction to the radiologic technology field including orientation to hospital and school policies. This course also introduces the student 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 150 Radiographic Imaging Physics I 2 Credit Hours**
Prerequisites: ENGL 150, MATH (College Algebra), BIOL 205, BIO 206, CHEM 103 or Introduction to Physics w/lab, PSYC 101, INFM 160.Corequisites: RAD 100, RAD 110, RAD 120, RAD 121, RAD 140. This course is designed to provide an introduction to physical concepts, including the fundamentals of energy, atomic theory and electromagnetic radiation as they relate to radiology. A study of basic electrical theory, to include, electrostatics, electrodynamics, and circuits. A study of the formation of radiographic images, and methods of improving image quality are also included.

**RAD 151 Radiographic Imaging Physics II 3 Credit Hours**
Prerequisites: RAD 150. Corequisites: RAD 160, RAD 170, RAD 180, RAD 192.
Study of electrical theory as related to radiology, including basic electrical circuitry, electromagnetism and the construction and operation of various electrical and electromechanical devices related to x-ray machines. A detailed description of x-ray circuits and components, including transformers, timers, rectifiers and the x-ray tube. Also includes detailed study of the various types of x-ray production and their interactions with matter.

**RAD 152 Radiologic Physics 3 2 Credit Hours**
Prerequisite: RAD 151. Corequisites: RAD 182, RAD 200, RAD 210, RAD 230, RAD 291.
Detailed study of x-ray tubes, x-ray machine circuitry and components (to include transformers, rectifiers an exposure timers); methods of x-ray production and the interactions of x-ray.

**RAD 160 Analog Imaging 2 Credit Hours**
Prerequisite: RAD 150. Corequisites: RAD 151, RAD 170, RAD 180, RAD 192.
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. Equipment, materials and procedures used to produce radiographic images through a film processor. A study of imaging Fluoroscopically through the Image Intensifier and video systems.

**RAD 170 Fluoroscopy and Special Procedures 3 Credit Hours**
Prerequisites: RAD 120, RAD 121.. Corequisites: RAD 151, RAD 160, RAD 180, RAD 192.
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. Particular attention will be given to recognition of images for the alimentary canal. A general overview of the examinations requiring special procedures and/or contrast agents will also be covered.

**RAD 180 Radiographic Imaging Instrumentation 2 Credit Hours**
Prerequisite: RAD 150. Corequisites: RAD 151, RAD 160, RAD 170, RAD 192.
A study of the formation of radiographic images to include a discussion of radiographic fundamentals beam-restricting devices, radiographic grids, and Automatic Exposure Control (AEC). Methods of improving image quality, reducing patient exposure to ionizing radiation and image analysis are also included. A study of imaging Tomographically through the use of unidirectional and plural directional equipment and use of magnification factor.

**RAD 182 Radiographic Imaging 3 2 Credit Hours**
Prerequisite: RAD 181. Corequisites: RAD 152, RAD 200, RAD 210, RAD 230, RAD 291. 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 191 Clinical Practice 1 1 Credit Hour**
Prerequisites: RAD 120, RAD 121, 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. Experience leads to completion of competencies in general radiography exams and procedures.

**RAD 192 Clinical Practice 2 2 Credit Hours**
Prerequisites: RAD 191.Corequisites: RAD 151, RAD 160, RAD 170, RAD 180.
Continuation of clinical education for first-year radiography students, with progression towards competency in general radiography, to include the following: chest, abdomen, spine and extremity radiography, tomography, fluoroscopy, portable radiography, trauma radiography and surgical radiography.

**RAD 193 Clinical Practice 3 2 Credit Hours**
Prerequisites: RAD 192. Clinical education for first-year radiography students. Continued development of clinical competency provided under direct and indirect supervision by registered radiologic technologists.

**RAD 200 Radiographic Pathophysiology 2 Credit Hours**
Prerequisites: RAD 110. Corequisites: RAD 152, RAD 182, RAD 210, RAD 230, RAD 291.
Normal structure and function of human systems with emphasis on related radiographic examinations and a study of the etiology and processes of human trauma and disease. Emphasis is placed on radiographic pathology of the body systems and the manifestations of the pathology.

**RAD 210 Radiographic Imaging 4 2 Credit Hours**
Prerequisites: RAD 151, RAD 181. Corequisites: RAD 152, RAD 182, RAD 200, RAD 230, RAD 291. A study of specialized imaging technologies to include fluoroscopy, digital imaging, tomography and other modalities.

**RAD 230 Professionalism in Health Care 1 1 Credit Hour**
Prerequisites: RAD 160. Corequisites: RAD 152, RAD 182, RAD 200, RAD 210, RAD 291.
An introduction to professional practice in radiographic science, resume and cover letter writing, and the job interview process. Research and present either a scientific paper or scientific display at the Missouri Society of Radiologic Technologist's annual conference.

**RAD 231 Professionalism in Health Care 2 1 Credit Hour**
Prerequisites: RAD 230. Corequisites: RAD 240, RAD 250, RAD 260, RAD 270, RAD 292.
The application of professional practices and personal strengths allow students to assess and refine their own style of leadership and learn how to apply these principles in radiographic science. This course is designed to promote professional behavior and skills providing education in variety of areas including self leadership, team think, strengths based goal setting, and critical thinking.

**RAD 240 Radiographic Procedures 4 2 Credit Hours**
Prerequisites: RAD 120. Corequisites: RAD 231, RAD 250, RAD 260, RAD 270, RAD 292.
Advanced procedures and positioning techniques with emphasis on special views of bony anatomy.

Includes image analysis, lab demonstrations, practice and lab evaluations

**RAD 250 Image Processing 2 Credit Hours**
Prerequisites: RAD 182, RAD 210. Corequisites: RAD 231, RAD 240, RAD 260, RAD 270, RAD 292. A study of the equipment, materials and procedures used to produce radiographic images, to include quality control procedures and image analysis. Film processors as well as digital processing are included in the course of study.

**RAD 260 Radiographic Procedures 5 1 Credit Hour**
Prerequisites: RAD 171. Corequisites: RAD 231, RAD 240, RAD 250, RAD 270, RAD 292. A general overview of the examinations requiring special techniques and/or contrast agents. Special emphasis is placed on new modalities or procedures that may have replaced these examinations.

**RAD 270 Radiologic Physics 4 3 ~~2~~ Credit Hours**
Prerequisites: RAD 152. Corequisites: RAD 231, RAD 240, RAD 250, RAD 260, RAD 292. An in-depth study of radiation biology, to include the effects of ionizing radiation on living tissues, organs and systems. Advanced study of radiation protection principles and regulations.

**RAD 280 EKG and IV Training for the Radiologic Technologist 1 Credit Hour**
Prerequisites: RAD 140, RAD 292. Corequisites: RAD 290, RAD 293. Training in phlebotomy, intravenous injections and infusions, and EKG for the radiographer. Both portions include a seated lecture portion, online lecture activities, training with video instruction, a skills practice in a simulated laboratory setting, and a clinical performance evaluation.

**RAD 290 Radiography Capstone 4 Credit Hours**
Prerequisites: All program courses must be complete except for RAD 280 and RAD 293. Corequisites: RAD 280, RAD 293. This course provides students the opportunity to demonstrate and further focus the synthesis of knowledge and competencies gained in previous course work, consistent with program outcomes and the American Registry of Radiologic Technologists exam.

**RAD 291 Clinical Practice 3 3 Credit Hours**
Prerequisites: RAD 197. Corequisites: RAD 152, RAD 182, RAD 200, RAD 210, RAD 230. 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 291. Corequisites: RAD 231, RAD 240, RAD 260, RAD 270, RAD 250. 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**
Prerequisites: RAD 292. Corequisites: RAD 280, RAD 290. 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.

## BACHELOR OF SCIENCE IN DIAGNOSTIC IMAGING

**CT 300 CT Physics and Instrumentation 3 Credit Hours**

This course considers CT imaging in terms of system operations, components, and instrumentation. The course also emphasizes an understanding of image processing, image display, storage and networking, image quality, as well as artifact recognition and reduction.

**CT 302 CT Imaging Procedures 2 Credit Hours**

Course content emphasizes basic and advanced CT scanning procedures to include neurologic, spinal, thoracic, abdominal, pelvic, extremity, and angiographic scanning techniques. Specific scan parameters and contrast administration protocols are all considered in detail. Courses content also includes a simulated laboratory experience emphasizing fundamental CT scanning procedures.

**DMS 304 Physics & Instrumentation I 3 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 transducers, sound waves, equipment operation and the steps necessary to optimize the sonographic image.

**DMS 306 Sonographic Anatomy of the Abdomen & Small Parts I 3 Credit Hours**

Corequisite(s): DMS 310

This course introduces anatomy, physiology, pathology and scanning techniques of the biliary system, liver, pancreas, the male pelvis, vascular structures, retroperitoneal, and superficial structures as it pertains to sonography. Consideration is given to cross-sectional anatomy as it applies to sonographic scanning. This also introduces the diagnostic foundations of diagnostic medical sonography including terminology, scan plane orientations, and anatomical relationships. Emphasis is placed on descriptive terms and definitions used in clinical practice and when creating an unconfirmed sonographer report for the reading physician/radiologist.

**DMS 308 Sonographic Abdominal & Small Parts Pathology I 3 Credit Hours**

Corequisite(s): DMS 312

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. This also introduces the diagnostic foundations of diagnostic medical sonography including terminology, scan plane orientations, and anatomical relationships. Emphasis is placed on descriptive terms and definitions used in clinical practice and when creating an unconfirmed sonographer report for the reading physician/radiologist.

**DMS 310 Sonographic Anatomy of the Abdomen & Small Parts I Lab 4 Credit Hours**

Corequisite(s): DMS 306

This course is an intense introduction to ultrasound scanning of liver, gallbladder, pancreas, spleen, kidneys, thyroid, IVC, aorta, and small parts. The student will learn patient preparation, scanning techniques and imaging protocols. This course includes both simulated labs and MedSim labs. Emphasis will be placed on interpretation of laboratory tests, related clinical signs

and symptoms of the patient.

**DMS 312 Sonographic Abdominal & Small Parts Pathology I Lab 4 Credit Hours**
Corequisite(s): DMS 308
This course is an intense introduction to ultrasound pathology scanning of liver, gallbladder, pancreas, spleen, kidneys, thyroid, IVC, aorta, and small parts. The student will learn patient preparation, scanning techniques and imaging protocols. This course includes both simulated labs and MedSim labs. Emphasis will be placed on interpretation of laboratory tests, related clinical signs and symptoms, and recognition of normal verses abnormal sonographic findings.

**DMS 314 Physics & Instrumentation II 4 Credit Hours**
Prerequisite(s): DMS 304
This course is a continuation of the detailed study of the principles of the production and propagation of sound waves as applied to diagnostic medical sonography. It will cover the physics parameters of ultrasound to include artifacts, quality assurance, bio-effects and AIUM guidelines for ultrasound usage. It will prepare the student for the taking of the National ARDMS SPI Registry Examinations.

**DMS 316 Vascular Physics & Instrumentation I 3 Credit Hours**
This course encompasses all aspects and topics related to vascular physics and instrumentation. It includes arterial and venous hemodynamics, and Doppler Imaging. Physics of arterial and venous testing will also be covered.

**DMS 318 Gynecology I 3 Credit Hours**
Co-requisite(s): DMS 320
This course consists of basic anatomy and function of the female reproductive system and related anatomy to include the menstrual cycle. It includes the normal and abnormal sonographic appearance of the female pelvis and scanning techniques to demonstrate uterine and ovarian pathologies.

**DMS 320 DMS Specific Gynecology Lab 2 Credit Hours**
Corequisite(s): DMS 318
This course is an intense scan lab introduction to gynecologic ultrasound scanning of the female pelvis to include the uterus and ovaries. The student will learn patient preparation, scanning techniques and imaging protocols. This course includes both simulated labs and MedSim labs. Emphasis will be placed on interpretation of laboratory tests, related clinical signs and symptoms, and recognition of normal structures.

**DMS 322 Gynecology II 2 Credit Hours**
Prerequisite(s): DMS 318, DMS 320
This is a final comprehensive overview with emphasis on the female reproductive system and menstrual cycle, and gynecological ultrasound procedures and testing to prepare the student for taking the National ARDMS OB/GYN Registry Examination.

**DMS 324 Obstetrics I 2 Credit Hours**
This course will cover the normal growth and anatomy of the fetus from conception to birth. It includes the normal and abnormal sonographic appearance of the fetus, placenta, umbilical cord, and related structures during the 1st, 2nd, and 3rd trimesters.

**DMS 326 Physics & Instrumentation III 2 Credit Hours**
Prerequisite(s): DMS 304, DMS 314
This course is the final comprehensive overview of the principles of the production and propagation of sound waves as applied to diagnostic medical sonography to prepare the student for the National ARDMS SPI Registry Examination.

**DMS 328 Vascular Physics & Instrumentation II 2 Credit Hours**
Prerequisite(s): DMS 316
This course is the final comprehensive overview of vascular physics and instrumentation to prepare the student for the National ARDMS SPI Registry Examination.

**DMS 330 Vascular Technology I 3 Credit Hours**
Corequisite(s): DMS 332
This course is designed to discuss all aspects and topics related to vascular testing and evaluations. Emphasis will be placed on venous evaluations and test validation. The capabilities, limitations, physical properties, techniques, patient positioning, and test interpretation of each section will be discussed. This course will include arterial, venous, and cerebrovascular examinations which will encompass both normal vascular structures as well as the disease process as it pertains to vascular technology.

**DMS 332 DMS Specific Vascular Lab 2 Credit Hours**
Corequisite(s): DMS 330
This course is an intense introduction to vascular ultrasound scanning. This intensive lab will focus on arterial, venous, cerebral vascular examinations. The student will learn patient preparation, scanning techniques and imaging protocols. Emphasis will be placed on interpretation of laboratory tests, related clinical signs and symptoms, and recognition of normal vascular structures as well as the disease process for vascular structures.

**DMS 334 Obstetrics II 3 Credit Hours**
Prerequisite(s): DMS 324
This course is a continuation and a comprehensive overview of the normal growth and anatomy of the fetus from conception to birth. It includes the normal and abnormal sonographic appearance of the fetus, placenta, umbilical cord, and related structures from the 1st, 2nd, and through the 3rd trimester. It will include case studies as they pertain to normal and high risk obstetrical ultrasound to prepare the student for taking the National ARDMS OB/GYN Registry Examination.

**DMS 336 Sonographic Abdominal & Small Parts Pathology II 3 Credit Hours**
Prerequisite(s): DMS 308, DMS 312
This course is a comprehensive overview of the anatomy and pathology encountered in the abdominal, retroperitoneal, and superficial anatomical structures. Case studies will review normal abdominal and small parts anatomy and the pathologies associated with abdominal and small parts as they pertain to ultrasound imaging. It will prepare the student for taking the National ARDMS ABD Registry Examination.

**DMS 338 Obstetrics & Gynecology III 4 Credit Hours**
Prerequisite(s): DMS 318, DMS 320, DMS 322, DMS 324, DMS 334
This course is a comprehensive overview of the normal anatomy and function of the female reproductive system as well as a comprehensive review of all uterine and ovarian pathologies as well as the normal verses abnormal growth and anatomy of the fetus during the 1st, 2nd, and 3rd trimesters. It will prepare the student for taking the National ARDMS OB/GYN Registry

Examination.

**DMS 340 Vascular Technology II 4 Credit Hours**
Prerequisite(s): DMS 330, DMS 332
This course is a comprehensive overview of all aspects and topics related to vascular testing and evaluations. Emphasis is on Transcranial Doppler Imaging, Arterial Testing, Venous Testing, and Test Validations in preparation for the National ARDMS Vascular Technology Registry Examination.

**DMS 342 Advanced DMS Specific Comprehensive Lab 1 Credit Hours**
This course is an intense overview of abdominal, small parts, gynecology, obstetrics and vascular labs to include all protocols. The student will be responsible for demonstrating knowledge of normal verses abnormal when scanning as well as pertinent labs. This course will consist of both simulated patients and MedSim Lab.

**DMS 344 DMS Neurosonography 1 Credit Hour**
This course encompasses a detailed study of anatomy, pathology and scanning techniques related to sonographic examinations of the neonate. Emphasis will be placed upon the imaging of the neonatal intracranial structures. Dissection lab is included.

**DMS 352 DMS Specific Practicum I 2 Credit Hours**
This course is an in-depth clinical experience focusing on imaging studies, imaging protocols, clinical competencies, clinical instructor evaluations, affiliate surveys, exam counts and patient care. The student will be expected to learn and utilize the Trajecsys Reporting System. Clinical settings vary through the course of the specialty program.

**DMS 354 DMS Specific Practicum II 3 Credit Hours**
Corequisite(s): DMS 352
This course is an in-depth clinical experience focusing on imaging studies, imaging protocols, clinical competencies, clinical instructor evaluations, affiliate surveys, exam counts and patient care. The student will be expected to learn and utilize the Trajecsys Reporting System. Clinical settings vary through the course of the specialty program.

**DMS 356 DMS Specific Practicum III 2 Credit Hours**
Prerequisite(s): DMS 352, DMS 354
This course is an in-depth clinical experience focusing on imaging studies, imaging protocols, clinical competencies, clinical instructor evaluations, affiliate surveys, exam counts and patient care. The student will be expected to learn and utilize the Trajecsys Reporting System. Clinical settings vary through the course of the specialty program.

**DMS 358 DMS Specific Practicum IV 3 Credit Hours**
Prerequisite(s): DMS 352, DMS 354, DMS 356
This course is an in-depth clinical experience focusing on imaging studies, imaging protocols, clinical competencies, clinical instructor evaluations, affiliate surveys, exam counts and patient care. The student will be expected to learn and utilize the Trajecsys Reporting System. Clinical settings vary through the course of the specialty program.

**DMS 360 DMS Specific Practicum V 1 Credit Hours**
Prerequisite(s): DMS 352, DMS 354, DMS 356, DMS 358
This course is an in-depth clinical experience focusing on imaging studies, imaging protocols, clinical competencies, clinical instructor evaluations, affiliate surveys, exam counts and patient

care. The student will be expected to learn and utilize the Trajecsys Reporting System. Clinical settings vary through the course of the specialty program.

**DMS 362 DMS Specific Practicum VI 3 Credit Hours**
Prerequisite(s): DMS 352, DMS 354, DMS 356, DMS 358, DMS 360
This course is an in-depth clinical experience focusing on imaging studies, imaging protocols, clinical competencies, clinical instructor evaluations, affiliate surveys, exam counts and patient care. The student will be expected to learn and utilize the Trajecsys Reporting System. Clinical settings vary through the course of the specialty program.

**DMS 364 DMS Specific Practicum VII 3 Credit Hours**
Prerequisite(s): DMS 352, DMS 354, DMS 356, DMS 358, DMS 360, DMS 362
This course is an in-depth clinical experience focusing on imaging studies, imaging protocols, clinical competencies, clinical instructor evaluations, affiliate surveys, exam counts and patient care. The student will be expected to learn and utilize the Trajecsys Reporting System. Clinical settings vary through the course of the specialty program.

**ECH 300 Cardiovascular Physics & Instrumentation 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.

**ECH 304 Cardiovascular Anatomy & Pathology I 4 Credit Hours**
This course is a continuation of the examination of the normal and abnormal adult heart. The course continues with a detailed study of cardiovascular disease and its assessment in echocardiography. 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.

**ECH 306 Echocardiographic Image Acquisition 2 Credit Hours**
This course will provide the student with an in-depth introduction to echocardiographic images, clips, and protocols that are required for routine echocardiographic examinations. This course covers the proper acquisition and technique for obtaining the 2D, color Doppler, and spectral Doppler used in echocardiography. The course utilizes multiple audio-visual tools including a large echocardiographic image file library, detailed instruction video clips, dedicated web blog, and links to educational echocardiographic websites.

**ECH 308 Cardiovascular Anatomy & Pathology II 2 Credit Hours**
Prerequisite(s): ECH 304
This course is a continuation of the examination of the normal and abnormal adult heart. The course continues with a detailed study of cardiovascular disease and its assessment in echocardiography. 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.

**ECH 310 Cardiovascular Anatomy & Pathology III 2 Credit Hours**
Prerequisite(s): ECH 304, ECH 308
This course concludes the examination of the normal and abnormal adult heart. The course continues with a detailed study of cardiovascular disease and its assessment in echocardiography.

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.

**IPL 300 Healthcare Delivery Systems 2 Credit Hours**
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.

**IPL 302 Health System Information Management 3 Credit Hours**
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.

**IPL 310 Data Quality, Reimbursement, and Insurance Billing 2 Credit Hours**
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.

**IPL 330 Theories and Research in Healthcare 3 Credit Hours**
This course is an introduction to the importance of scientific inquiry and its relationship to theory development. Content includes a review of the research process, selected theories and conceptual models. Selected nursing and allied health literature is utilized for practice in critiquing research and ethical issues surrounding use of intellectual are discussed.

**IPL 402 Leadership in Healthcare and Allied Health Education 3 Credit Hours**
This course will provide a comprehensive working knowledge and set of skills for healthcare professionals. Advanced concepts of leadership and management and case studies using the techniques will be used.

**IPL 406 Advanced Ethical and Legal Practice in Healthcare 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.

**IPL 430 Advanced Health Care Research Concepts 3 Credit Hours**
Prerequisites: NRSI 400 or IPL 330, MATH 227 or equivalent. This core course explores the relationship between theory, research and measurement concepts.

**IPL 440 Human Resource Management 3 Credit Hours**
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.

**IPL 445 Financial Strategies in Health Care Management 3 Credit Hours**
This course examines the strategic use of resources to manage a budget in a variety of healthcare settings. 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.

**IR 300 IR Physics and Instrumentation 3 Credit Hours**
Course content emphasizes an understanding of digital imaging, interventional imaging physics, specialized interventional equipment, and cardiac intervention devices.

**IR 304 Interventional Angiography 3 Credit Hours**
Course provides instruction in patient preparation, exam indications and contraindications, patient positioning, and imaging techniques for interventional radiography. Subjects include basic catheterization techniques, and angiography of the neurovascular system, thorax, abdomen, and peripheral vasculature.

**IR 310 Vascular Interventions 4 Credit Hours**
Course considers specialized interventional procedures including angioplasty, atherectomy, embolotherapy, thrombolysis, stents, grafts, and specific trauma interventions.

**IR 312 Non-Vascular Interventions 4 Credit Hours**
Course considers advanced non-vascular anatomy and physiology, technical considerations, exam indications and contraindications, patient positioning, and imaging techniques for non-vascular interventional radiography. Special attention is given to gastrointestinal interventions, genitourinary interventions, biliary interventions, as well as drains and biopsies.

**IR 330 Cardiac Interventions 2 Credit Hours**
Course content emphasizes the specialized imaging techniques and interventions in cardiac catheterization. Major subjects include coronary interventions, non-coronary interventions, catheterization techniques, and cardiac hemodynamic.

**MAM 302 Mammographic Procedures 2 Credit Hours**
Course content includes routine mammographic positioning, atypical patient considerations, and mammographic imaging options. Simulation lab included.

**MAM 304 Mammographic Anatomy and Pathology 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. Simulation lab is included.

**MAM 306 Mammographic Physics and Instrumentation 2 Credit Hours**
Content is designed to impart an understanding of the physical principals and instrumentation of mammography.

**MAM 308 Mammographic Quality Control 3 Credit Hours**
Course content considers advances principles of mammographic quality control. Core curriculum emphasizes the features of an appropriate quality control program and essential quality control procedures.

**MAM 310 Mammographic Technique and Image Evaluation 3 Credit Hours**
Course content includes technical factors and image quality evaluation and image artifact recognition. Simulation lab included.

**MRI 300 MRI Physics and Instrumentation 3 Credit Hours**
This course considers MRI imaging in terms of system operations, components, and instrumentation. The course also emphasizes an understanding of image processing, image display, storage and networking, image quality, as well as artifact recognition and reduction.

**MRI 306 MRI Imaging Procedures 2 Credit Hours**
Course content emphasizes basic and advanced MRI scanning procedures to include neurologic, spinal, thoracic, abdominal, pelvic, extremity, and angiographic scanning techniques. Specific scan parameters and contrast administration protocols are all considered in detail. Courses content also includes a simulated laboratory experience emphasizing fundamental MRI scanning procedures.

**SDI 200 Introduction to Imaging Physics 3 Credit Hours**
Content includes basic imaging physics and radiographic imaging fundamentals for non-RT students.

**SDI 300 Specialty Imaging Ethics 3 Credit Hours**
This course is designed to teach the fundamental principles of ethics for the healthcare professional. Course content includes a variety of ethical and legal considerations in multiple healthcare settings.

**SDI 302 Specialty Imaging Sectional Anatomy 2 Credit Hours**
This course is a systematic review of human anatomy as imaged in sectional planes. Anatomical structures will be identified in axial, sagittal, coronal, and oblique sections and in relationship to other structures.

**SDI 303 Cardiovascular Anatomy and Physiology 3 Credit Hours**
Course content includes advanced anatomy and physiology of the cardiovascular system. Vasculature of heart, neurologic system, thorax, abdomen, pelvis, and extremities are all considered.

**SDI 304 Specialty Imaging Pathology 2 Credit Hours**
Content considers common diseases and injuries diagnosable through specialty imaging modalities. Each disease or trauma process is examined in terms of its description, etiology, associated symptoms and characteristic appearance in sectional imaging. Terms associated with these pathologies will be included.

**SDI 314 Specialty Imaging Patient Care and Safety 3 Credit Hours**
This course gives special consideration to patient assessment and monitoring techniques, pharmacology for the specialty imager, medication administration, IV therapy, and contrast administration. Course content will include standards of patient care for all imaging modalities.

**SDI 340 Practicum I 3 Credit Hours**
This course is an in-depth clinical experience focusing on imaging studies, imaging protocols, and patient care. Clinical settings vary through the course of the specialty program.

**SDI 360 Practicum II 2 Credit Hours**
Prerequisite(s): SDI 340
This course is an in-depth clinical experience focusing on imaging studies, imaging protocols, and patient care. Clinical settings vary through the course of the specialty program.

**SDI 364 Specialty Imaging Capstone I 3 Credit Hours**
This course is a comprehensive overview of the program curriculum in preparation for the specialty credential examination(s).

**SDI 380 Specialty Imaging Capstone II 1 Credit Hours**
Prerequisite(s): SDI 364
This course is a comprehensive overview of the program curriculum in preparation for the specialty credential examination(s).

**SDI 400 Practicum III 3 Credit Hours**
Prerequisite(s): SDI 340, SDI 360
This course is an in-depth clinical experience focusing on imaging studies, imaging protocols, and patient care. Clinical settings vary through the course of the specialty program. This practicum is for CT, Mammography, and Echocardiography students.

**SDI 401 Practicum III 3 Credit Hours**
Prerequisite(s): SDI 340, SDI 360
This course is an in-depth clinical experience focusing on imaging studies, imaging protocols, and patient care. Clinical settings vary through the course of the specialty program. This practicum is for IR and MRI students.

**SDI 410 Practicum IV 3 Credit Hours**
Prerequisite(s): SDI 340, SDI 360, SDI 401
This course is an in-depth clinical experience focusing on imaging studies, imaging protocols, and patient care. Clinical settings vary through the course of the specialty program.

**SDI 453 Advanced Studies in Specialty Imaging Pathology I 3 Credit Hours**
Prerequisites(s): BIOL 205, BIOL 206 or instructor permission. BIOL 382 or SDI 304 recommended.
This course provides an in-depth view of major pathologies and anatomic anomalies as imaged by the core diagnostic imaging modalities – x-ray, computed tomography (CT), magnetic resonance imaging (MRI), sonography, and nuclear medicine. Specific body systems addressed include the Skeletal System, Respiratory System, Gastrointestinal System, Urinary System, and Reproductive System. An overview of x-ray and specialty imaging physics is included. The course focuses on the scope, function, strengths, and limitations of each modality in imaging specific disease processes.

**SDI 454 Advanced Studies in Specialty Imaging Pathology II 3 Credit Hours**
Prerequisites(s): BIOL 205, BIOL 206 or instructor permission. BIOL 382 or SDI 304 recommended.
This course provides an in-depth view of major pathologies and anatomic anomalies as imaged by the core diagnostic imaging modalities – x-ray, computed tomography (CT), magnetic

resonance imaging (MRI), sonography, and nuclear medicine. Specific body systems addressed include the Cardiovascular System, Nervous System, Hematopoietic System, and Endocrine System. An overview of x-ray and specialty imaging physics is included. The course focuses on the scope, function, strengths, and limitations of each modality in imaging specific disease processes.

**SDI 455 Advanced Studies in Radiation Biology 3 Credit Hours**
Prerequisites(s): Instructor permission
Content is designed to present advanced concepts and principles of radiation biology. The interactions of radiation with cells, tissues and the body as a whole and resultant biophysical events will be presented. Discussion of the theories and principles of tolerance dose, time-dose relationships, fractionation schemes and the relationship to specialty imaging will be discussed, examined and evaluated.

**SDI 457 Advanced Studies in Human Oncology I 3 Credit Hours**
Prerequisites(s): BIOL 205, BIOL 206 or instructor permission. BIOL 382 or SDI 304 recommended.
This course provides a general overview of human oncology and a detailed study of neoplasia. The processes involved in the development and classification of both benign and malignant tumors and site-specific information on malignant tumors are presented.

**SDI 458 Advanced Studies in Human Oncology II 3 Credit Hours**
Prerequisite(s): SDI 457 or instructor permission
Course is an advanced study of cancers primarily affecting females, including breast cancers, gynecological cancers, and related metastatic disease. The epidemiology, etiology, detection, diagnosis, patient condition, treatment and prognosis will be presented, discussed and evaluated in relationship to histology, anatomical site and patterns of spread. The medical, biological and pathological aspects are all addressed in detail.

**SDI 459 Advanced Studies in Human Oncology III 3 Credit Hours**
Prerequisite(s): SDI 457 or instructor permission
Course is an advanced study of cancers affecting the gastrointestinal tract, GI accessory organs, genitourinary system, and related metastatic disease. Specific primary cancers addressed in this course include esophageal, stomach, intestinal, colorectal, prostate, liver, pancreas, and kidney. The epidemiology, etiology, detection, diagnosis, patient condition, treatment and prognosis will be presented, discussed and evaluated in relationship to histology, anatomical site and patterns of spread. The medical, biological and pathological aspects are all addressed in detail.

**SDI 460 Advanced Studies in Human Oncology IV 3 Credit Hours**
Prerequisite(s): SDI 457 or instructor permission
Course is an advanced study of cancers affecting the respiratory system, central nervous system, skeletal system, and related metastatic disease. Additional information will be presented on pediatric cancers and uncategorized soft tissue cancers. The epidemiology, etiology, detection, diagnosis, patient condition, treatment and prognosis will be presented, discussed and evaluated in relationship to histology, anatomical site and patterns of spread. The medical, biological and pathological aspects are all addressed in detail.

## BACHELOR OF SCIENCE IN NURSING

**NRNC 300 Nursing Informatics 3 Credit Hours**
This course is designed to give the student insight and experience in the application of information science to nursing practice. The electronic environment is explored as a resource for the enhancement of communication, clinical decision making, professional role development and knowledge discovery. Students are required to demonstrate the use of software applications including e-mail, Internet browser applications, literature databases and electronic documentation systems. Student's knowledge of professional writing will be refreshed along with APA knowledge through a variety of writing assignments.

**NRNC 312 Health Assessment 3 Credit Hours**
This course builds on the practical knowledge that many RNs utilize in various health care agencies. The course provides theory and practice in performing head-to-toe health assessments of individual clients. The focus is on the adult client with adaptations across the life span. The content of this course is delivered as an online course.

**NRNC 395 Nursing Electives 1-3 Credit Hours**
Courses vary and focus on specialized nursing content, see NRSI 395 electives for course descriptions.

**NRNC 400 Theories and Research in Nursing 3 Credit Hours**
Prerequisite: MATH 227.
This course is an introduction to the importance of scientific inquiry and its relationship to theory development. Content includes a review of the research process, selected theories and conceptual models. Selected nursing literature is utilized for practice in critiquing research and ethical issues surrounding use of intellectual are discussed.

**NRNC 402 Management and Leadership in Nursing 3 Credit Hours**
This course provides a comprehensive introduction to nursing leadership and management. Principles and theories of leadership and management as they relate to the role of the professional nurse are addressed using a variety of online methodologies.

**NRNC 404 Community and Public Health Nursing 5 Credit Hours**
RN to BSN track ONLY.
This course focuses on providing population-focused nursing care. Concepts of community health nursing practice are applied using a variety of online methodologies. Health promotion and disease prevention concepts are integrated into community-oriented assignments using the community-as-partner model.

**NRNC 406 Trends, Issues, and Ethics in Nursing 3 Credit Hours**
This course provides an overview of relevant issues in professional nursing. Historical, legal, ethical, economic, political, and social trends and issues are discussed and related to the role of the nurse. Issues such as violence against nurses, the nursing shortage, mandatory overtime and other current issues will be explored.

**NRNC 412 Professional Role Transition 3 Credit Hours**
**Prerequisites: MUST BE TAKEN DURING THE FINAL SEMESTER.**
This course further focuses on the synthesis of knowledge from past and current learning

experiences and promotes professional practice by emphasizing principles of lifelong learning and caring practices. Focuses on the socialization of the nurse into the profession, emphasizing nursing's body of knowledge, the legal and ethical responsibilities of nurses, and issues they face. It also focuses on communication and theoretical clinical application of the principles of the roles of professional practice including educator, consumer of research, leader/manager and provider of care within the community. Collaboration with other health care providers to improve evidence-based outcomes of individuals, families and communities in a diverse society is emphasized. Student will create a portfolio that will document successful completion of individual goals and program outcomes.

**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 and concepts basic to nursing practice in light of the college's philosophy of nursing and curricular threads. The nursing process is introduced as the decision-making approach in the delivery of nursing care.

**NRSI 202 Foundations of Professional Nursing 7 Credit Hours**

Three hours of theory and four clinical laboratory hours

This course provides the student with an introduction and exploration of the basic nursing skills that impact the practice of professional nursing in today's health care setting. The focus of this course is to facilitate the student's understanding of the professional nurses' role in promoting health and providing client care. Communication and cultural competence are presented as components of the profession nursing role.

**NRSI 204 Pharmacological Basis of Nursing Practice 3 Credit Hours**

This course is designed to provide students with the basic knowledge to safely administer drugs to clients of all ages. Content includes medication action, use, adverse effects, nursing implications and client education for drugs affecting the body systems and defense processes.

**NRSI 206 Health Assessment 3 Credit Hours**

Two hours of theory and one clinical laboratory hour.

This course provides theory and practice in performing health assessments of individual clients. The focus is on the adult client with adaptations across the life span introduced.

**NRSI 208 Foundations of Professional Nursing – Accelerated 7 Credit Hours**

Three hours of theory and four clinical laboratory hours.

This course presents an historical perspective of nursing, an overview of the nursing profession and concepts basic to nursing practice as expressed in the college's philosophy of nursing and curricular threads. The focus of this course is to facilitate the student's understanding of the professional nurses' role in promoting health and providing client care. The nursing process is introduced as the decision making approach in the delivery of nursing care, and students develop basic nursing skills. Communication and cultural competence are presented as components of the professional nursing role.

**NRSI 211 Care of Childbearing Families 4 Credit Hours**

Two hours of theory and two clinical hours

This course will focus on the development of competencies for the delivery of family-centered nursing care. The course will emphasize the nurse's role in the application of nursing process utilizing critical thinking and problem solving while managing care for families with diverse health care needs and working collaboratively with other health professionals to promote health. Consideration of standards of nursing care, scope of practice, and the application of research and evidence-based nursing practice as applied to the childbearing family are examined.

**NRSI 212 Mental Health/Illness Nursing Concepts 4 Credit Hours**

Two hours of theory and two clinical laboratory hours**.**

This course focuses on holistic nursing concepts considering individuals, families and community groups at any position on the health continuum. The nursing process will be utilized in applying mental health concepts in a variety of settings. Emphasis is placed on use of therapeutic communication and the social, political and economic contest of practice is considered. Intervention modes are observed or practiced in one-to-one, small group, family and environmental settings.

**NRSI 213 Care of Childrearing Families 4 Credit Hours**

Two hours of theory and two clinical laboratory hours.

This course will focus on the development of competencies for the nursing management of children experiencing potential and actual alterations in health. An emphasis will be placed on the nurse's role in health assessment and health promotion. Normal functioning and patterns of alteration for children within the context of the family are covered. The course will emphasize the nurse's role in the application of nursing process utilizing critical thinking and problem solving while managing care of children and their families and working collaboratively with other health professionals to promote health. Sociocultural, economic, political, and ethical factors that impact health promotion, disease prevention and risk reduction for the childrearing family are examined. The applications of research and evidence-based nursing practice as applied to the childrearing family are examined.

**NRSI 300 Nursing Informatics 2 Credit Hours**

This course is designed to give the student insight and experience in the application of information science to nursing practice. The electronic environment is explored as a resource for the enhancement of communication, clinical decision making, professional role development and knowledge discovery. Students are required to demonstrate the use of software applications including e-mail, Internet browser applications, literature databases and electronic documentation systems. Student's knowledge of professional writing will be refreshed along with APA knowledge through a variety of writing assignments.

**NRSI 302 Adult Medical Surgical Nursing I 8 Credit Hours**

Four hours of theory and four clinical laboratory hours.

The course focus is on the holistic nursing care of adults from multicultural backgrounds along the wellness-illness continuum, with an emphasis on integration of pathophysiology and psychosocial dynamics with complex illnesses and human response patterns in the acute care setting. Use of critical thinking, decision making and research will be incorporated into teaching, caring and collaborative role of the nurse.

**NRSI 306 Aging and the Older Adult 2 Credit Hours**

This course examines the physical, psychological, sociocultural, and spiritual aspects of aging.

The health of older adults is studied with the emphasis on health promotion, illness prevention, and the healing and wholeness of individuals. End-of-life issues and care of dying individuals are discussed. In light of the vulnerability of the older adult and dying individual, uniqueness in care delivery is addressed.

**NRSI 310 Adult Medical Surgical Nursing II 8 Credit Hours**

Four hours of theory and four clinical laboratory hours.

A continuation of Adult Medical Surgical Nursing I, this course will expand the development of the role of the professional nurse as a heath teacher and advocate along with expanding critical thinking and decision-making skills.

**NRSI 390 Nursing Elective 1-3 Credit Hours**

Courses vary and focus on specialized nursing content. Prerequisties may apply, see advisor for additional information.

**Course: ABS's of PQRST 1 Credit Hours**

Pre/Corequisites: **ASN**—Prerequisites: NURS 105 or equivalent; **BSN-E**—Prerequisites: NRSI 202 or equivalent; **BSN-A**—Prerequisites: NRSI 202 or equivalent; **RN to BSN**—Prerequisites: none.

The student is introduced to the interpretation of normal and abnormal cardiac rhythms. Symptomatology and interventions will be reviewed briefly, but the major emphasis will be on differentiation of various rhythms. Practice with multiple samples is emphasized as the chief method of preparation.

**Advanced EKG course 2 Credit Hours**

Pre/Corequisites: **ASN**—Prerequisites: NURS 210, NURS 206 and NRSI 390 (The ABC of PQRST or equivalent basic ECG course); **BSN-E**—Prerequisites: NRSI 310 (Prerequisite or Co requisite), NRSI 204 and NURS 390 (The ABC of PQRST or equivalent basic ECG course); **BSN-A**—Prerequisites: NRSI 310 (Prerequisite or Co requisite), NRSI 204, and NUR 390 (The ABC of PQRST or equivalent basic ECG course); **RN to BSN**—Prerequisites: NRSI 390 (The ABC of PQRST or equivalent basic ECG course).

The student is introduced to the interpretation of 12 Lead EKG for acute coronary syndromes (ACS), bundle branch blocks, and ventricular hypertrophy. Symptomatology and interventions will be reviewed with an emphasis on EBP for the treatment of ACS. Practice with multiple samples of 12 lead EKGs and independent literature search is emphasized as the chief method of preparation.

**CAM (Complementary and Alternative Medicine) 2-3 Credit Hours**

Prerequisites (All Students): Basic Computer Competency, Access to high-speed internet (preferred), Microsoft Office applications 2003 or higher.

This course focuses on exploration of the current body of evidenced based knowledge related to complementary and alternative medicine. The course presents information about selected complementary and alternative medical practices and defines their uses in particular medical situations.

Available methods in which nurses may integrate complementary/alternative modalities (CAM) into clinical practice to treat physiological, psychological, and spiritual needs are examined. Additionally the historical background of alternative medicine and its political implications will be discussed.

**Course: Camp Nursing: Caring for Champions** **3 Credit Hours**

Pre/Corequisites: **ASN**—Prerequisites: NURS 100, NURS 105, NURS 106, NURS 210, NURS 206 current AHA Healthcare Provider or equivalent certification, and proof of dosage calculation competency.

The student will work in collaboration with faculty and other health care team members to provide care for children with special needs in a Christian-based camp environment. Students will incorporate a variety of nursing skills including: obtaining health histories, preparing medication administration records, administration of medications, health assessments, vital signs, gastrostomy tube feedings, urinary catheterizations, blood glucose monitoring, nebulizer treatments, first aid and lots and lots of band-aids.

**Course: Case Studies** **3 Credit Hours**

Prerequisites (All students): Basic Computer Competency, Access to high-speed internet (preferred), Microsoft Office applications 2003 or higher; **ASN—**Pre/corequisites: NURS 100, 105, 106, 210 (prerequisite), NURS 206 (pre or corequisite); **BSN-E—**Pre/corequisites: NRSI 200, 202, 204, 206 (prerequisite), NRSI 302 (pre- or co-requisite); **BSN-A—**Pre/corequisites: NRSI 204, 206, 208 (prerequisite), NRSI 302 (pre or corequisite); **RN to BSN—** Pre/corequisites: Admission to program.

This course provides the opportunity to apply medical-surgical concepts through the use of directed case studies. Application of concepts related to pathophysiology, pharmacology, and diagnostic studies for various disease processes will be emphasized. Development of priority based nursing care will be highlighted.

**Course: Cross Cultural Healthcare** **3 Credit Hours**

Pre/Corequisites: NURS 105 or NRSI 202/208 - If taking for Nursing Credit None if taking in place of SOC 304.

One hour of theory and two clinical laboratory hours.

This course encourages developing an understanding of diverse cultures by looking at culture and healthcare through classroom activity and through a supervised field experience within a country of focus. How the six phenomena of cultural diversity and issues of gender, religion, race and socioeconomic diversity influence health education and health promotion will be addressed. The field experience will expose students to health issues, needs, and services within the country of focus. Students may also prepare to present health education programs in country.

**Course: Emergency Preparedness First Aid Response** **2 Credit Hours**

Pre/Corequisites: None.

This course is intended for general public first responders. The participant will explore potential types of emergencies and/or disasters (including natural and human-made) and develop an individual preparedness plan. The course provides instructions on basic first aid, where participants will learn to recognize and respond to emergencies in infants, children and adults, which includes information on breathing emergencies and caring for bleeding, sudden illnesses, and injuries. Additional information provided in the course addresses the prevention of disease transmission and how to deal with special situations.

*Participants successfully completing this course will receive a nationally recognized and accepted first aid card from the Emergency Care and Safety Institute (ECSI).*

**Course: End of Life** **3 Credit Hours**

Pre/Corequisites: Must be admitted to the nursing program.

This course provides theory in providing care for individuals and their families at end-of-life. The focus will be on adult care with adaptations throughout the life span.

**Course: Epidemiology** **3 Credit hours**

Pre/Corequisites:ASN—Pre/corequisites: NURS 206 Clinical Applications III; **BSN-E** & **BSN-A**—Pre/corequisites: NRSI 302 Adult Medical-Surgical I; **RN to BSN—**Pre/corequisites: Admission to program.

This course focuses on communicable and reportable diseases in the United States. Principles of epidemiology, contact investigation, and outbreak control measures are discussed. Categories of diseases discussed include respiratory, enteric, blood-borne, and vector-borne. Basic epidemiologic calculations will be covered.

**Course: Role of Culture in Health care** **3 Credit Hours**

Prerequisites: BIOL 382, MATH 100, MATH 227, ENGL 207, HUMN 150, GOVT 101, PSYC 230, SOCI 304.

This introductory course reflects the college mission and nursing philosophy as it prepares nurses for practice in a culturally diverse environment. This course will feature the concepts of theory, research, health promotion, culture, legal/ethics, professional role development and health care policy as they relate to culturally sensitive and respectful nursing care. This course will target specific behaviors and attitudes of the population in general and healthcare workers specifically regarding different cultures in the four state areas of Kansas, Missouri, Oklahoma and Arkansas. Predominant cultures will be identified and strategies for communication and interaction with said populations will be identified and practiced in the classroom environment.

**Course: Nurse Fit** **2-3 Credit Hours**

Pre/Corequisites: Pre/Co-Requisite courses: None; Basic Computer Competency, Access to high-speed internet (preferred), Microsoft Office applications 2003 or higher.

*Nurse Fit* is designed to raise awareness and empower students to take personal responsibility for their overall fitness. By becoming aware of their current level of fitness, students are encouraged to become intentional and proactive in setting and attaining fitness goals. Through the study of fitness students learn strategies to maintain regular exercise, a healthy diet, and prevention of common injuries associated with the demands of nursing. The course explores unique challenges nurses face in attaining and maintaining health and fitness while caring for others.

**Course: Spirituality** **2-3 Credit Hours**

Pre/Corequisites: None.

This course will explore the spiritual aspect of nursing care, primarily from a Judea-Christian perspective. Contemporary and evidence-based theoretical frameworks about delivery of spiritually competent care, including the foundations of spiritual care-giving, and spiritual self-awareness on the part of the nurse will be emphasized. Facilitate spiritual wellbeing through the practice of rituals will be discussed. Students will become familiar with the nurse's role in the client's quest for meaning and how the nurse, through collaboration with other spiritual caregivers, can optimize wellbeing and expedite the healing process of clients in a variety of health settings.

**NRSI 400 Theories and Research in Nursing** **3 Credit Hours**

Prerequisite: MATH 227.

This course is an introduction to the importance of scientific inquiry and its relationship to theory development. Content includes a review of the research process, selected theories and conceptual models. Selected nursing literature is utilized for practice in critiquing research and ethical issues surrounding use of intellectual are discussed.

**NRSI 402 Management and Leadership in Nursing** **4 Credit Hours**

Three hours of theory and one clinical laboratory hours.

This course provides a comprehensive introduction to nursing leadership and management. Principles and theories of leadership and management as they relate to the role of the professional nurse are addressed using a variety of online methodologies.

**NRSI 404 Community and Public Health Nursing 6 Credit Hours**

Four hours of theory and two clinical hours, BSN-E or BSN-A.

This course focuses on providing population-focused nursing care. Concepts of community health nursing practice are applied using a variety of online methodologies. Health promotion and disease prevention concepts are integrated into community-oriented practice using the community-as-partner model.

**NRSI 406 Trends, Issues, and Ethics in Nursing 3 Credit Hours**

This course provides an overview of relevant issues in professional nursing. Historical, legal, ethical, economic, political, and social trends and issues are discussed and related to the role of the nurse. Issues such as violence against nurses, the nursing shortage, mandatory overtime and other current issues will be explored.

**NRSI 410 Nursing Capstone Course 7 Credit Hours**

**This course is taken by BSN-E and BSN-A students and must be taken during the FINAL semester.**

One hour of theory and six clinical laboratory hours

This course provides students the opportunity to demonstrate competencies consistent with program outcomes. Students collaborate with faculty and a preceptor in choosing a care setting, planning and organizing a learning experience, and practicing professional nursing in a safe and effective manner.

**NRSI 491 Nursing Externship 3 Credit Hours**

Prerequisite/corequisite: By permission of Cox College selection team only, two faculty letters of recommendation (one must be clinical faculty), good academic standing, interview with Human Resources representative at CoxHealth. **ASN**-completed NURS 206 prior to beginning externship. **BSN-E**-completed NRSI 302 prior to beginning externship. **BSN-A**-completed NRSI 302 prior to beginning externship.

This is a clinical course designed to facilitate further development of the professional nursing role and to ease role transition upon graduation. Several curricular themes are emphasized including, decision making, communication, therapeutic intervention, life span development, discovers, and role development. This is an elective course and may be repeated.

**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.**

All independent studies must be approved by the student's advisor and the appropriate dean. 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.

## 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-CM 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 103 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.

**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, 110, 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 IV, ICD-10-PCS Procedural Coding 2 Credit Hours**
Prerequisites or corequisites: HSCC 100,101,104,105,109,110, MDCO 101,102 This course will introduce the student to the ICD-10-CM/PCS system definitions and guidelines, define all the root operations and allow the students to practice assigning ICD-10-CM/PCS codes to inpatient medical records.

## MEDICAL TRANSCRIPTION

**MDTN 100 English Grammar/Medical Editing 2 Credit Hours**
This course teaches the essential aspects of grammar. Students will be taught successful creation of sentences, identification, basic components, as well as basic punctuation. Additionally, students will learn to identify problems in punctuation and writing. Editing and proofreading skills techniques will also be taught. AAMT Guideline Style will be used as a foundation for editing.

**MDTN 111 Medical Transcription Industry/ Technology Online 2 Credit Hours**
This course contains five modules inclusive of: components, instruction , navigation of the program and tips for getting the most out of the modules. Many aspects of the world of transcription will be covered that includes: Industry trends, voice recognition basic computer skills, hardware, software, peripherals, and wireless technology and use of the internet as a resource. Keyboard Kinetics will also be introduced with instruction for gaining efficiency on the keyboard. Grammar and punctuation rules will also be covered.

**MDTN 112 Mastering Medical Language Online 2 Credit Hours**
This course consists of word building, combining prefixes, and suffixes. Additionally, modules also consist of the basics of Anatomy and Physiology with various body systems introduced. Pathophysiology and various disease processes will be integrated throughout the modules in order to provide increased understanding of those processes. This class also provides the opportunity for the student to see and reference pharmaceutical terms and commonly prescribed drugs in the context of medical reports.

**MDTN 113 Beginning Transcription I Online 2 Credit Hours**
This class instructs the student on the importance of Healthcare Documentation including overviews of documentation types, report components, and formatting. The student will become familiar with healthcare documentation standards, HIPAA compliance regulations, and the adaptation of the electronic health record (EHR) in institutions throughout the United States and the world. Upon completion, the student will have a greater understanding of the role of the medical transcription editor in maintaining the integrity and confidentiality of the medical record.

**MDTN 114 Beginning Transcription II Online 2 Credit Hours**
This course provides practical experience transcribing authentic clinic note dictation. Modules are made up of a wide variety of clinic notes and progress notes across various specialties including, but not limited to, cardiology, dermatology, endocrinology, gastrointestinal (GI), genitourinary (GU), neurology, OB/GYN, oncology, orthopedics, podiatry, family medicine, and primary care. This class will provide practical experience following account instructions and transcribing authentic acute care dictation files that includes hospital reports, emergency room (ER) reports, discharge summaries, operative reports, procedure notes, consultations, and history and physicals.

**MDTN 115 Advanced Transcription Online 3 Credit Hours**
The purpose of this practicum module is to expose students to a wide sampling of account instructions and acute care files with a high level of difficulty. The module is broken into an in-depth account instructions unit, verbatim instructions unit, radiology unit, complex account instructions unit, and an extremely advanced acute care unit. All dictation is authentic, and the full spectrum of dictator accents and dictation style is covered. The practicum files cover radiology reports, operative reports, consultations, history and physicals, ER reports, discharge summaries, procedure notes, and progress notes.

**MDTN 116 Transcription Editing Online 2 Credit Hours**
This course consisting of five modules includes editing theory, editing technique, keyboard shortcuts and basic use of the software as well as advanced skills such as editing during playback. Editing practice using authentic reports prepares the student for the practicum. There is a wide variety of clinic notes and progress notes across various specialties including, but not limited to, cardiology, dermatology, endocrinology, gastrointestinal (GI), OB/GYN, oncology, orthopedics, nephrology, and family medicine. Additionally, information about the structure of the exam, tips for passing it, and how to schedule a time to take it are also given.

# INTERPROFESSIONAL RESEARCH & GRADUATE STUDIES

## INTERPROFESSIONAL

**IP 501 Introduction to Critical Thinking 1 Credit Hours**
The course is designed to assist the student in development of intuitive, skillful performance in solving patient problems by learning the tools of critical thinking, and to then routinely apply reflective, critical thought in routine patient care situations. Through this deliberate and disciplined process, students can gradually increase their expertise in reasoning as reliable professionals ensuring quality client care. The course will utilize the elements of thought and the universal intellectual standards to critically think through the complex problems and issues in patient care.

**IP 502 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.

**IP 503 Pharmacologic Concepts for Practice 2 Credit Hours**
This course is designed to provide students with a foundation of basic pharmacologic principles which can be applied across health care professions. The student will be introduced to concepts relevant to the interactions of chemical agents with living tissues including basic pharmacokinetics and pharmacodynamics. Drug effects on various body systems will be emphasized. Interactions between drugs and nutrients and their effects on overall health will be explored as well.

**IP 514 Research Concepts 3 Credit Hours**
This core course explores the relationship between theory, research and measurement concepts.

**IP 603 Advanced Pharmacology Applications 1 Credit Hour**
The course is open to all graduate students who have taken either MSN 510 or IP 503.
This course is designed to apply evidence-based research and practice guidelines in pharmacology to individual clients and client populations in an interprofessional environment. Students will be expected to collaborate and discuss various research and clinical experiences.

## MASTER OF SCIENCE IN NURSING

**MSN 502 Leadership in Health Care & Nursing Education Systems 3 Credit Hours**
Prerequisites: NRSI/NRNC 402 or equivalent
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**
Prerequisites: BIOL 382
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**

Prerequisites: NRSI/NRNC 406

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 615 Nurse Educator Practicum I 3 Credit Hours**

One credit hour didactic, two credit hour practicum This course is designed to provide the master's prepared nurse educator with an understanding of advanced practice competencies when dealing with specific individuals and populations in the design, implementation, and evaluation of care. This course will draw upon nursing theory and evidence based knowledge while working with an interdisciplinary care team to design, coordinate and evaluate the delivery of patient care to a specific population.

**MSN 616 Nurse Educator Practicum II 6 Credit Hours**

Two credit hour didactic, four credit hour practicum 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, 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 n 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.

## MASTER OF SCIENCE IN NUTRITION DIAGNOSTICS

**MND 501 Nutritional Counseling and Education Methods 1 Credit Hour**

Explore counseling and learning theories for individuals and groups in community and clinical settings. Includes discussion and experience in building rapport, assessment, diagnosis, intervention, monitoring, evaluation, and documentation. Literature review of specific counseling and learning theories. Students will apply these principles in the clinical setting as they assist in the management of health behaviors in a patient-centered approach.

**MND 502 Contemporary Topics in Food & Nutrition 1 1 Credit Hour**
Literature based course designed to provide the opportunity to delve more deeply into current nutrition-related topics with relevance to advancing practice knowledge and skills. Topics will be outlined by students and the instructor. Student-led and instructor supported reading and discussion groups provide the basis for the course structure.

**MND 503 Supervised Practice 3 Credit Hours**
A 512 clinical hour practicum (16 weeks @32 hours/week) not required in Track 2.
Supervised practice experience that includes an introduction to medical nutrition therapy, food service/clinical management and community rotations. These rotations are designed to meet the ACEND competencies for entry level practice. Experiences take place in hospitals, extended care facilities, clinics, university extension, school systems, government programs and other practice facilities.

**MND 504 Introduction to Nutrition Diagnostics & Nutrition Assessment 2 Credit Hours**
Introductory clinical reasoning and judgment to integrate nutrition diagnosing and assessment into Kight's Nutrition Care Process. Discussion, case studies, literature review and small group work are the basis for providing the background in using diagnostic codes, writing diagnostic statements, incorporation of the Nutrition Focused Physical Exam, and use of the Nutriokinetic/Nutriokinetic modeling. Nutrition assessment will be reviewed in the context of the NCP, with focus on the 5 axes of evidence, the impact of disease on nutritional status, as well as the states of starvation, malnutrition and stress and/or inflammation.

**MND 505 Nutrition Focused Physical Exam 1 2 Credit Hours**
Prerequisites: MND 504, IP 502.
Introduction of the Nutrition Focused Physical Exam (NPE) to assess nutritional status and identify protein calorie malnutrition and micronutrient based lesions. Focus is concentrated on lesion terminology and identification, as well as the specific etiologic nutrients and use of the 5 axes of evidence to validate the diagnosis.

**MND 506 Nutriokinetic/Nutriokinetic Modeling 3 Credit Hours**
Prerequisite: MND 504, IP 502 and IP 503
Focus on the nutritional physiology nutriokinetics and nutriodynamics . The impact of agent, host and environmental factors on nutriokinetics as etiologies for nutritional injury will be investigated.

**MND 507 – Applied MNT1 4 Credit Hours**
A 512 clinical hour practicum (16 weeks @32 hours/ week) not required in Track 2.
Supervised practice experience that develops the skills to determine nutrition diagnoses & etiologies, macro/micronutrient needs and formulate appropriate medical nutrition therapy plans utilizing the 9 step NCP. The interrelationships of nutrition with biochemical, physiological and anatomical changes associated with acute, chronic, and terminal illness are considered in development of the basic NPE skills. Experiences take place in hospitals, clinics, and other practice settings in which medical nutrition services are provided.

**MND 508 Applied MNT2 1 Credit Hour**
Prerequisite: MND 507, permission of program chair or course instructor.
A 160 clinical hour practicum (4 week staff relief – 40 hours/week) not required in Track 2.
Culmination of MNT supervised practice experience. Student assumes the role of the clinical RD in providing all clinical nutrition care of patients for a 4 week time period, utilizing the 9

step NCP and incorporating the NK/ND modeling. Experiences take place in hospitals, clinics, and other practice settings in which medical nutrition services are provided.

**MND 509 Contemporary Topics in Food & Nutrition 2 2 Credit Hours**
Literature based course designed to provide the opportunity to delve more deeply into current nutrition-related topics with relevance to advancing practice knowledge and skills. Topics will be outlined by students and the instructor. Student-led and instructor supported reading and discussion groups provide the basis for the course structure, building upon knowledge and practice experiences.

**MND 510 Research Application in Nutrition Diagnostics 1 3 Credit Hours**
Research project utilizing the nutriokinetic/nutriodynamic modeling. Topic to be approved by program chair or course instructor.

**MND 511 Nutrition Focused Physical Exam 2 3 Credit Hours**
Prerequisite: MND 505.
Development of the Nutrition Focused Physical Exam (NPE) to assess nutritional status and identify protein calorie malnutrition and micronutrient based lesions. The interrelationships of nutrition with biochemical, physiological and anatomical changes associated with acute, chronic, and terminal illness are considered in development of the NPE skills. In-depth look at the body areas: oral/perioral, skin and related structures and selected body systems as nutrient based lesions. Identification of differential diagnoses and use of the 5 axes of evidence is emphasized. Patient cases seen in the hospital will be used to provide clinical context for discussion.

**MND 512 Advanced Applied MNT 1 Credit Hour**
Prerequisite/corequisite: MND 511, permission of program chair or course instructor.
A 128 clinical hour practicum (16 weeks @8 hours/week).
Supervised practice experience for graduate level students. These experiences are designed for the student to develop and advance skills in utilizing the NPE, the Kight NK/ND modeling and the 9 step NCP. Experiences take place in hospitals, clinics, and other practice settings in which medical nutrition services are provided.

**MND 513 Applied NK/ND 3 Credit Hours**
Two hours of theory and one SP hour. A 160 clinical hour practicum (16 weeks @ 10 hours/week applied MNT). This course is designed for the advanced student to develop and advance skills in utilizing the NPE, the Kight NK/ND modeling and the 9 step NCP. Patient cases are utilized for group discussion, presentations program director or course instructor.

**MND 514 Advanced Nutrition Assessment 2 Credit Hours**
Prerequisite/corequisite: MND 513.
Further development of assessment skills: focus on history gathering to strengthen the 5 axes of evidence. The interplay of inflammation, pathology, aging, sarcopenia with nutritional status will be investigated. Assessment of macro and micronutrient status will be discussed in the context of The Stages of Injury/Nutritional Injury.

**MND 515 Advanced Geriatrics 3 Credit Hours**
Prerequisite/corequisite: MND 513 & MND 514.
An in-depth look at the inter-relationship between aging and nutrition. Physiological, psychological, and sociological aspects of aging, theories of aging, internal and external factors related to nutrient intake, and nutrient needs will be considered utilizing the nutriokinetic and

nutriodynamic modeling. The nutrition focused physical exam will be a major focus in assessing the elderly patient with multiple pathologies.

**MND 516 Research Application in ND 2 1 Credit Hours**

Prerequisite: MND 510.

Research project utilizing the nutriokinetic/nutriodynamic modeling. Culmination of project includes development of modeling tools for practice and presentation of research to peers, preceptors, RDs at regional dietetic meeting.

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Cox College
2013 - 2014 Academic Calendar

## Fall 2013

| | |
|---|---|
| Aug. 5 | Fall intersession |
| Aug. 12 | Faculty/Staff convocation |
| Aug. 12 | Last day to add a clinical class |
| Aug. 13-15 | Computer proficiency class |
| Aug. 15 | New student orientation |
| Aug. 16 | Last day for 100% tuition & fees refund for all reg. classes |
| Aug. 19 | **Fall classes begin** |
| Aug. 19-23 | 100% refund-tuition only-Reg. semester & 1st 8 wk term |
| Aug. 23 | Last day to add a class |
| Aug. 26-30 | 50% refund-tuition only-Reg. semester & 1st 8 wk term |
| Sept. 2 | **Labor Day - College closed** |
| Sept. 9-13 | Mid-terms - 1st 8 wk term |
| Sept. 13 | 1st 8 wk term - last day to withdraw with a "W" |
| Sept. 27 | Last day to withdraw with a "W" for regular semester |
| Sept. 27 | Last day to withdraw (WP/WF) for 1st 8 wk term |
| Oct. 9 | **College Closed - Workforce Development** |
| Oct. 10-11 | **Fall break - no classes** |
| Oct. 11 | Last day 100% tuition & fees refund for 2nd 8 wk classes |
| Oct. 14 | 2nd 8 wk term begins |
| Oct. 14-18 | 100% refund - tuition only -for 2nd 8 wk term |
| Oct. 14-18 | Fall mid-terms - regular semester |
| Oct. 21-25 | 50% refund - tuition only - for 2nd 8 wk term |
| Oct. 25 | Mid-term grades due -regular semester |
| Oct. 25 | 1st 8 wk term grades due |
| Oct. 28 | Spring Advising/Registration for current students |
| Nov. 2 | **Fall Open House** |
| Nov. 8 | 2nd 8 wk term - last day to withdraw with a "W" |
| Nov. 4-8 | Mid-terms - 2nd 8 wk term |
| Nov. 11 - 15 | New student program orientation |
| Nov. 22 | Last day to withdraw (WP/WF) for all students |
| Nov. 27-29 | **Thanksgiving holiday - no classes** |
| Nov. 28-29 | **Thanksgiving holiday - College closed** |
| Dec. 6 | Fall semester instruction ends |
| Dec. 9-12 | Fall semester finals |
| Dec. 13 | **Commencement/Fall semester ends** |
| Dec. 20 | Fall semester & 2nd 8 wk term grades due |
| Dec 24-Jan1 | **Holiday season - College closed** |

## Spring 2014

| | |
|---|---|
| Jan. 6 | Spring intersession |
| Jan. 13 | Faculty/Staff convocation |
| Jan. 13 | Last day to add a clinical class |
| Jan. 14-16 | Computer proficiency class |
| Jan. 16 | New student orientation |
| Jan. 17 | Last day - 100% tuition & fees refund for all reg. classes |
| Jan. 20 | **Martin Luther King Jr. Day - College Closed** |
| Jan. 21 | Spring classes begin |
| Jan. 21-27 | 100% refund-tuition only-Reg. semester & 1st 8 wk term |
| Jan. 24 | Last day to add a class |
| Jan.28-Feb.3 | 50% refund-tuition only-Reg. semester & 1st 8 wk term |
| Feb. 7 | 1st 8 wk term - last day to withdraw with a "W" |
| Feb. 10-14 | Mid-terms - 1st 8 wk term |
| Feb. 28 | Last day to withdraw with a "W" for regular semester |
| Feb. 28 | Last day to withdraw (WP/WF) for 1st 8 wk term |
| Mar. 10-14 | Spring mid-terms - regular semester |
| Mar. 17-21 | **Spring break - no classes** |
| Mar. 21 | Last day 100% tuition & fees refund for 2nd 8 wk classes |
| Mar. 24 | **College Closed - Workforce Development** |
| Mar. 24 | 2nd 8 wk term begins |
| Mar. 24 - 28 | 100% refund - tuition only -for 2nd 8 wk term |
| Mar. 24 - 28 | Diversity week |
| Mar. 28 | 1st 8 wk term grades due |
| Mar. 28 | Mid-term grades due - regular semester |
| Mar31-Apr4 | 50% refund - tuition only - for 2nd 8 wk term |
| Mar. 31 | Summer & Fall Advising/Reg. for current students |
| Apr. 14 - 17 | Mid-terms - 2nd 8 wk term |
| Apr. 11 | 2nd 8 wk term - last day to withdraw with a "W" |
| Apr. 14 - 18 | New student program orientation |
| Apr. 18 | **Good Friday - College Closed** |
| Apr. 21-25 | Student Satisfaction Inventory (SSI) |
| Apr. 26 | Last day to withdraw (WP/WF) for all students |
| May 3 | **Spring Open House** |
| May 9 | Spring semester instruction ends |
| May 12-15 | Spring semester finals |
| May 16 | **Commencement/Spring semester ends** |
| May 26 | **Memorial Day - College Closed** |

## Summer 2014

| | |
|---|---|
| May19/Jun6 | Summer Intersession |
| June 6 | Last day for 100% tuition & fees refund |
| June 9 | **Summer session begins** |
| June 9 - 11 | 100% refund - tuition only |
| June 12 - 16 | 50% refund - tuition only |
| June 27 | Last day to "W" from classes |
| July 4 | **Independence Day - College closed** |
| July 18 | Last day to "WP/WF" from classes |
| Aug. 1 | Summer session ends |
| Aug. 4 - 8 | New Student Program Orientation |
| Aug. 8 | Summer session grades due |

**Cox College**
**Tuition and Fees**
**2013 – 2014 Academic Year**

**Tuition:**

| | |
|---|---|
| **Undergraduate** | |
| General Education | $327 per credit hour |
| BIOL 100, ENGL 100, MATH 101(pre-courses) | $164 per credit hour |
| Degree Programs | $369 per credit hour |
| Dual Credit Course | $155 per course |
| **Graduate** | |
| Master's Programs | $492 per credit hour |
| **Other program costs:** | |
| Medical Assisting | $13,550 |
| Radiography | $13,550 |
| Certificate Programs | |
| Medical Billing/Coding | $111 per credit hour |
| Medical Transcription | $5,305 |
| Nurse re-entry | $2,000 |
| Nursing Assistant | $1,600 |
| **Audit a Course** | |
| Associate and Baccalaureate | $164 per credit hour |
| Graduate | $246 per credit hour |
| Certificate | $56 per credit hour |

* Cost for program specific courses only, does not include general education courses.

**Fees:**

| | |
|---|---|
| Application fee | $45.00 |
| Acceptance fee (includes background & drug screen) | $125 - $350 |
| Educational fee | $40 per credit hour* |
| Graduation Fee | $100 |
| HESI Re-testing Fee | $20 per test |
| Student Government Association fee (SGA) | $10 per semester |
| Lab fee | $145 per lab course |
| Late Registration fee | $100 |
| Technology fee | $125 per semester/term |
| Assessment testing –undergraduate nursing only | $109 avg. per semester |
| Transfer evaluation fee | $50 per course |

* Educational fees maximum is $600 per semester.

+ The graduation fee will be assessed the beginning of the semester they are scheduled to graduate This fee will cover the cost of the diploma, diploma cover, cap/gown/and tassel, master hood (if applicable), honor cords (if applicable), pin and guard.

**Cox College**
**Tuition and Fees**
**2013 – 2014 Academic Year**

**Other Expenses (if applicable):**

| | |
|---|---|
| Past Due Balance fee | $50 per month |
| Test of Essential Academic Skills (TEAS Exam) | $5.00 over cost |
| ACE Exam (LPN Advanced Placement – ASN or BSN) | |
| Childbearing Family | $50 |
| Care of Child | $50 |
| RN Pharmacology | $50 |
| Psychiatric Mental Health Nursing | $50 |
| Basic Life Support (BLS) Course | $59 |
| Internal Challenge Exam | $75 |
| Return Check fee | $25 per check |
| Parking ticket fine | $25 per ticket |
| Estimated Textbooks and Supplies | $850 per semester |
| Uniforms | $175 |
| Official Transcript Request | $15 |
| CNA Challenge Exam | $125 |

All tuition and fees are due by the published due date each semester.
Refer to the current Cox College catalog for the refund policy.

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