



# *COX COLLEGE OF NURSING AND HEALTH SCIENCES*

*CoxHealth*

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

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[www.coxcollege.edu](http://www.coxcollege.edu)**

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The programs described in the publication apply to students enrolling and graduating within the academic year of 2007-2008 at Cox College of Nursing and Health Sciences.

The college reserves the right to make changes in the course offerings and policies contained herein. This catalog is not intended to be a contract, explicit or implied.

Cox College of Nursing and Health Sciences does not discriminate on the basis of age, sex, marital status, race, religion, ethnic or national background. 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, or Title IX of the Education Amendments of 1972 should contact the office of the Academic Dean by telephone (417) 269-3401; e-mail [academicdean@coxcollege.edu](mailto:academicdean@coxcollege.edu); or by mail at 1423 North Jefferson Avenue, Springfield, MO 65802, Attn: Academic Dean.

**NOTE: The online Cox College Catalog is the most current version and supersedes the information contained herein.**



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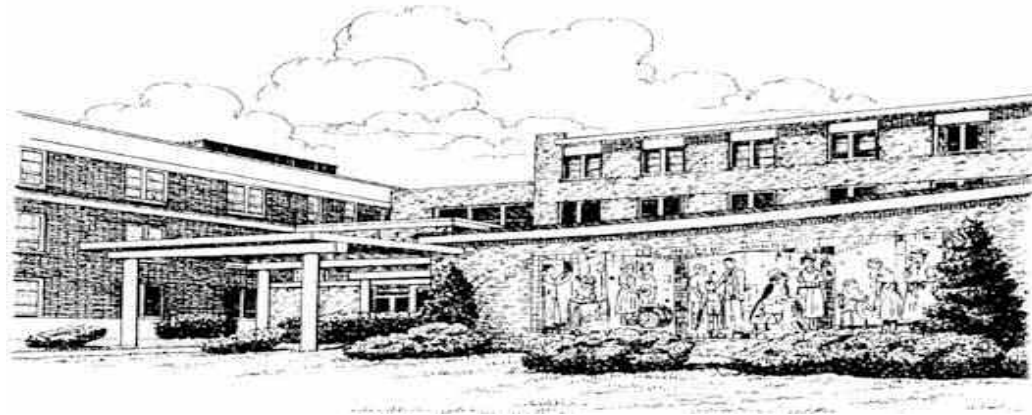
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## History of Cox College



In 1995, Burge School of Nursing, long recognized for its high standard of nursing education and the quality of its graduates, evolved to Lester L. Cox College of Nursing and Health Sciences (Cox College). More than 2,500 nurses graduated from Burge, with the final graduation being held in June 1996.

The Board of Directors of CoxHealth named the College for its long-time Chairman, Lester L. Cox. Initial approval for the nursing program was received from the Missouri State Board of Nursing in May 1995, and 49 students were admitted to the Associate of Science in Nursing (ASN) degree program in 1995. Thirty-one students graduated at the first commencement on May 10, 1997.

In 1997, the Bachelor of Science in Nursing (BSN) degree program opened, and the first BSN degree was conferred at the May 15, 1999 commencement. Health Science certificate programs in medical transcription and medical coding were added in 1999 and 2001 respectively.

In 1999-2000, the College received initial accreditation from the Higher Learning Commission, a member of the North Central Association of Colleges and Schools.

In 2002, the ASN Program received initial accreditation from the National League for Nursing Accrediting Commission.

In 2003, the BSN Program received initial accreditation from the Commission on Collegiate Nursing Education.

In 2004-2005, the College received continued accreditation from the Higher Learning Commission, a member of the North Central Association of Colleges and Schools. The next comprehensive evaluation is scheduled for the 2014-2015 academic year.

In 2006, a Dietetic Internship program was added to the Department of Health Sciences.



### **The Cox College Pin**

The Lester L. Cox College of Nursing and Health Sciences 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/Affiliations**

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

### **Approved by:**

Missouri State Board of Nursing, 3605 Missouri Boulevard, P.O. Box 656, Jefferson City, MO 65102-0656. (573) 751-0681 Website: <http://pr.mo.gov>

### **Accredited by:**

The Higher Learning Commission, 30 North LaSalle St. Suite 2400, Chicago, IL 60602-2504. (312) 263-0456. Web site: [www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org)

National League for Nursing Accrediting Commission, 61 Broadway Boulevard 33<sup>rd</sup> Floor, New York, NY 10006. 1-800-669-1656. Web site: [www.nlnac.org](http://www.nlnac.org)

Commission on Collegiate Nursing Education (CCNE), One DuPont Circle NW, Suite 530, Washington DC, 20036-1120. (202) 463-6930. Web site: [www.aacn.nche.edu](http://www.aacn.nche.edu)

Commission on Accreditation for Dietetic Education, American Dietetic Association, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995. (312)899-0040. Web site: [www.eatright.org](http://www.eatright.org)

### **Cox College holds memberships in numerous professional and education organizations, examples of which are:**

American Health Sciences Education Consortium  
American Association of Collegiate Registrars and Admissions Office  
American Association of Colleges of Nursing (AACN)  
Association of Governing Boards of Universities and Colleges  
Association of Veterans Education Certifying Officials  
Council of Higher Education Accreditation (CHEA)  
Medical Library Association  
Missouri Association of Student Financial Aid Administrators  
Missouri Association of Colleges of Nursing  
Missouri Association of Collegiate Registrars and Admissions Officers  
Missouri Association of Student Financial Aid Personnel  
Missouri Council of Associate Degree Nursing Programs  
Missouri League for Nursing  
Missouri Nurses Association (MONA)  
Missouri Vocational Association  
National Association for College Admissions Counselors  
National Association of Student Financial Administrators  
National League for Nursing  
Southwest Missouri Nursing Education Consortium

## Information for Cox College of Nursing and Health Sciences

Receptionist – Main Lobby .....	417/269-3401
Academic Dean .....	417/269-3401
Administration Office, Executive Secretary .....	417/269-3402
Admissions Coordinator .....	417/269-3068
Admissions Recruiter/Counselor .....	417/269-3069/3038
Bookstore.....	417/269-3508
Bursar .....	417/269-3440
Chair, Department of Nursing .....	417/269-8316
Dean of Student Services .....	417/269-3401
Dietetic Internship .....	417/269-3040
Director of Academic Records/Registrar .....	417/269-8423
Financial Aid Coordinator .....	417/269-3045
Financial Services .....	417/269-3060
General Education Advisor .....	417/269-3241
Library .....	417/269-3460
Medical Billing/Coding Program .....	417/269-3545
Medical Transcription Program .....	417/269-3283
Office of the President .....	417/269-3402
Security	
Cox North .....	417/269-3715
Cox South .....	417/269-6120
Drury University, F.W. Olin Library .....	417/873-7400
Student Success Services Center .....	417/269-3225
Technology Support .....	417/269-3854
Fax .....	417/269-3586
Toll Free .....	1-866/898-5355

## **Mission, Vision, Purposes and Core Values of the College**

### **Mission Statement**

Cox College is student-centered and dedicated to preparing culturally competent health care professionals committed to serving their communities, their professions, and to transforming the future of health care.

### **Vision**

Cox College is committed to leading the way in nursing and health sciences education.

### **Purposes**

1. Prepare graduates to enter the health care delivery system.
2. Prepare graduates to function in a caring, competent manner as members of the health care team.
3. Prepare graduates for life-long learning and intellectual inquiry as a means to achieve personal and professional growth.
4. Provide programs that meet the changing needs of the health care community.

### **Core Values**

**C—Caring:** We care about people and put them first.

**C—Communication:** We believe in honest, open and transparent communication; thus we agree not to act until we talk.

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

**H—Highest Quality:** We believe in providing the highest quality education in nursing and health sciences at competitively fair prices that represent the best possible value.

**S—Simple Structure:** We believe in an organizational structure that facilitates relationships, team building, and synergism.

## Notices

### **Compliance with Americans with Disabilities Act Standards**

All students with verified disabilities must provide to the office of the Academic Dean (269-3401) verification of and required accommodations for their disability upon admission to the college. Students who suspect they might have a disability should contact the office of the Academic Dean for assistance. The College will allow for implementation of reasonable and appropriate accommodations necessary for participation in the College's programs.

### **Drug-Free School**

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 Student Success Services Center.

### **Criminal Background Check**

Students of Cox College are subject to a criminal background check. This process is required prior to program admission offered at the College. Results remain confidential.

### **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 a student's name, address, telephone number, date of birth, place of birth, parents' names, class, major, dates of attendance, degrees and awards received, participation in officially recognized activities, and previous educational institutions attended by the student. 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 Office of the Registrar.

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 by the Registrar, and copies of records are provided to advisors. Official transcripts are maintained by the Registrar's office and are, except as herein provided, released upon the student's prior written request only.

## **GENERAL INFORMATION**

### **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 U.S. 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 Director of Academic Records/Registrar.

### **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 of Nursing and Health Sciences is committed to providing an educational and work environment that is free of sexual harassment and intimidation. Sexual harassment is a form of discrimination that is expressly prohibited by Title IX of the 1974 Educational Amendments and Title VII of the 1964 Civil Rights Act.

### **Non-Discrimination Policy**

Cox College does not discriminate on the basis of age, sex, marital status, race, religion, disability, or ethnic or national background. 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, or Title IX of the Education Amendments of 1972 should contact the Department of Student Services.

### **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. 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. Additional information related to programs and counseling services is provided through the Student Success Services Center.

## **College Academic Programs**

### **Degrees Offered**

Cox College of Nursing and Health Sciences awards an Associate of Science in Nursing degree (ASN) and a Bachelor of Science in Nursing degree (BSN). The ASN degree and the BSN degree received 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.

### **Certificates Offered**

Cox College awards certificates in Medical Transcription, Medical Billing/Coding, and for the Dietetic Internship.

## **Buildings and Facilities**

Cox College of Nursing and Health Sciences is located at 1423 North Jefferson Avenue, Springfield, Missouri 65802.

### **Offices**

Offices for the President, Academic Dean, Controller, Financial Aid Coordinator and Counselors, Admissions Coordinator and Counselors/Recruiter, Financial Services Business Manager, Accountant, Registrar and administrative staff are located on the first floor of Cox College. Offices of the Department of Nursing Chair, Nursing Faculty, and the Student Success Services Center are located on the second floor of the College.

Offices of the Chair of the Health Sciences Department, Health Sciences Faculty, Education Specialist, Dean of Student Services, and Director of Institutional Research are located on the third floor of College. The Technology Support offices are located on the fourth floor of the College.

### **Classrooms and Conference Rooms**

Classrooms and conference rooms are located at the College and at Cox South.

### **Clinical Facilities**

A variety of clinical facilities are utilized in the community, many within CoxHealth. Cox South, one of the primary medical centers of CoxHealth, serves as the primary clinical facility for the College. It is the student's responsibility to provide his/her own transportation to all clinical sites.

### **Computer Laboratories**

Three computer laboratories provide networked workstations, available for student use from 7:00 a.m. to 9:00 p.m. Workstations provide software applications for word processing, spreadsheets and databases, e-mail, Internet access, multimedia presentations, and a variety of computer-assisted instruction materials. All students are assigned e-mail accounts upon entry to the College. Communications vital to students are frequently delivered via e-mail by faculty and administration.

## GENERAL INFORMATION

### Financial Aid

The Financial Aid Office is located in Room 103 on the first floor of Cox College. Appointments are encouraged but not necessary.

### 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 satellite library, David Miller Memorial Library, is located in the ground floor corridor between Cox Medical Arts Center and Cox South.

The Libraries' Web page, located at [home.coxhealth.com/library](http://home.coxhealth.com/library), is accessible directly from the Cox College Web site. Access to the Web page is available at each library, on campus computer labs, and to off-campus users via the Internet. This Web page provides access to the CoxHealth online card catalog of books and journals, OVID and EBSCO (literature databases), eSources (Internet Web links) and additional library information (e.g., hours, staff, location, and policies). Materials not available in the library collection are retrieved through a variety of interlibrary loan and cooperative agreements.

Additional library facilities to enhance student learning are available at Drury University's F.W. Olin Library. The College is a member of the Southwest Missouri Academic Library Cooperative, through which students have check-out privileges (with a current Cox College ID) at participating area colleges identified in the *Student Handbook*.

### Natural Science Laboratories

Laboratory facilities in the Trustee Science Center (on the Drury University campus) are utilized in the natural science courses.

### Nursing Resource Center

The Nursing Resource Center (NRC) is located on the second floor of the College. The NRC facilitates student learning by providing opportunities to reinforce theoretical and clinical skills through the use of interactive video and audio/videocassette equipment. The NRC also includes a skills laboratory for practicing nursing skills. A variety of mannequins and models are available for demonstrations and practice of skills.

### Residence Life

Cox College provides residential accommodations for female students. The residence includes spacious low-cost single rooms, fully equipped kitchenettes and lounges on each floor, and a laundry facility. Other amenities include a supportive community living environment, 24-hour access to computer pods, a trained resident assistant staff, computer labs, and a commissioned security force. Commuter students may stay in the residence hall on a nightly basis for a minimal charge if space is available.

Student Residence Assistants (RAs) are available to assist and, if necessary, direct students to the appropriate office or location. Residence Life has an active Residence Council, which represents on-campus students in the Student Government Association, assists with the residence hall disciplinary process, and plans social and cultural activities for residents. The Residence Life program ultimately provides a comfortable, secure, and accessible living environment to ensure a successful college experience. Contact the Dean of Student Services at 417/269-3401.

### **Student Lounges**

The College provides student lounges for recreational and study use. The main student lounge of Cox College is located on the lower level. There are several other lounge areas located throughout the College.

### **Tobacco-Free Facilities**

The College and residence, as well as CoxHealth buildings, grounds and parking lots are tobacco free. Contact the Dean of Student Services at 269-3401 for more information.

### **Writing Center**

The Writing Center on the Drury University campus is available to Cox College students. Contact the Student Success Services Center for more information.

## **Student Services**

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

### **Bookstore**

Textbooks, supplies, food, and beverages may be purchased at the bookstore located on first floor of College. An ATM is available in the bookstore. Clothing and other items are also available. Bookstore hours are Monday through Friday, 8:00 a.m. to 4:00 p.m. Please check with the bookstore for extended business hours during school year.

### **Counseling**

Students needing assistance in making decisions affecting personal and educational plans related to life goals, may seek assistance through the Student Success Services Center. The Pastoral Care Department of CoxHealth may also be consulted without charge.

### **Child Care**

Cox Child Care 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 6 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 lower level.

### **Financial Arrangements**

Students are expected to have made the necessary financial arrangements prior to the start of the semester. All student account balances will be due in full each semester by the published due date at which time students must: (1) have enough financial assistance to cover their entire account balance; (2) enroll in the Automatic Payment Plan Program; or (3) pay the required tuition and fees in full. Failure to do so will result in a business hold placed on the student's account. Students will not be entitled to enroll for any upcoming semesters, nor receive recommendations, degrees, honors, or official transcripts until all financial obligations to the college are fulfilled.



## GENERAL INFORMATION

### **Food Service**

Students may purchase meals at a discount in Cox North and Cox South cafeterias with their CoxHealth photo badge, and in addition, there are microwaves at the Cox South cafeteria for student use. Vending machines are located on the lower level of the College.

### **Handbooks**

The *Student Handbook* is provided to new students at orientation and at the beginning of Fall Semester and is available on the Cox College Web site ([www.coxcollege.edu](http://www.coxcollege.edu)). The handbook contains institutional policies and procedures relevant to student and college life. It is the responsibility of each student to be familiar with the content of the handbook. Departmental handbooks may be distributed to student upon program admission. All students who reside in the student residence will receive a *Residence Handbook*, which will provide policies and procedures relevant to living on the campus. The *Residence Handbook* is also on the Cox College Web site.

### **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 on the Cox-Walnut Lawn campus. Students assume the total cost of their health care and are encouraged to have health insurance.

### **Orientation**

A mandatory orientation to Cox College is held for new students at the beginning of each semester. The purpose of orientation is to acquaint students with the Cox College mission, core values, programs, facilities, and available services.

### **Student Success Services Center**

The Student Success Services Center at Cox College of Nursing and Health Sciences provides support for students in academics and personal and social development. The Center 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 Student Success Services Center is located on the 2nd floor Terrace of the College. At the Center, students and faculty will find many forms, including those listed as follows: Information Update forms, Residence Hall housing forms, Dorm Maintenance forms, Student Employment forms, Tutoring Request forms, Early Warning/Early Intervention forms, Disability Accommodation forms, and information about Student Ambassadors, Student Government/Student Senate, and other clubs and organizations. Students may suggest ideas or make comments via a suggestion box. The Student Success Services Center's goal is to encourage success strategies for college and for life. In addition to the ongoing support which the Center provides, particular programs have been developed to address the needs of the student body. Students may access the Writing Center and Math Labs at Drury University and may consult with the Education Specialist on Cox College's campus. Additionally, workshops and seminars on textbook reading, all stages of writing, research papers and reports, and APA style may be offered each semester. An introductory course, CCPL 100-Promoting Learning and Ultimate

Success, provides incoming students with the opportunity to become familiar with the campus and to develop their learning skills.

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

An ISP is developed for each at-risk student to ensure that she/he is provided every opportunity to be a successful student at Cox College. Students are referred to the Student Success Services Center through a three-way referral system: self, faculty, or advisor. The Student Success Services Center utilizes a proactive format to aid students needing additional study opportunities and resources. All students are encouraged to use the support services available through the Center.

### **Tutoring**

One-on-one, small group and large group tutoring sessions are available at no-charge; however if a tutor is unable to attend the tutoring appointment and adequate notice is not provided, a \$10 fee will be charged to the student's account. Peer tutors are individuals who have successfully completed courses within the curriculum with a grade of B or higher and have a 3.0 GPA. Group tutoring sessions are also available and are focused on those courses that are known to be challenging for students. Student who seek tutoring assistance or are interested in becoming a tutor should contact the Student Success Services Center.

### **Services for Students with Disabilities**

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

### **American Disabilities Act—Students with Disabilities**

#### ***Academic Requirements***

Cox College of Nursing and Health Sciences 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 handicap, against a qualified handicapped applicant or student 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; and
- C. Adaptation of the manner in which specific courses are conducted.

## GENERAL INFORMATION

If a qualified handicapped applicant or student requests an academic notification that Cox College of Nursing and Health Sciences 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 of Nursing and Health Sciences shall not be regarded as discriminatory under the Americans with Disabilities Act.

### ***To Whom Students Should Make Requests for Academic Adjustments/Advance Notice***

**To Whom Request Shall Be Directed.** If a qualified handicapped applicant or student believes an academic adjustment is necessary, he/she should immediately contact the Academic Dean by telephone (417) 269-3401; e-mail [academicdean@coxcollege.edu](mailto:academicdean@coxcollege.edu); or by mail at 1423 North Jefferson Avenue, Springfield, MO 65802, Attn: Academic Dean. Please see Section II of this Policy for more specific guidelines regarding requests.

- A. **Advance Notice.** If a qualified handicapped applicant or student believes an academic adjustment is necessary, he/she shall use best efforts to provide the Academic Dean with at least three (3) weeks advance notice of the request for an academic adjustment.

### ***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 Academic Dean (submitted either by electronic mail at [academicdean@coxcollege.edu](mailto:academicdean@coxcollege.edu), or by regular mail to 1423 N. Jefferson, Springfield, MO 65802, Attn: Academic Dean). The request shall include the following:
  - 1. Course in question
  - 2. Nature of the disability and the reason for the request (i.e. the reason that taking the required course would amount to discrimination based on the disability)
  - 3. Student's history with course or subject matter, including any attempts to pass the class, whether accommodations were requested, and what accommodations were available
  - 4. Statement of the accommodation he/she is seeking
  - 5. Applicant or student should attach documentation of the disability from a qualified diagnostician, and may attach letters or other documents supporting the request. ("Documentation" refers to, but is not limited to, the following: a diagnosis made by a medical, psychological, education, rehabilitation or other professional(s) qualified to make the particular diagnosis).
- B. The Academic Dean shall review the request and documentation, and shall meet individually with the applicant or student within ten (10) days following receipt of the request.
- C. The Academic Dean shall schedule additional meetings if needed and shall make a decision based on the individual circumstances and the law, within seven (7) days of the meeting with the applicant or student.
- D. The Academic Dean will inform the applicant or student of the decision in writing within five (5) days of the decision.

- E. The applicant or student may appeal the Academic Dean's decision, in writing, by submitting a letter to the President that indicates the desire to appeal, within five (5) 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 timeframe set forth herein will result in an acceptance of the Academic Dean's decision, and will constitute an automatic waiver of applicant's or student's right to appeal.
- F. The President shall, within five (5) days of receipt of the letter, requesting an appeal, call a special meeting of the College Leadership Council to hear appeal.
- G. The applicant or student shall be given a minimum of ten (10) days advance of the College Leadership Council's special meeting date. The meeting shall be held within 15 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 Academic Dean shall present his/her decision, and 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 Academic Dean shall leave the meeting room during the applicant's or student's presentation). After the College Leadership Council hears both the Academic Dean's reasoning, and the applicant's or student's request, it shall excuse the Academic Dean and the student/applicant from the meeting, deliberate, and vote, based on the circumstances and the law. (The Academic Dean 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 (3) days of the decision.

***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) then, the Academic Dean shall use best efforts to expedite the process provided in Section III of this policy, to provide the applicant or student an answer as soon as is reasonably practicable.

***Other Rules***

Cox College of Nursing and Health Sciences shall not prohibit handicapped students 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 handicapped students in Cox College of Nursing and Health Sciences education programs or activities.

***Auxiliary Aids and Services***

- A. **Absence of Auxiliary Aids.** Cox College of Nursing and Health Sciences shall take reasonable steps to ensure that no handicapped student is denied the benefits

## GENERAL INFORMATION

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 of Nursing and Health Sciences shall not provide attendants, individually prescribed devices, readers for personal use or study, or other devices or services of a personal nature.

### ***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.

### ***Publication of Policy***

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

### **Recreation**

Cox Fitness Center at 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. College students may join these centers for a nominal fee, which includes a required orientation to the facilities and a one-year membership. Those wishing to add a family membership will be charged according to the Cox employee rate schedule.

### **Religious Life**

Cox College of Nursing and Health Sciences is non-sectarian 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 and chapels at Cox North and Cox South are also available.

### **Transportation**

Students are responsible for providing their own transportation to all 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.

## **Organizations**

### **Student Government Association**

The Student Government Association (SGA) promotes leadership development and is a vehicle for student input into the policies and programs of Cox College. The SGA provides a formal channel of communication for the student body, and all students are highly encouraged to actively participate in the organization. SGA also plans, promotes, and provides social, cultural, and community activities throughout the academic year.

### **Ambassador Program**

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

### **National Student Nurses' Association (NSNA)**

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

### **Burge School of Nursing/ Cox College Alumni Association**

Graduates of Cox College of Nursing and Health Sciences are eligible to join the Alumni Association, which evolved from the Burge School of Nursing Alumni Association founded in 1920. Activities of the Alumni Association include newsletters, fund raising, educational and social programs, and student scholarships.

The Cox College Alumni Association is composed of both a Health Sciences Chapter and a Nursing Chapter with their own separate Board of Directors. For further information concerning the Health Sciences Chapter contact Pat Wyrick, 417/269-3283. For additional information concerning the Nursing Chapter, contact Jean White at 417/269-8310.

## College Admissions Policies

### Admissions Department

The Admissions Office is the gateway to accessing College programs. Early application to Cox College is encouraged. Applicants will be notified of their admission status after all documentation required for admission has been received.

For more information, please contact the Cox Admissions Office (417/269-3401) located on the first floor of the College. The admission office is open Monday through Friday, 8:00 a.m. to 5:00 p.m. Our mailing address is:

Admissions Office  
Cox College of Nursing and Health Sciences  
1423 N. Jefferson Avenue  
Springfield, Missouri 65802

### Admission Procedure to Cox College

1. Submit a completed Cox College application
2. Submit a non-refundable application fee of \$30
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.)**

***NOTE: Admission to Cox's general education program does not ensure admission into the nursing program(s).***

### Immunization Verification

The following immunization verification is required before enrolling in the first nursing course at Cox College:

- Provide current Measles (Rubeola), Mumps, & Rubella (MMR) immunity by immunization or blood titer (nursing majors only)
- Provide current tetanus/diphtheria (TD) immunization (nursing majors only)
- Initiation of the Hepatitis B series is encouraged (optional for a general education student)
- Provide a current negative TB screen (all students)

Students admitted to General Education Program must provide proof of competency in English and Mathematics. Competency is accomplished by providing:

- ACT or SAT scores taken within the last 5 years
- 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 ASSET test **(Health Sciences exempt)**

If the student cannot provide one of the above or successfully pass the ASSET test, they may be required to take MATH 001 and/or ENGL 001. Students possessing a RN license are exempt from this requirement.

**Advanced Placement (AP) Credit**

Applicants who have completed advanced work in high school and have taken the AP tests given by the College Board may be awarded college credit for designated subjects, provided their AP test score is 3 or above.

**College Level Examination Program (CLEP)**

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

**International Baccalaureate (IB)**

Applicants who have a core of 4 or higher on the International Baccalaureate examination and a score of 5 or higher on the International Baccalaureate higher-level examination may be awarded college credit for designated subjects.

**Re-Admission 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 or she ceases to be a student of the college. To be re-admitted, the student must:

1. Submit a completed Cox College application
2. Submit a non refundable application fee of \$30
3. Submit official transcripts from all accredited post-secondary institutions attended since withdrawing from Cox College
4. A personal interview may be required

Eligibility for re-admission 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.

Content of previous courses completed will be evaluated for applicability of content to the current curriculum. Validation of prior learning through examination may be necessary. All financial obligations of the previous enrollment must be met prior to being considered for re-admission. Eligibility for re-admission will be considered by the appropriate academic department. If a student is dismissed from the College, re-admission is generally not considered sooner than one year from dismissal date.



## Academic Policies and Procedures

### Academic Dismissal

A student will be dismissed from Cox College for the following academic reasons:

- If more than two semesters on academic probation while enrolled at the College
- Failure to make satisfactory academic progress
- Failure to complete degree requirements within the required time limit

Refer to each academic program's requirements for further information about dismissal.

### Academic Probation

A student is automatically placed on academic probation when the semester GPA falls below 2.0 at the end of any semester. Students may be on academic probation for no more than two semesters while enrolled at the College. Students will be dismissed from the College when placed on probation a third semester. Students will be notified in writing when placed on academic probation. **Students cannot seek admission into another College program if they are currently on probation.**

### Academic Year

The academic year is divided into two 16-week semesters and one 10-week semester. The fall semester begins in August and ends early to mid-December. The spring semester begins in January and ends in May. The summer semester begins May and ends in July.

### Adding a Course

To add a course, students complete the Change of Schedule form available in the Registrar's 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 Registrar within the add period noted on the academic calendar.

### Advisement

Upon admission to Cox College, all students, with the exception of Health Sciences students, are encouraged to meet with a General Education Advisor. In addition to assisting with course schedules, an advisor will monitor academic progress and serve as a referral source for other concerns. Once a student has been accepted into a program, an advisor will be assigned to assist in the student's Proposed Plan of Study. Prior to registration each semester, students must consult with the academic advisor regarding the Proposed Plan of Study. The advisor's signature is required in order to register for courses for the upcoming semester.

It is highly recommended that students not making satisfactory progress meet with an academic advisor. The responsibility to arrange academic counseling rests with the student. As needed, referrals are made to support services offered by CoxHealth or others in the community. Faculty who serve as advisors for students admitted into the program have posted office hours.

Students are encouraged to contact the advisor or the college's professional counselor for nonacademic concerns. As needed, referrals are made to support services offered by CoxHealth or others in the community.

### **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 through the Academic Dean may be administratively withdrawn, assigned a failing grade of “WF,” and liable for all financial responsibilities, including tuition and fees.

### **Grievance Procedure**

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

### **Continuous Enrollment**

Once a student has been accepted into a College program, enrollment in the College must be maintained during each subsequent semester until degree completion.

### **Cox College Promotes Learning (CCPL)**

CCPL 100 is a one-hour introductory college course required of each degree seeking student who enters Cox College with less than 24 satisfactorily completed college credits. The course, Promoting Learning and Ultimate Success (PLUS), 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 campus community and information about support services.

CCPL 100 is required for graduation, excluding students in an approved dual enrollment agreement, students in the RN to BSN track, students with a previously earned bachelor’s degree, and students in the Medical Transcription, Medical Billing/Coding and Dietetic Internship Programs. The course must be completed prior to the second semester of enrollment at Cox College.

### **Credit by Examination**

There are currently three mechanisms whereby a student may receive course credit by examination: the College Level Examination Program (CLEP), Excelsior College examination program, and challenge examination. Regardless of which mechanism is used, only a total of six (6) credit hours may be earned in this manner.

**Challenge Examinations**

1. Students wishing to receive course credit by challenge examination must first have the permission to do so from the Academic Dean. Students must put the request in writing and clearly identify the courses they wish to challenge. A maximum of six (6) 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 Academic Dean will arrange with the appropriate faculty member(s) to provide the challenge examination.
4. The student must achieve at least a grade of 70 on the challenge examination in order for credit to be granted.
5. The grade recorded for the course will be assigned according to the College grading scale.
6. If the student fails to achieve the required minimum score, the course(s) must be completed at Cox College.
7. If the student achieves the minimum score or above, the course and transfer (CV) grade will be entered on the student's transcript.

**Disciplinary Dismissal**

In addition, 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

Students are notified in writing when dismissed from Cox College.

**Disciplinary Probation**

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

1. Failure to meet remediation related to laboratory suspension
2. Unsatisfactory laboratory 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. Nonacademic misconduct in violation of published standards described in the *Student Handbook*, including those specifically addressed in the Student Conduct Code and Drug-Free Schools policy.

**Government Course Equivalency**

Any student wishing to transfer coursework in government that was completed in an institution in a state other than Missouri must submit the course description or syllabus from the course(s) for evaluation. Students with courses in government that do not include content in the areas of Missouri government and the state constitution may fulfill this requirement by one of the following:

1. Complete a government course in an in-state institution
2. Complete a course that provides the equivalent content limited to the Missouri constitution and its government.

Students should consult with an advisor to assure that any course taken is equivalent in terms of the Missouri requirements.

### **Grade Reports**

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

### **Grading**

Course requirements and assignment of grades are the responsibility of the faculty teaching each course. The grading system of Cox College is based on a 4.0 scale.

Unless otherwise indicated in course syllabi, grades are assigned and GPA calculated utilizing the following scale:

90-100	A	4.0
80-89	B	3.0
70-79	C	2.0
60-69	D	1.0*
59-below	F	0.0
	WF	0.0

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

Some science courses have a laboratory component. Final grades will be assigned for those courses based on the student’s combined performance in both the theory and laboratory components.

### **Graduation**

A student should consult the academic calendar for the graduation date and make an appointment to meet with his/her advisor to register for the final semester. The deadline for applying for graduation can be found in the academic calendar. The student should obtain an Application for Graduation form and bring it to the advisor so the form can be completed. The advisor will print the current transcript and review it with the student to ensure all required classes have been completed. Once completed, the student will take the completed application and transcript to the Registrar’s office.

If a student does not complete the final course requirements, a new degree application must be submitted. Every candidate for a certificate or degree is responsible for meeting all of the requirements for graduation. The responsibility for understanding and meeting graduation requirements rests entirely with the student. Refer to each academic program for further information about graduation requirements.

## ACADEMIC POLICIES AND PROCEDURES

Students may participate in the next commencement ceremony (December or May) if they have one course yet to be completed, and have otherwise met all graduation requirements. Award of the degree or certificate, however, is not posted until all degree or certificate requirements are completed. Candidates may participate in the commencement ceremonies only once.

### Graduation Honors

The student's cumulative GPA at the time of graduation is used to determine graduation honors. Only grades received from Cox College are utilized in computing these honors:

**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:** Department of Health Sciences; cumulative GPA of 4.0

### 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 by no later than the second week of September for courses in the Summer semester, the first week in February for courses in the Fall semester and by the second week of June for courses in the Spring semester. Failure to complete 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.

**An incomplete grade does not apply to nursing courses. Refer to the Department of Nursing Academic Policies section of this catalog**

### Leave of Absence (LOA) Policy

A "Leave of Absence" is defined as a period of time, not to exceed one full academic semester, for which the student has received permission not to enroll or to withdraw from all courses. No more than one Leave of Absence (LOA) may be granted once a student has been admitted in a Nursing or Health Sciences program.

Withdrawal from courses is not permitted during the final two weeks of the semester. Students must be aware that the LOA from the Department, Program, or College does not refer to the Title IV financial aid conditions. "A school may grant a student an LOA that does not meet the conditions to be an approved LOA for Title IV purposes."

The College recognizes three types of Leaves of Absence: a Leave of Absence from the Department and College, an Emergency Leave of Absence (FMLA), and/or a Military Leave of Absence.

**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 Chair. Requests must be made in writing. Failure to register for the semester immediately following the leave of absence, will be considered a withdrawal from Cox College. An admissions application and a program application will be required for readmission.

**Emergency Leave of Absence (FMLA)**

A LOA may be granted for emergencies occurring during the semester, as defined by the Family Medical Leave Act (**FMLA**). The request for this type of LOA will be considered until the last day of the semester to drop a course without a grade. If possible, the request should be made prior to the semester for which the Leave is being requested.

1. Students who are not admitted to an academic department and who are requesting a Leave of Absence from the College must complete the *Request for Emergency Leave of Absence* form.
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 Academic Dean.
4. The student will be notified regarding the request in writing via certified mail by the Academic Dean.
5. The student must register for the fall or spring semester immediately following the semester of the Leave of Absence.
6. Students completing the required procedure will be readmitted to the College without requiring reapplication and attendant fees.
7. Students who fail to register for the fall or spring semester immediately following the Leave of Absence will be required to reapply 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 must register for the fall or spring semester immediately after completing military service.

**President's List**

A President's List will be posted at the end of each semester reflecting academic progress for the two most recent semesters. Only grades received from Cox College will be utilized in computing this honor. Students achieve this honor by meeting the criteria listed below:

1. [Option A] Completing at least 12 hours in the just completed semester ("fulltime status"); **or** [Option B] if not "fulltime," a minimum of 6 hours in the immediate prior semester
2. If [Option A], achieving a 3.5 GPA for the just completed semester, or if [Option B]; achieving a combined 3.5 GPA for the just completed semester and immediately prior semesters
3. For either option, making no grade lower than a "C" in any course during the just completed and immediately prior semesters

### Repeating a Course

Courses for which a student receives a grade of “D” or below must be repeated. Although a “D” can be counted as successful progression for financial aid purposes, it will not apply toward degree progression requirements.

Enrollment in the repeated courses will be on a space-available basis, to be determined during the final “open” registration period before the start of each term. The student’s GPA will reflect the grade received when the course is repeated.

A student may re-enroll in a discipline-specific (i.e., courses with the prefix of NURS, NRBE, HSCC, MDTN, and MDCO) course only ONCE, regardless of the grade status at the time of withdrawal from the course. A Withdraw “(W)” before the fourth week of the semester will not be considered in the one-time re-enrollment policy. Re-enrollment in courses that the student has withdrawn from will be on a space-available basis to be determined during the final “open” registration period before the start of each term. A Withdraw Passing “(WP)” will not count toward one of the two discipline-specific courses that are allowed for repeat. A Withdraw Failing (WF) will be counted as one of the two discipline-specific courses that may be repeated.

A student who anticipates failing a course and who desires to take that course in the semester immediately following may not register for that course until the final grade in the course has been received. The student is to follow the usual registration process and adhere to the regularly scheduled registration periods.

***NOTE: Withdrawing from courses under “WF” status may place a student on academic probation (below a 2.00 term GPA); students may not be on academic probation for more than two semesters while enrolled at Cox College.***

### Student Classification

Students are classified by earned credit hours *applicable to their Cox College degree program*, and are designated as follows:

<b>Freshman:</b>	0-30 credit hours completed
<b>Sophomore:</b>	31-60 credit hours completed
<b>Junior:</b>	61-90 credit hours completed
<b>Senior:</b>	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:

**Full-Time:** Students who are enrolled in at least 12 semester hours of credit during a 16-week semester.

**Half-Time:** Students who are enrolled in at least 6, but less than 12, semester hours of credit during a 16-week semester.

**Part-Time:** Students who are enrolled in less than 6 semester hours of credit during a 16-week semester.

**Audit:** Students 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. Students with audit status will not be allowed to take examinations. Laboratory hours of nursing courses may not be audited. Permission to audit a course will be granted by the Department Chair on a space-available basis. Audited courses may not be repeated for a letter grade, either as a Cox College course or as a transfer course.

**Non-Degree Seeking:** Students enrolled in courses but not seeking a certificate or degree

### **Student Discipline**

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*.

### **Transcripts of Academic Records**

Transcripts of academic records will be issued by Cox College of Nursing and Health Sciences to all present and former students for a nominal fee upon written request. Requests may be faxed to 269-3656, 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: Registrar, Cox College of Nursing and Health Sciences, 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. Additional transcripts will be issued at the current published fee.

### **Transfer Course Credit**

Credit for mathematics, social science, humanities, and/or English courses taken at regionally accredited colleges or universities that are equivalent to those at Cox College may be transferred if the student has obtained a “C” or better in the course. Applicable transfer credit will be added to the student’s academic record. All core science courses (Anatomy, Physiology, Chemistry and Microbiology) must be taken within five years of initial enrollment at Cox College. Grades of “B” or higher will be accepted for transfer of these four courses. (Contact the Registrar’s office for details.)

With the exception of discipline-specific general education requirements, students enrolled in Cox College degree programs who have previously earned a bachelor’s degree from a regionally accredited college or university are considered to have completed all general education requirements. Transfer credits are included in the earned hours to meet graduation requirements. Credit by examination and/or validation (with the exception of math proficiency in the ASN program) is included in cumulative credit hours to meet graduation requirements. Students will receive notification of courses accepted for transfer credit. Refer to the *Student Handbook* for additional information.



**Transcript Key**

**P:** Pass

**W:** Withdrawal from a course or from the College prior to the sixth week of a semester.

**WP:** Passing at the time of official withdrawal from a course or from the College after the sixth week of a semester.

**WF:** Failing at the time of official withdrawal from a course or from the College after the sixth week (varies with summer session) of a semester. No credit earned.

**R:** Refers to a course retaken and credit awarded for most recent course.

**TR:** Transfer credit.

**Not Computed in Grade Point Average (GPA)**

**AU:** Audit; no credit given.

**CR:** Credit by examination; course requirement met.

**CV:** Credit by validation; course requirement met.

**I:** Incomplete; requirements of the course are not met due to serious illness or special circumstances. Incompletes require approval of the Academic Dean (general education coursework), or Department Chair (Nursing or Health Science courses).

**P:** Pass

**W:** Withdrawal from a course or from the College prior to the sixth week of a semester.

**WP:** Passing at the time of official withdrawal from a course or from the College after the sixth week of a semester.

**Withdrawal from Cox College**

“Withdrawal” refers to a student leaving Cox College, by dropping all courses and not registering in the subsequent term. A Change of Schedule form must be obtained from the Registrar’s office. The official date of withdrawal is the date the student completes the withdrawal process. A student may withdraw from Cox College during the first six weeks of a semester without academic penalty, and a grade of “W” is recorded on the academic record. When withdrawal occurs after the sixth week, the student will receive either a “WP” or a “WF”. A “WP” has no effect on the GPA, but a “WF” is computed into the GPA as an “F” in the course.

Any student who does not follow the procedures for official withdrawal as outlined in the *Student Handbook* will receive a “WF” in any enrolled course(s). Even if a student plans not to return to Cox College at the end of the semester, the withdrawal process must be completed; failure to do so will result in a hold being placed on the student’s record, and blocking release of transcripts, especially if the student has participated in any form of financial aid during their Cox College enrollment.

**Withdrawing (“dropping”) from a Course**

A verbal intent to withdraw from a course given to a faculty member or College Staff is considered unofficial and insufficient. A change in registration can be made only by filing an official Change of Schedule Form with the Registrar. If a course is listed as a Corequisite to another course in which the student is enrolled, withdrawing from the Corequisite course requires withdrawal from the concurrent course. The grade status of Withdraw (W), Withdraw Passing (WP) or Withdraw Failing (WF) of the concurrent course will be determined by the student’s grade in the course at the time the student withdraws.

When withdrawals occur after the fourth week of a semester, a grade of Withdraw Passing “WP” or Withdraw Failing “WF” will be issued. A “WP” has no effect on GPA; a “WF” is computed into the GPA as an “F” in the course.

Withdrawals cannot occur during the last two weeks of a 16-week semester. Re-enrollment in courses that have been withdrawn from will be on a space- available basis, to be determined during the final “open” registration period before the start of each term.

**Students may re-enroll in a discipline-specific course (i.e., courses with the prefix of NURS, NRSL, HSCC MDTN, and MDCO) only once.**

## FINANCIAL AID

Cox College of Nursing and Health Sciences makes financial aid available for those who would be unable to attend without financial assistance. Because of the high cost of education, it is impossible to meet the total financial need of every student. Families and students are encouraged to seek sources of aid available to them through community resources. Most financial aid is based on financial need. Financial need is based on formulas established by federal and state governments. The formula is based on income, assets, family size and other measures of financial strength. Financial need is defined as the cost of education less the expected family contribution:

Cost Of Education – Expected Family Contribution = Student’s Financial Need

### Financial Aid Location

The Financial Aid Office is located in Room 103 on the first floor of Cox College. Appointments are encouraged but not necessary.

Financial Aid Office  
Cox College of Nursing and Health Sciences  
1423 N. Jefferson Ave.  
Springfield, MO 65802  
417/269-3060 or toll-free at 866/898-5355

### Application for Financial Aid

Application for financial aid is made by completing the Free Application for Federal Student Aid (FAFSA). Priority is given to applications processed by April 1. The application is available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) after January 1 for the upcoming year. Paper forms are available in the Financial Services Office.

### Student Eligibility

To receive financial aid from any state or federal program, the student must meet the following requirements:

- Have financial need
- Be admitted to Cox College
- Be enrolled as a degree-seeking student
- Be a U.S. citizen or eligible non-citizen
- Have a valid Social Security Number
- Make satisfactory academic progress
- Sign a statement of educational purpose/certification statement on overpayment or default
- Be registered with the Selective Service, if required
- Not be over aggregate loan amounts

<b>Fulltime:</b>	12 hours per semester
<b>Three-Quarter Time:</b>	9-11 hours per semester
<b>Half-Time:</b>	6-8 hours per semester
<b>Less Than Half-Time:</b>	1-5 hours per semester

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

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

### **Sources of Financial Aid**

Cox College participates in the following financial aid programs. More information is available in the *Student Guide to Financial Aid* and on the Cox College website under Financial Aid.

### **Federal Programs**

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

### **Federal Family Education Loan Programs**

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

### **State Programs**

Marguerite Ross Barnett Scholarship  
Missouri Academic Scholarship (Bright Flight)  
Missouri Access Grant

**Institutional Programs** (Applications are available at [www.coxcollege.edu](http://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 (limited to ASN students only)
- Community Service scholarships are awarded annually and require a written essay and letter of reference.

## **Refund Policy and Repayment Policy**

### **Refund for Withdrawal from a Class or from Cox College**

A verbal intent to withdraw from a course given to a faculty member is considered unofficial and insufficient. An official withdrawal can only be obtained if a student officially withdraws from a class or from the College by completing the proper forms within the scheduled period. **Nonattendance does not constitute official withdrawal.** *(The refund schedule varies for the summer session.)*

## FINANCIAL AID

A tuition refund is based on:

Before Semester Begins	100% refund of <b>tuition and fees</b>
During Days 1 through 5 of the Semester	100% refund of <b>tuition only</b>
During Days 6 through 10 of the Semester	50% refund of <b>tuition only</b>

Students are required to advise the Financial Aid Office and the Financial Services Office of dropping a course or withdrawing from the College. The date the student submits the Change of Schedule form to the Registrar is the date used to calculate the amount of the refund/payment.

### Return of Title IV Funds

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

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. For the spring semester, spring break will be deducted from the total number of days in the semester. Once 60 percent of the class has been reached, no federal calculation is required. 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 notify the school, the midpoint date in the period is used.
- If the student does not provide the required notification due to circumstances beyond the student's control, the date related to that circumstance will be used.
- Date of student's last attendance at a documented academic or related activity will be used.

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

1. Unsubsidized Stafford Loan
2. Subsidized Stafford Loan
3. Federal Plus Loans
4. Federal Supplemental Educational Opportunity Grant (SEOG)
5. Federal Academic Competitiveness Grant
6. Federal Pell Grant
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 and must meet the following criteria in order to allow for loan deferment:

- There must be at least 12 months between the requested leave of Absence and any previously granted Leave of Absence.
- The LOA must be requested by the student in writing.
- The LOA must be for no more than 60 days.

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

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

A LOA that does not meet the above conditions, must be reported by the Registrar 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.

### **Repayment Policy for Students Withdrawing from Cox College**

A student who desires to withdraw from the College shall obtain a change of schedule form from the Registrar. All credits will be computed as of the date when the withdrawal process is completed through the Registrar. The student must follow the withdrawal procedure.

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

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

### **Financial Obligation Policy**

Students are not entitled to register for upcoming semesters, receive recommendations, degrees, honors or official transcripts until all financial obligations to the college are fulfilled. In the event of default in the payment of any amount due, the account is turned over to an agency or attorney for collection or legal action. The student is liable to pay an additional charge equal to the cost of the collection agency and attorney and court fees.

### **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.

### **Qualitative Progress Standard**

At the end of each spring semester, the student must meet the satisfactory academic progress standards of Cox College. A minimum semester GPA of 2.0 on a 4.0 scale must be maintained. Students falling below this standard will be placed on SAP probation.

### **Quantitative Progress Standards**

At the end of the spring semester, the student must complete 60 percent of the total credit hours for which she/he enrolled in during the fall and spring semesters. 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 percent of the credit hours required to complete their program or until a degree is acquired, whichever occurs first. The total number of credit hours allowed includes courses for which credit is transferred from other institutions.

### **Student Appeal Process**

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

### **Automatic Termination of Financial Aid**

The following situations will 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.

## Department of Nursing

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

### Mission Statement

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

### Philosophy of General Education

A general education is an integral part of the Cox College of Nursing and Health Sciences. 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:

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

### Philosophy of Nursing

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

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



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

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

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

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

*Learning* is a lifelong process influenced by conditions in the environment. Evidenced by changes in behavior, learning involves development in the cognitive, affective, and psychomotor domains. Students are expected to be self-directed, goal-oriented, and actively involved in the learning process. The faculty facilitates the learning process by creating a flexible environment and planning goal-oriented experiences. Respect for individuality, freedom of expression, shared decision making, and mutual trust promote reciprocal relationships and create an optimal learning environment. The faculty accepts responsibility for acting as role models and stimulating intellectual curiosity, critical thinking, self-awareness, and promoting lifelong learning.

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

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

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

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

## Program Admission

Admission to the College does not assure admission into College programs. Program admission refers to enrollment in the discipline-specific courses of each program offered at Cox College. To be considered for admission into your chosen program of study, a completed Program Application for the desired Nursing Degree Programs form must be submitted to the Admissions Coordinator on or before the admission deadline date. Only applicants admitted to the College for general education will be considered for admission into a program of study. All admissions and program-specific selection criteria must be met prior to submission of program application.

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

The early decision option is a formal understanding between the high school student and Cox College in which the student may be granted admission to Cox College and the **BSN program**. Students seeking the early decision option may submit their applications during their junior or senior year of high school. Applications and transcripts showing completion of high school courses to that date must be submitted **before January 15<sup>th</sup> of their senior year**.

### LPN Advanced Placement

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

:

- Submit proof of current Missouri LPN licensure
- Twelve transferable credit hours must be completed prior to application submission. An Admission Application form, available from the Admissions Department., must be completed and submitted to the Admissions Coordinator **no later than January 15th for August entry and August 15<sup>th</sup> for January entry.**
- Take the Nursing Acceleration Challenge Exam (ACE: Nursing Care during Childbearing and Nursing Care of the Child) and the PN Pharmacology Exam.

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

- Complete all required general education courses commensurate with their advanced placement with a C or better (Human Anatomy, Physiology, Microbiology, Chemistry, and Psychology). Science courses must have been taken within the past five years to be considered for admission. LPN applicants will not need to take nutrition; credit by validation (CV credit) in nutrition is awarded to advanced placement students on admission to the program.
- Have a cumulative GPA of 3.0 on a 4.0 scale

Admission into the LPN Advanced Placement program is offered to the highest-ranking candidates in the applicant pool. Ranking is based on a composite number determined by selection criteria. Selection criteria are based on 1) cumulative GPA, 2) hours of course work completed, and 3) preference is given to those individuals who have completed at least 60% of their coursework at Cox College which included one of the following science courses (Anatomy, Physiology, 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 admission deposit must be submitted. After receipt of this deposit, the student may register for classes according to the academic calendar. There will be an Advanced Placement orientation offered during intersession classes.

**Requirements Prior to the First Nursing Course**

The following requirements must be completed before beginning courses in any of the three nursing tracks. Verification of the following must be provided by all nursing students **PRIOR to August 1 for fall entry or January 1 for spring entry:**

- Initiation of hepatitis B immunization series
- TB skin test within six months of program entry **& renewed annually**
- Current measles (rubeola), mumps, and rubella immunization status
- Negative drug screen
- Clear criminal background check
- Completion of health form (provided by the Admission Coordinator)
- Completion of the American Heart Association (AHA) for Healthcare Provider course or equivalent prior to enrollment
- Completion of math proficiency requirement

**Orientation**

New students admitted to any nursing track will be required to attend a Department of Nursing orientation. Information about date, time, and place of orientation will be included in the new student's acceptance letter.

**Math Proficiency Requirement**

For admission into the nursing programs, proficiency in math must be determined.

**Beginning Spring 2007**, 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:

- Achievement of a passing score on the math proficiency test offered at Cox College. For additional information, contact the Admissions Department.
- Providing an official college transcript with evidence of completion of College Algebra or Intermediate Algebra with a grade of a C or better. Intermediate Algebra is offered as MATH 100 at Cox College. Achievement of a score at the 50<sup>th</sup> percentile on the CLEP subject.
- Achievement of a score of 22 or higher in the math component of the ACT Examination for Math.

**American Heart Association (AHA) Healthcare Provider Course Requirement**

Prior to enrollment in nursing courses, the student must have completed the AHA for Healthcare Provider course. It is the responsibility of the student enrolled at Cox College to maintain certification in lifesaving techniques at the health care provider level, as designated by the American Heart Association. The AHA for Healthcare Provider course is offered at Cox College in August and January, prior to the beginning of each semester. Contact the Admissions Department for information.

### **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 nursing program.**

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 19 credit hours granted by Cox College of Nursing and Health Sciences for **ASN track**
- Completion of 400-level nursing courses with a minimum of 30 credit hours granted by Cox College of Nursing and Health Sciences for each **BSN track**
- Minimum cumulative GPA of 2.0 on a 4.0 scale on completion of required courses for all the nursing program
- Completion of all nursing courses within 5 years of admission to the nursing program

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

### **Nursing Licensure**

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

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

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

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

## Department of Nursing Academic Policies

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

### Leave of Absence (LOA) from the Department of Nursing

Leaves of Absence from the Department of Nursing are reserved only for extraordinary circumstances. A departmental LOA cannot extend beyond one academic semester and no more than one LOA may be granted to a student following program entry.

### Grading Scale

Effective January, 2006, the grading scale for nursing and health sciences courses differs from general education courses.

<b>93 – 100</b>	<b>A</b>
<b>85 – 92</b>	<b>B</b>
<b>75 – 84</b>	<b>C</b>
<b>69 – 74</b>	<b>D (nontransferable credit)</b>
<b>&lt;68</b>	<b>F</b>

### 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 students’ academic progress.

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

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

If a student receives an “I” in a pre-requisite 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.

### 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 an average of 75% on all examinations in all 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 an 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 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 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. If a student is unsuccessful in the theory component but passes the lab component of course, **both** sections must be repeated. If 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.
- Maintenance of AHA Healthcare Provider certification or equivalent.
- Maintenance of current immunizations.

### Dosage Calculation Competency

Students in nursing courses must demonstrate competency of dosage calculation skills at three points in their program of study to progress. The competency will be assessed by examination using the following procedure:

- **ASN Program:** Prior to beginning of NURS 106, 206, and/or 208.
- **BSN Entry /Accelerated Programs:** Prior to beginning NRSI 210, 302, and/or 310.

Ninety-five percent accuracy must be achieved on each competency test before the student will be allowed to progress. Two retakes 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 withdraw from the clinical nursing course requiring proof of competency and must enroll in ***NURS 197 Dosage Calculation Remediation***.

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

**Exams to determine the dosage calculation are scheduled during the final week of each semester:**

- NURS 105 or NRBE 202 for Level One Competency
- NURS 106 or NRSI 210 for Level Two Competency
- NURS 206 or NRSI 302 for Level Three Competency

### **Prerequisite and Corequisite Requirements**

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.

### **Repeating a Nursing Course**

No more than **one** nursing course in the nursing degree program may be repeated. A student will be dismissed from the College if a grade of “D” or below is received in two (2) 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 and other required items prior to enrollment in the next clinical course.

### **ATI Testing Policy**

Revision in the ATI Testing Policy began with the INCOMING classes, Fall 2006 semester. This means that the first classes to be affected by the policy concerning unsuccessful completion of the comprehensive predictor exam will be the Spring 2008 graduating classes. Every graduating class thereafter will be affected by this policy change.



## DEPARTMENT OF NURSING ACADEMIC POLICIES

1. If a student scores < 67% on **specific course content exams**, the student will be encouraged to:
  - Review subject area deficits from ATI report (utilize resources to address deficits – ATI materials, course textbooks, etc.)
  - Complete the nonproctored exam until a recommended score of  $\geq 90\%$  is obtained. The student will submit a completion certificate to the course coordinator indicating a score of at least 90% on the nonproctored exam **prior to beginning the next semester.**
2. If a senior student scores < 67% correct on the **comprehensive predictor exam**, the following applies:
  - Remediation is carried out as noted above in policy statement number one.
  - In addition, the student must repeat the proctored exam. **A fee of \$25 will be charged for the repeat exam.** Exam dates will be published for repeat exams and must be attended as scheduled.
  - Students will be allowed to participate in commencement exercises but will not receive authorization to sit for the NCLEX-RN® exam until remediation is completed.
  - The Chair or designee will coordinate the scheduling and proctoring of repeat exams.
  - *Students who do not achieve at least a 67% on the repeat exam are required to attend a formal review course prior to receiving authorization to sit for the NCLEX-RN® exam. The review course is at the student's own expense. A list of approved courses will be provided.*

## Associate of Science in Nursing (ASN) Degree Program

Upon entry to the ASN program, students maintaining a 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.

### Outcome Criteria

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

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

### Program Admission

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

- Complete the admissions procedure to Cox College
- Demonstrate math proficiency (must be completed prior to submitting application)
- Achieve a cumulative college/university GPA of 3.0 or better on a 4.0 grade scale based on 12 completed credit hours of which at least one course must be a natural science. Natural science courses must have been taken within the past five years to be considered for admission.
- Complete an Admission Application form available from the Admissions Department. This form must be completed and submitted to the Admission Coordinator **no later than August 15th for January entry.**

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. Ranking is based on a composite number determined by the cumulative GPA, with Cox College preference. Applicants identified as Cox College students are given preference. To be eligible for preference in the ranking process, applicants must have at least 60% of their courses taken at Cox College. And **effective Spring 2007**, applicants must have completed at least one science course (Human Anatomy, Physiology, or Microbiology) to qualify for the Cox College student preference.

Once a candidate has been notified of an offer for admission into the ASN program, a nonrefundable deposit is required. When received, the student may register for classes according to the academic calendar. Students will be required to attend a Department of Nursing Program orientation before classes begin. If you are a new student to Cox College, you must also attend the New Student Orientation.

## ASN Degree Track Requirements

**Pre-General Education Course:** Math 100 (see Math Proficiency Requirement)

**General Education: 28 Credit Hours Total**

**Natural and Applied Sciences (16 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 100)
INFM	160	Computer Resources

**Humanities (6 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

## Suggested Full-Time ASN Course of Study

<u>First Year—Semester 1</u>			<u>Credit Hours</u>
BIOL	205	Human Anatomy	3
CHEM	103	Fundamentals of Chemistry	3
NURS	100	Introduction to Nursing Skills	2
NURS	105	Clinical Applications I	5
PSYC	101	Introduction to Psychology	3
INFM	160	Computer Resources	1
CCPL	100*	Promoting Learning and Ultimate Success	<u>1*</u>
<b>Semester Total:</b>			<b>17</b>

<u>First Year—Semester 2</u>			<u>Credit Hours</u>
BIOL	206	Human Physiology	3
BIOL	208	Microbiology	3
NURS	106	Clinical Applications II	8
NURS	210	Pharmacological Basis of Nursing Practice	<u>3</u>
<b>Semester Total:</b>			<b>17</b>

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

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

<b>Total Credit Hours</b>	<b>66</b>
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**\*This course is required for students with less than 24 college credits upon admission to Cox College.**

### ASN Prerequisite/Corequisite Requirements

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

## ASN Course Descriptions

Course descriptions for all courses required for the ASN degree program of Cox College of Nursing and Health Sciences are listed below:

### **Biology**

#### **BIOL 205      Human Anatomy      3 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      3 Credit Hours**

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

#### **BIOL 208      Microbiology      3 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.

### **Cox College Promotes Learning (PLUS) Course**

#### **CCPL 100      Promoting Learning and Ultimate Success      1 Credit Hour**

Prerequisite: Admission to the College. The course is required for progression, excluding students in an approved dual-enrollment agreement, students in the RN to BSN track, and students with a previously earned bachelor's degree. Students who drop this course must successfully complete it **prior** to entering their second semester at Cox 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.

### **Chemistry**

#### **CHEM 103      Fundamentals of Chemistry      3 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

## ASN PROGRAM

### English

#### **ENGL 001      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 ASSET test will determine if ENGL 001 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.

### Informatics

#### **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 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 percent or above. If a student does not achieve a passing score, the \$75 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.

### Mathematics

#### **MATH 001      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 ASSET test will determine if MATH 001 is a necessary prerequisite for MATH 100.***

#### **MATH 100      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 100.

### Nursing

#### **NURS 100      Introduction to Nursing Skills      2 Credit Hours**

Prerequisite: MATH 100 or equivalent. This course provides an introduction to clinical skills basic to nursing practice. One hour of theory and 3 hours of laboratory per week.

**NURS 105 Clinical Applications I****5 Credit Hours**

Prerequisites: current AHA Healthcare Provider or equivalent certification. Prerequisite or Corequisite: BIOL 205 and NURS 100. BIOL 205 and NURS 100 must be taken as a prerequisite to or concurrent with this course. If for any reason enrollment in BIOL 205 or NURS 100 is terminated when taken concurrently, this course will be dropped with all policies relating to a withdrawn course applicable.

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. Three hours of theory and 6 hours of laboratory per week.

**NURS 106 Clinical Applications II****8 Credit Hours**

Prerequisites: BIOL 205, CHEM 103, INFM 160, NURS 100, 105, PSYC 101, current AHA Healthcare Provider or equivalent certification, and proof of Dosage Calculation Competency. Prerequisite or Corequisite: BIOL 206, 208, NURS 210. If for any reason enrollment in BIOL 206, 208, or NURS 210 is terminated when taken concurrently, this course will be dropped with all policies relating to a withdrawn course applicable.

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. Four hours of theory and 12 hours of laboratory per week.

**NURS 206 Clinical Applications III****8 Credit Hours**

Prerequisite: BIOL 205, 206, 208, CHEM 103, NURS 100, 105, 106, 210, PSYC 101, current AHA Healthcare Provider or equivalent certification, and proof of Dosage Calculation Competency. Prerequisite or Corequisite: BIOL 302, ENGL 150, NURS 307. If for any reason enrollment in BIOL 302, ENGL 150, or NURS 307 is terminated when taken concurrently, this course will be dropped with all policies relating to a withdrawn course applicable.

This course emphasizes health restoration and facilitation of coping in individuals across the life span. Framed by functional health patterns, the course explores alterations in mental health, immunity, metabolism, elimination, oxygenation, mobility, and cognition. This class requires four hours of theory and 12 hours of laboratory per week.

**NURS 207 Concepts of Professional Nursing Practice****1 Credit Hour**

Prerequisite: BIOL 205, 206, 208, 302, CHEM 103, NURS 100, 105, 106, 206, 210, 307, and PSYC 101 or permission of faculty. 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**

Prerequisite: BIOL 205, 206, 208, 302, CHEM 103, ENGL 150, NURS 100, 105, 106, 206, 210, 307, PSYC 101, current AHA Healthcare Provider or equivalent certification, and proof of Dosage Calculation Competency. Prerequisite or Corequisite: INFM 160, NURS 207. If for any reason enrollment in INFM 160 and NURS 207 is terminated when taken concurrently, this course will be dropped with all policies relating to a withdrawn course applicable.

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. Four hours of theory and 12 hours of laboratory per week.

**NURS 210      Pharmacological Basis of Nursing Practice      3 Credit Hours**

Prerequisites: CHEM 103, and NURS 100. Prerequisites or Corequisites: BIOL 206, 208, NURS 105. If for any reason enrollment in BIOL 206, 208, or NURS 105 is terminated when taken concurrently, this course will be dropped with all policies relating to a withdrawn course applicable. This course explores the nurse's role in pharmacological therapy of individuals from infancy through adulthood.

**NURS 307      Perspectives on Aging and the Older Adult      3 Credit Hours**

Prerequisites: BIOL 205, 206, 208, CHEM 103, NURS 100, 105, and PSYC 101. Prerequisite or Corequisite: NURS 106 and 210 must be taken prerequisite to or concurrent with this course. If for any reason enrollment in NURS 106 and 210 is terminated when taken concurrently, this course will be dropped with all policies relating to a withdrawn course applicable.

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.

**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.

**Sociology**

**SOCI 101      Introduction to Sociology      3 Credit Hours**

An analysis of factors that is significant in the development of people as social beings. Consideration is given to the social group and culture as factors in this 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**

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**

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.

**A student is limited to six semester hours of independent study and/or special topics courses.**

## Bachelor of Science in Nursing (BSN) Degree Program

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

- The entry-level track (BSN-EL), which provides a four-year baccalaureate degree leading to eligibility for RN licensure
- The accelerated track (BSN-ACC), which provides a baccalaureate degree in nursing leading to eligibility for RN licensure for individuals with a bachelor's degree in another field
- RN to BSN track (RN-BSN), which provides a baccalaureate degree in nursing for registered nurses
- The Early Decision Option (EDO) is a formal understanding between the high school student and Cox College of Nursing and Health Sciences in which the student may be granted admission to Cox College and the **BSN program**.

### Outcome Criteria

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 life long 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 healthcare 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 healthcare environment.

## Bachelor of Science Entry-Level Track

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

### Admission into Nursing Courses of the Entry-Level Track

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

- Complete the admissions procedure to Cox College
- Demonstrate math proficiency (must be completed prior to submitting application)
- Natural science courses must be taken within the past five years to be considered for admission
- Must have at least 16 Cox College transferable credit hours listed on application form completed with a “C” or better prior to application submission. Each course must be equivalent credit value as the corresponding Cox College course. All course listed on application must be completed prior to entering the nursing program (34 credit hours).
- Maintain a cumulative GPA of 3.0 or better
- Complete an Admission Application form available from Admission Department or online. This form must be completed and submitted to the Admission Coordinator **no later than January 15th for Fall entry.**

Admission into nursing courses of the entry-level track is offered to the highest-ranking candidates in the applicant pool. Ranking is based on a composite number determined by selection criteria. Selection criteria are the cumulative GPA, hours of course work completed, and the number of courses taken at Cox College.

Once a candidate has been notified of an offer for admission into nursing courses of the BSN-Entry-Level track, a nonrefundable admission fee must be submitted. When received, the student may register for classes according to the academic calendar. Students will be required to attend the Department of Nursing orientation before the first nursing class.

## BSN Entry-Level Track Requirements

### General Education: 52 Credit Hours

#### Natural and Applied Sciences (24 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 (76 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	210	Childbearing and Childrearing Families
NRSI	212	Mental Health/Illness Nursing concepts
NRSI	290/490	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 Suggested Course Of Study									
Year/ Level	Semester	Course/Content					GE Hrs	NSG	
One	1	BIOL	205	Human Anatomy				3	
		CHEM	103	Fundamentals of Chemistry				3	
		BIOL	206	Human Physiology				3	
		PSYC	101	Introduction to Psychology				3	
		MATH	100	Intermediate Algebra				3	
		CCPL	100	Promoting Learning & Ultimate Success				1	
			Total 16 Credit Hours					16	
	2	ENGL	150	English Composition				3	
		BIOL	208	Microbiology				3	
		PSYC	230	Life Span Development				3	
		SOCI	101	Introduction to Sociology				3	
		NSCI	200	Introduction to Professional Nursing					3
		Total 15 Credit Hours					12	3	
	SUMMER	BIOL	302	Principles of Nutrition				3	
ENGL		207	Expository Writing				3		
		Total 6 Credit Hours					6		
Two	3	NRSI	204	Pharmacological Basis of Nursing					3
		NRSI	202	Foundations of Professional Nursing					7
		NRSI	206	Health Assessment					3
		BIOL	382	Pathophysiology				3	
			Total 16 Credit Hours					3	13
	4	NRSI	306	Aging and the Older Adult					2
		NRSI	210	Childbearing and Childrearing Families					8
		NRSI	212	Mental Health/Illness Nursing Concepts					4
		Total 14 Credit Hours						14	
Three	5	NRSI	300	Nursing Informatics					2
		NRSI	302	Adult Medical Surgical Nursing I					8
		SOCI	304	Global Awareness & Cultural Diversity				3	
		NRSI	290	Nursing Elective					2
			Total 15 Credit Hours					3	12
	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
HUMN		150	Humanities Elective				3		
		Total 17 Credit Hours					9	8	
Four	7	NRSI	400	Theories and Research in Nursing					3
		NRSI	402	Management and Leadership in Nursing					4
		NRSI	404	Community and Public Health Nursing					6
		PHIL	201	Introduction to Philosophy				3	
			Total 16 Credit Hours					3	13
	8	NRSI	410	Nursing Capstone Course					7
		NRSI	406	Trends, Issues, and Ethics in Nursing					3
		NRSI	490	Nursing Elective					3
		Total 13 Credit Hours						13	
Total 128 Program Credit Hours							52	76	

### BSN Entry-Level Prerequisites and Corequisites

COURSE NUMBER	PREREQUISITES	PRE/COREQUISITE
	Nursing courses will be dropped if prerequisite/corequisite course enrollment is dropped.	
<b>Level II</b>	<b>All Level I courses must be complete prior to taking ANY Level II NRSI course</b>	
BIOL 382	BIOL 205, BIOL 206	NRSI 202,204,206
NRSI 204		NRSI 202
NRSI 202		NRSI 204; NRSI 206
NRSI 210	NRSI 202, NRSI 206, NRSI 204, BIOL 382	
NRSI 212	NRSI 202, NRSI 206, NRSI 204, BIOL 382	NRSI 306
NRSI 306	NRSI 202, NRSI 206, NRSI 204, BIOL 382	
<b>Level III</b>		
NRSI 302	NRSI 202, NRSI 206, NRSI 204, BIOL 382, NRSI 210, NRSI 212, NRSI 306	
MATH 227	MATH 100	
NRSI 310	NRSI 202, NRSI 206, NRSI 204, BIOL 382, NRSI 210, NRSI 212 NRSI 306, NRSI 302	
<b>Level IV</b>		
NRSI 400	MATH 227	
NRSI 402	NRSI 202, NRSI 206, NRSI 204, BIOL 382, NRSI 210, NRSI 212, NRSI 306, NRSI 302, NRSI 310	
NRSI 404	NRSI 202, NRSI 206, NRSI 204, BIOL 382, NRSI 210, NRSI 212, NRSI 306, NRSI 302, NRSI 310	NRSI 400
NRSI 406	NRSI 202, NRSI 206, NRSI 204, BIOL 382, NRSI 210, NRSI 212, NRSI 306, NRSI 302, NRSI 310	
	<b>Must be taken during the FINAL semester</b>	
NRSI 410	NRSI 202, NRSI 206, NRSI 204, BIOL 382, NRSI 210, NRSI 212, NRSI 306, NRSI 302, NRSI 310, NRSI 402, NRSI 404	NRSI 406

## BSN Entry-Level Track Course Descriptions

Course descriptions for all courses required for the BSN Entry-level Track degree program of Cox College of Nursing and Health Sciences are listed below:

### **Biology**

**BIOL 205      Human Anatomy      3 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      3 Credit Hours**

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

**BIOL 208      Microbiology      3 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 bodily 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      3 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 such as nursing.

### **English**

**ENGL 001      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 ASSET test will determine if ENGL 001 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 and practice in writing nonfiction with clarity and conciseness.

**Humanities**

**HUMN 150      Fine Art/ Humanities Elective      3 Credit Hours**

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

**Mathematics**

**MATH 001      Beginning Algebra      3 Credit Hours**

Designed for students studying algebra for the first time and for those who need a review for 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 ASSET test will determine if MATH 001 is a necessary prerequisite for MATH 100.***

**MATH 100      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 100.

**MATH 227      Introduction to Statistics      3 Credit Hours**

Prerequisite: MATH 100 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.

**Nursing**

**NRSI 200      Introduction to Professional Nursing      3 Credit Hours**

**Must be taken prior to acceptance into the BSN 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**

Prerequisites or Corequisites: NRSI 204 and NRSI 206. 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 healthcare 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**

Prerequisites or Corequisites: NRSI 202. 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**

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 210      Childbearing and Childrearing Families      8 Credit Hours**

Prerequisites: NRSI 202, NRSI 206, NRSI 204, BIOL 382. This course addresses the family as client. Assessment and interventions for the individual maternal and pediatric client within a family unit are addressed. Normal Functioning and patterns of alteration for the childbearing family and children are covered.

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

Prerequisites: NRSI 202, NRSI 206, NRSI 204, BIOL 382. Prerequisite or Corequisite: NRSI 306. 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 context of practice is considered. Intervention modes are observed or practiced in one-to-one, small group, family, and environmental settings.

**NRSI 290/490      Nursing Elective      3 Credit Hours**

Courses vary and focus on a specialized nursing course.

**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.

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

Prerequisites: NRSI 202, NRSI 206, NRSI 204, BIOL 382, NRSI 210, NRSI 212, NRSI 306. 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**

Prerequisites: NRSI 202, NRSI 206, NRSI 204, BIOL 382. Corequisites: NRSI 212. 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 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**

Prerequisites: NRSI 202, NRSI 206, NRSI 204, BIOL 382, NRSI 210, NRSI 212, NRSI 306, NRSI 302. A continuation of Adult Medical Surgical Nursing I, this course will expand the development of the role of the professional nurse as a health teacher and advocate along with expanding critical thinking and decision making skills.

**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 property are discussed.

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

Prerequisites: NRSI 202, NRSI 206, NRSI 204, BIOL 382, NRSI 210, NRSI 212, NRSI 306, NRSI 302, NRSI 310. This course provides a comprehensive introduction to nursing leadership and management. Principles and theories of leadership and management are integrated and related to the role of the professional nurse in delivery of client care.

**NRSI 404      Community and Public Health Nursing      5-6 Credit Hours**

Prerequisites: NRSI 202, NRSI 206, NRSI 204, BIOL 382, NRSI 210, NRSI 212, NRSI 306, NRSI 302, NRSI 310. Prerequisite or Corequisite: NRSI 400. This course focuses on providing population-focused nursing care. Concepts of community health nursing practice are applied in a variety of structured and unstructured settings. 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**

Prerequisites: NRSI 202, NRSI 206, NRSI 204, BIOL 382, NRSI 210, NRSI 212, NRSI 306, NRSI 302, NRSI 310. 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.

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

**Must be taken during the FINAL semester.** Prerequisites: NRSI 202, NRSI 206, NRSI 204, BIOL 382, NRSI 210, NRSI 212, NRSI 306, NRSI 302, NRSI 310, NRSI 402, NRSI 404. Prerequisite or Corequisite: NRSI 406. 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.

**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 U.S. 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 U.S. and globally. Devotes attention to such issues as religious, racial, and socioeconomic diversity.

## BSN Early Decision Option (EDO)

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

The early decision option is a formal understanding between the high school student and Cox College of Nursing and Health Sciences in which the student may be granted admission to Cox College and the **BSN program**. Students seeking the early decision option may submit their applications during their junior or senior year of high school. Applications and transcripts showing completion of high school courses to that date must be submitted by **January 15<sup>th</sup> of their senior year**.

Once a candidate has been notified of an offer for admission into the BSN program, a nonrefundable deposit 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 **July 1 of the year of enrollment**, verifying that all admission and program criteria have been met. Students will be required to attend orientation. Candidates who are high school students desiring to be admitted by the early decision option must successfully complete the following:

- Admission file complete **by January 15th**
- ACT of 25 or better
- Completion of Missouri high school graduation requirements:
  - 4 units of English
  - 3 units of Math
  - 3 units of Science
  - 3 units of Social Studies
  - Must have a “B” or greater on all high school coursework
  - Maintain a 3.0 GPA on current coursework

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

## BSN Accelerated Track

The BSN program accelerated track offers a baccalaureate level nursing program to individuals with a previously earned baccalaureate degree in another field from a regionally accredited college or university. The degree requires completion of 128 semester credit hours. Of these, 30 credit hours are awarded for the prior baccalaureate degree; the remainder consists of 30 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, inclusive of three semesters and one summer session. Failure to progress with the cohort group will result in dismissal from the program.

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 Accelerated Track

To be eligible for admission into nursing courses of accelerated track, a candidate must:

- Complete admission procedure to Cox College
- Hold a baccalaureate or higher degree from a regionally accredited college or university
- Complete all required prerequisite general education courses with a “C” or better, and a cumulative GPA of 3.0 on a 4.0 score (Courses may be in progress but MUST be completed prior to beginning the first nursing class). Natural science courses must have been taken within the past five years to be considered for admission.
- Submit program Admission Application form by **August 15<sup>th</sup> for Spring entry**
- Once application has been received, eligible candidates will be notified to schedule and complete an interview

Admission into nursing courses of the BSN program-accelerated track is offered to the highest ranking candidates in the applicant pool who have completed the required preadmission courses. Ranking is based on a composite number determined by selection criteria. Selection criteria for candidates applying to the accelerated track are based on cumulative GPA, number of courses taken at Cox College, and interview. 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 admission deposit must be submitted. After receipt of this deposit, the student may register for classes according to the academic calendar. Students are required to attend Department of Nursing program orientation in **prior to attending their first class in January.**

## BSN Accelerated Track Prerequisites and Corequisites

<b>COURSE</b>	<b>PREREQUISITE</b> (Nursing course will be dropped if enrollment is dropped.)	<b>PREREQUISITE/ COREQUISITE</b>
Prior to Program Admission	BIOL 205, 206, 208, 302, 382, CHEM 103, MATH 227, PSYC 101, 230, SOCI 101, and GOVT 101 (if not a graduate of a Missouri college)	
NRSI 208	AHA Healthcare Provider or equivalent certification	NRSI 204,206,300,400
NRSI 204		NRSI 202,206,300,400
NRSI 206		NRSI 202,206,300,400
NRSI 210	NRSI 202, 204, 206, 300, 400. AHA Health Provider or equivalent certification, and Dosage Calculation Competency	NRSI 212,306
NRSI 212	NRSI 202, 204, 206, 300, 400. AHA Healthcare Provider or equivalent certification, and Dosage Calculation Competency	NRSI 210, 306
NRSI 300		NRSI 202,204,206,400
NRSI 302	NRSI 202, 204, 206, 210, 212, 300, 306, 400. AHA Healthcare Provider or equivalent certification, and Dosage Calculation Competency	NRSI 402,404
NRSI 306	NRSI 202, 204, 206, 300, 400	NRSI 210,212
NRSI 310	NRSI 202, 204, 206, 210, 212, 300, 302, 306, 400, 402, 404. AHA Healthcare Provider or equivalent certification, and Dosage Calculation Competency	NRSI 406,410
NRSI 400		NRSI 202,204,206,300
NRSI 402	NRSI 202, 204, 206, 210, 212, 300, 306, 400. AHA Healthcare Provider or equivalent certification.	NRSI 302,404
NRSI 404	NRSI 202, 204, 206, 210, 212, 300, 306, 400. AHA Healthcare Provider or equivalent certification.	NRSI 302,402
NRSI 406	NRSI 202, 204, 206, 210, 212, 300, 302, 306, 400, 402, 404	NRSI 310,410
NRSI 410	NRSI 202, 204, 206, 210, 212, 300, 302, 306, 400, 402,404 AHA Health Provider or equivalent certification.	NRSI 310, 406

## BSN Accelerated Track Requirements and Suggested Full-Time Course of Study

<u>Prior to Program Entry</u>		<u>Credit Hours</u>
Fundamentals of Chemistry		3
Introduction to Psychology (or equivalent)		3
Human Anatomy		3
Human Physiology		3
Nutrition		3
Introduction to Sociology (or equivalent)		3
Microbiology		3
Statistics		3
Life Span Development		3
Pathophysiology		<u>3</u>
<b>Semester Total:</b>	<i>Note: Government course may be required</i>	<b>30</b>
<u>First Year—Spring Semester</u>		<u>Credit Hours</u>
NRSI 204	Pharmacological Basis of Nursing Practice	3
NRSI 208	Foundations of Professional Nursing	7
NRSI 206	Health Assessment	3
NRSI 300	Nursing Informatics	2
NRSI 400	Theories and Research in Nursing	<u>3</u>
<b>Semester Total:</b>		<b>18</b>
<u>First Year—Summer Semester</u>		<u>Credit Hours</u>
NRSI 306	Aging and the Older Adult	2
NRSI 210	Childbearing and Childbearing Families	8
NRSI 212	Mental Health/Illness Nursing Concepts	<u>4</u>
<b>Semester Total:</b>		<b>14</b>
<u>Second Year—Fall Semester</u>		<u>Credit Hours</u>
NRSI 404	Community and Public Health Nursing	6
NRSI 302	Adult Medical Surgical Nursing I	8
NRSI 402	Management and Leadership in Nursing	<u>4</u>
<b>Semester Total:</b>		<b>18</b>
<u>Second Year—Spring Semester</u>		<u>Credit Hours</u>
NRSI 406	Trends, Issues and Ethics in Nursing	3
NRSI 310	Adult Medical Surgical Nursing II	8
NRSI 410	Nursing Capstone Course	<u>7</u>
<b>Semester Total:</b>		<b>18</b>
Total Credit Awarded for Prior Degree		30
Total Required General Education Courses		30
Total Required Nursing Courses		<u>68</u>
<b>Total Credit Hours</b>		<b>128</b>



## BSN Accelerated Track Course Descriptions

Course descriptions for all courses required for the BSN Accelerated Track of Cox College of Nursing and Health Sciences are listed below:

### Biology

**BIOL 205      Human Anatomy      3 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      3 Credit Hours**

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

**BIOL 208      Microbiology      3 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, 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      3 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 such as nursing.

### Mathematics

**MATH 227      Introduction to Statistics      3 Credit Hours**

Prerequisite: MATH 100 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.

### Nursing

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

Prerequisites or Corequisites: NRSI 204, NRSI 206, NRSI 300, and NRSI 400. 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 healthcare 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**

Prerequisites or Corequisites: NRSI 202, NRSI 300, and NRSI 400. 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**

Prerequisites or Corequisites: NRSI 202, NRSI 204, NRSI 300 and NRSI 400. 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**

Prerequisites or Corequisites: NRSI 204, NRSI 206, NRSI 300, and NRSI 400. 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 healthcare 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 and will provide an overview of the profession and concepts basic to nursing practice in light of the College's philosophy in nursing and curricular themes. Communication and cultural competence are presented as components of the professional nursing role.

**NRSI 210      Childbearing and Childrearing Families      8 Credit Hours**

Prerequisites or Corequisites: NRSI 202, NRSI 204, NRSI 206, NRSI 212, NRSI 300, NRSI 306 and NRSI 400. This course addresses the family as client. Assessment and interventions for the individual maternal and pediatric client within a family unit are addressed. Normal Functioning and patterns of alteration for the childbearing family and children are covered.

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

Prerequisites: NRSI 202, NRSI 206, NRSI 204, NRSI 300, and NRSI 400. Prerequisite or Corequisite: NRSI 210 and NRSI 306. 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 context of practice is considered. Intervention modes are observed or practiced in one-to-one, small group, family, and environmental settings.

**NRSI 300      Nursing Informatics      2 Credit Hours**

Prerequisites: NRSI 202, NRSI 204, NRSI 206, NRSI 300, and NRSI 400. 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.

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

Prerequisites: NRSI 202, NRSI 206, NRSI 204, NRSI 210, NRSI 212, NRSI 300, NRSI 306, and NRSI 400. Corequisites: NRSI 402, NRSI 404. 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**

Prerequisites: NRSI 202, NRSI 206, NRSI 204, NRSI 300, and NRSI 400. Corequisites: NRSI 210, NRSI 212. 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 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**

Prerequisites: NRSI 202, NRSI 204, NRSI 206, NRSI 210, NRSI 212, NRSI 300, NRSI 302, NRSI 306, NRSI 400, NRSI 402, NRSI 404. Corequisites: NRSI 406 and NRSI 410. A continuation of Adult Medical Surgical Nursing I, this course will expand the development of the role of the professional nurse as a health teacher and advocate along with expanding critical thinking and decision making skills.

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

Corequisites: NRSI 202, NRSI 204, NRSI 206, NRSI 300. 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 property are discussed.

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

Prerequisites: NRSI 202, NRSI 204, NRSI 206, NRSI 210, NRSI 212, NRSI 300, NRSI 306, NRSI 400. Corequisite: NRSI 302 and NRSI 404. This course provides a comprehensive introduction to nursing leadership and management. Principles and theories of leadership and management are integrated and related to the role of the professional nurse in delivery of client care.

**NRSI 404      Community and Public Health Nursing      5-6 Credit Hours**

Prerequisites: NRSI 202, NRSI 204, NRSI 206, NRSI 210, NRSI 212, NRSI 300, NRSI 306, NRSI 400. Corequisite: NRSI 302 and NRSI 402. This course focuses on providing population-focused nursing care. Concepts of community health nursing practice are applied in a variety of structured and unstructured settings. 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**  
 Prerequisites: NRSI 202, NRSI 204, NRSI 206, NRSI 210, NRSI 212, NRSI 300, NRSI 302, NRSI 306, NRSI 400, NRSI 402, NRSI 404. Corequisites: NRSI 310 and NRSI 410.  
 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.

**NRSI 410 Nursing Capstone Course 7 Credit Hours**  
**Must be taken during the FINAL semester.** Prerequisites: NRSI 202, NRSI 204, NRSI 206, BIOL 382, NRSI 210, NRSI 212, NRSI 302, NRSI 306, NRSI 402, NRSI 404.  
 Prerequisite or Corequisite: NRSI 310 and NRSI 406. 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.

**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 measurement in psychology, theoretical systems, learning, motivation, perception, personality, and psychopathology.

**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 U.S. 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.

## RN to BSN Completion 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. The RN to BSN track requires completion or validation of 128 credit hours. Of these, 66 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.

### Admissions Requirements

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

1. Graduate from a State Board of Nursing approved Associate degree or diploma program
2. Complete admission procedure to Cox College (If you have graduated from Cox College ASN program within the last 6 months, you will not have to reapply to the College.)
3. Submit application to Admissions Coordinator
4. Submit an official transcript from basic nursing education (If not a graduate of the Cox College ASN program or the Burge School of Nursing)
5. Earn a grade of C or better in all courses applicable for transfer
6. Have a cumulative GPA of 2.5 or above in entry-level education program (If the cumulative GPA in the entry-level program is below 2.5, the student may be granted provisional acceptance until one of the following is accomplished):
  - Completion of nine college credit hours applicable to the BSN degree from Cox College with a GPA of 3.0 or better
7. Verification of the following must be provided in addition to requirements of all nursing programs for the applicants of the RN to BSN track **prior to August 1 for fall enrollment or January 1 for spring enrollment**
  - Proof of valid Missouri registered nurse license
  - Proof of professional liability insurances

### Requirements for Progression

To successfully progress through the BSN program RN to BSN track, students must demonstrate safe, responsible, and professional conduct and meet the following standards:

1. Students in all nursing programs must achieve an average of 75% on all examinations in all 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.
2. Any student who achieves an 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.
3. Once the 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.

4. If the final grade for the course is less than 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.
5. Successful completion of the theory and laboratory components of nursing courses. If a student is unsuccessful in the theory component, but passes the lab component of the course, both sections must be repeated. If the student is successful in the theory component of class but unsuccessful in the laboratory component of the course, both sections must be repeated.
6. Completion of required academic assessments administered by Cox College
7. Maintenance of AHA Healthcare Provider or equivalent certification
8. Maintenance of current immunizations
9. Maintenance of liability insurances

After enrollment in the first nursing course of the RN to BSN track, students must maintain continuous enrollment until all degree requirements are completed. **Degree requirements must be met within five years of enrollment in the RN to BSN track.**

## **RN to BSN Completion Track Requirements**

RN licensure must be achieved before admission into the RN to BSN track. 128 credit hours are required to earn the BSN degree. RN applicants may be awarded up to 88 credit hours as transfer credit toward the degree.

### **General Education: 24 Credit Hours**

#### **Natural and Applied Science (9 Credit Hours)**

BIOL 382	Pathophysiology
MATH 100	Intermediate Algebra
MATH 227	Introduction to Statistics

#### **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 (38 Credit Hours)    On-line Courses**

Completed Pre-requisites before beginning on-line courses: MATH 100; MATH 227; ENGL 207; AND PSYC 230

NRSI 100	Introduction on On-line Learning
NRSI 200	Introduction to Professional Nursing
NRSI 206	Health Assessment
NRSI 290/490	Nursing Electives (9 credit hours)
NRSI 300	Nursing Informatics
NRSI 400	Theories and Research in Nursing
NRSI 402	Management and Leadership in Nursing
NRSI 404	Community and Public Health Nursing
NRSI 406	Trends, Issues, and Ethics in Nursing
NRSI 412	Nursing Capstone Course – must be taken during last semester

## RN-BSN Track Suggested Full-Time Course of Study

<b><u>First Year—Semester 1</u></b>		<b><u>Credit Hours</u></b>
MATH 100	Intermediate Algebra	3
PSYC 230	Life Span Development	3
ENGL 207	Expository Writing	3
SOCI 304	Global Awareness and Cultural Diversity	3
NRSI 290/490	Nursing Elective	<u>3</u>
<b>Semester Total:</b>		<b>15</b>

<b><u>First Year—Semester 2</u></b>		<b><u>Credit Hours</u></b>
MATH 227	Introduction to Statistics	3
BIOL 382	Pathophysiology	3
HUMN 150	Humanities Elective	3
GOVT 101	Government & Politics in the United States	3
NRSI 290/490	Nursing Elective	<u>3</u>
<b>Semester Total:</b>		<b>15</b>

<b><u>Second Year—Semester 3</u></b>		<b><u>Credit Hours</u></b>
NRSI 100	Introduction to Online Learning	2
NRSI 200	Introduction to Professional Nursing	3
NRSI 206	Health Assessment	3
NRSI 402	Management and Leadership	4
NRSI 300	Nursing Informatics	2
NRSI 400	Theories and Research in Nursing	<u>3</u>
<b>Semester Total:</b>		<b>17</b>

<b><u>Second Year—Semester 4</u></b>		<b><u>Credit Hours</u></b>
NRSI 406	Trends, Issues, and Ethics in Nursing	3
NRSI 404	Community and Public Health Nursing	5
NRSI 412	Nursing Capstone Course	4
NRSI 290/490	Nursing Elective	<u>3</u>
<b>Semester Total:</b>		<b>15</b>

Total credit awarded from previous nursing education	66
Total required general education credit	24
Total required nursing credit	<u>38</u>
<b>RN to BSN Track Total Credit Hours</b>	<b>128</b>

**Before starting on-line nursing classes MUST have completed: Algebra, Life Span Development, Expository Writing, and Statistics. Last class to complete will be the Nursing Capstone Course.**



## RN to BSN Track Course Descriptions

Course descriptions for all courses required for the RN to BSN track of the Cox College of Nursing and Health Sciences are listed below:

### **Biology**

**BIOL 382 Pathophysiology 3 Credit Hours**

Prerequisites: BIOL 205 and BIOL 206. Physiological responses to disease, stress, and the environment are studied. Pathophysiological processes are analyzed in view of current research.

### **English**

**ENGL 207 Expository Writing 3 Credit Hours**

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

### **Humanities**

**HUMN 150 Humanities Elective 3 Credit Hours**

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

### **Mathematics**

**MATH 100 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 100.

**MATH 227 Introduction to Statistics 3 Credit Hours**

Prerequisite: MATH 100 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.

### **Nursing**

**NRSI 100 Introduction to Online Learning 2 Credit Hours**

An introductory course designed to ease the uncertainty some learners may experience upon entering the online learning community. Emphasis will be placed on practical application of online skills in a non-threatening environment. Students will investigate conferencing software, email, and other asynchronous modes of communication for the interaction they experience with each other and with the instructor. Students will discover message boards, threaded discussions, library resources via the Internet, emails, electronic assignment submission, online discussions and chats, quizzes and exams. The potential for collaborative work and small-group discussions among students who may never meet face-to-face is explored. Students responsibility for assuming the lead role in relationship to their online learning and the need for a certain level of self-discipline required for an online course will be extensively explored.

**NRSI 200      Introduction to Professional Nursing      3 Credit Hours**

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 course is a role transition class to assist the student to think and behave as a BSN candidate.

**NRSI 206      Health Assessment      3 Credit Hours**

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 290/490      Nursing Elective      9 Credit Hours**

Courses vary and focus on a specialized nursing course. **These must be taken before or with the last class NRSI 410.**

**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.

**NRSI 400      Theories and Research in Nursing      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 literature is utilized for practice in critiquing research and ethical issues surrounding use of intellectual property are discussed.

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

This course provides a comprehensive introduction to nursing leadership and management. Principles and theories of leadership and management are integrated and related to the role of the professional nurse in delivery of client care.

**NRSI 404      Community and Public Health Nursing      5-6 Credit Hours**

This course focuses on providing population-focused nursing care. Concepts of community health nursing practice are applied in a variety of structured and unstructured settings. 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.

**NRSI 412      Nursing Capstone Course-RN to BSN      4 Credit Hours****Prerequisites: MUST BE TAKEN DURING THE FINAL SEMESTER**

This course continues to focus on the synthesis of knowledge from past and current learning experiences and promotes professional practice by emphasizing principles of life-

long 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 clinical application of the principles of the roles of professional practice including educator, consumer or 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 collaborate with faculty mentor to create a portfolio that will document successful completion of individual goals and program outcomes.

**Psychology**

**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 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 U.S. political system. The emphasis on the national level of politics and linkages with state and local governments, with particular emphasis on Missouri. A discussion of current issues in domestic and foreign policies.

**Sociology**

**SOCI 304 Global Awareness and Cultural Diversity**

**3 Credit Hours**

Increases familiarity with cultural diversity in the U.S. and globally. Devotes attention to such issues as religious, racial, and socioeconomic diversity. (October 2007 revised)

## **Department of Health Sciences**

The Department of Health Sciences offers three certificate programs: Dietetic Internship, Medical Transcription and Medical Billing/Coding.

### **Mission Statement**

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

### **Philosophy of Health Sciences**

The Health Science programs are dedicated to providing an environment where students are encouraged to grow to their full potential. Within this framework, the goal is to meet the learning needs of students. The programs are committed to providing an environment that assists students in the achievement of personal, career, and economic goals. The programs offer educational experiences intended to meet the demands of the ever-changing health care environment. The comprehensive academic programs are designed so that the content of each course is coordinated with and complementary to other courses. Students who complete the programs are employable, having skills in all facets of medical transcription and medical billing/coding.

Learning is enhanced when students are self-directed, goal-oriented, and actively involved in the learning process. Learning is a continuous, ongoing process influenced by many factors in the environment. Faculty members facilitate the learning process by creating a flexible environment while planning goal-directed experiences in learning. Faculty members respect the dignity of students. Opportunities for creativity, freedom of expression, shared decision making, and mutual trust create an optimal learning environment. Faculty members accept the responsibility of role modeling and stimulating intellectual curiosity, critical analysis, self-awareness, and lifelong learning.

## **Academic Policy**

Once admitted to a program, in addition to College policies, the following academic policy will apply:

### **Leave of Absence (LOA)**

Leaves of absence from the Department of Health Sciences are reserved 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.

## Dietetic Internship Program

The Cox College Dietetic Internship is a 32-week, fulltime program with developmental accreditation that will provide 1025 hours of supervised practice in clinical, community, and food-service areas, with an emphasis in Nutrition Therapy. Completion of an ADA-accredited dietetic internship prepares students to qualify to take the national examination to become a Registered Dietitian, for active membership in ADA, and for performance in entry-level dietetics' positions. Minimum requirements for admission to the internship include a Bachelor's degree from a U.S. regionally accredited college or university and completion of the current minimum requirements for Didactic Programs in Dietetics.

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

### Admission Requirements

To be considered for admission to Cox College Dietetic Internship (DI), all prospective students must submit the following information:

1. A completed (typewritten) Dietetic Internship Application. (To find the DI application documents and additional information, go the DEP Web site at [www.depdpg.org](http://www.depdpg.org)). The application must be stapled.
2. A completed Cox College application, including the application fee of \$30.00 (nonrefundable) made payable to *Cox College*.
3. Official transcripts of all undergraduate and graduate programs attended (including individual courses).

***NOTE: Transcripts issued as student copies will not be accepted. Transcripts must contain the official school stamp.***

***NOTE: We recommend that transcripts be sent either directly to the Dietetic Internship Director or enclosed in a sealed envelope from Didactic Program to Dietetics Director.***

4. Three completed Waiver and Recommendation Forms. A recommendation from professional persons (same persons listed on Dietetic Internship Program Application) qualified to comment on the applicant's academic and/or work ability, potential, personality, and character:
  - The Director of your Didactic Program in Dietetics.
  - A nutrition faculty member who has taught an upper level course.
  - A work or volunteer supervisor, preferably one who is a practicing RD, who has observed your work for more than three months.

***NOTE: Recommendations must be submitted on the standardized supervised practice program application form found on the DEP Web site ([www.depdp.org](http://www.depdp.org)) and must be in individually sealed envelopes. The signature of the person making the recommendation must be across the closing flap of the envelope.***

***Unsigned or unsealed recommendations submitted by the applicant will not be accepted. Photocopied references are acceptable; however, the writer is asked to re-sign in colored ink (not black).***

5. A typewritten narrative statement, no more than two pages in length, which includes the following information:
  - Tell how your background, experiences, personal and professional goals support the mission of the Cox College Dietetic Internship.
  - Tell why you are interested in dietetics.
  - Discuss your strengths and areas of improvement, focusing on the following areas: ability to work independently, ability to work with other people and groups, ability to work under pressure, flexibility, management skills, and oral and written skills.

***NOTE: Please make sure your name is on each page of the narrative, and then staple, sign, and date the last page of the narrative.***

6. An original ADA Verification Statement *signed in blue ink*, documenting completion of Didactic requirements or a Declaration of Intent to Complete DPD Degree.

### **Computer Matching**

Applicants to Dietetic Internships (DI) must participate in computer matching. Applicants should request instructions and a mark/sense card to prioritize their DI preferences. Applicants should request this material from any CADE-accredited/approved Didactic Program in Dietetics Director or from D&D Digital Systems, Inc.

This request should be made (with allowance for turn-around time) for submission by the established dates for the April and November computer matches. There is no charge for the computer matching material; however, there is a \$50.00 charge for computer matching that is due with the applicant's prioritized ranking.

For more information on the computer matching process, go to [www.dnndigital.com](http://www.dnndigital.com).  
D&D Digital Systems, Inc. contact information:

D&D Digital Systems, Inc.  
304 Main Street, Suite 301  
Ames, IA 50010  
Phone: 515-292-0490 / Fax: 515-663-9427  
E-mail: [dnd@netins.net](mailto:dnd@netins.net)

### Selection Criteria

- Minimum of a baccalaureate degree from an accredited college or university.
- Official Verification Statement of completion of Didactic Program in Dietetics (DPD) or Declaration of Intent to Complete DPD Degree signed by the program representative.
- Admission into the DI is on a competitive basis.
- Interviews are required for all qualified applicants. A telephone interview will be permitted in the case of the student who has to travel a distance of greater than 200 miles. Applicants will be contacted by the DI to arrange an appointment for an interview.
- Students are selected based on their academic achievement. An overall grade-point average of 3.0 on a 4.0 point system is required to be a competitive applicant.
- Recent coursework, especially in upper level nutrition/diet therapy courses, and employment history completed within the past three years will receive more consideration in the selection process.
- Also considered are work experience, volunteer activities related to dietetics, extracurricular activities and honors, narrative statement, recommendations submitted, and the overall neatness and satisfactory completion of the application packet.
- Applicants for admission into the DI must demonstrate good communication skills, professionalism, self-direction, flexibility, potential to complete the entire curriculum, and motivation to work in a fast-paced academic program and site environment. The Cox College DI is an intensive program and requires study and class time beyond a usual work week.

### The Nutrition Therapy Emphasis

The Nutrition Therapy emphasis is designed to meet the following competencies. Utilizing the variety of resources available to the College for supervised practice and preparing the graduate to work in a variety of settings.

- Supervise nutrition assessment of individual patients/clients with complex medical conditions, i.e., more complicated health conditions in select populations, such as those with renal disease, multi-system organ failure, or trauma.
- Integrate pathophysiology into medical nutrition therapy recommendations (perform).
- Supervise design-through-evaluation of nutrition care plan for patients/clients with complex medical conditions, i.e., more complicated health conditions in select populations, such as those with renal disease, multi-system organ failure, or trauma.
- Select, monitor, and evaluate complex enteral and parenteral nutrition regimens, i.e., more complicated health conditions in select populations, such as in patients with renal disease, multi-system organ failure, or trauma (perform).

- Supervise development and implementation of transition feeding plans from the inpatient setting to the home setting.
- Conduct counseling and education for patients/clients with complex needs, i.e., more complicated health conditions in select populations, such as those with renal disease, multi-system organ failure, or trauma.
- Perform basic physical assessment.
- Participate in nasoenteric feeding tube placement.
- Participate in waived point-of-care testing, such as blood glucose monitoring
- Participate in the care of the patients/clients requiring adaptive feeding devices
- Manage clinical nutrition services.

### **Student Learning Outcomes**

Upon completion of the program students will:

- Demonstrate the ability to communicate effectively.
- Apply and utilize strategies for effective education and counseling.
- Demonstrate initiative, self-direction, and leadership in meeting the challenges of the rapidly changing society.
- Demonstrate professional skills and behaviors.
- Think critically and analytically to formulate appropriate solutions to complex problems.
- Demonstrate the ability to efficiently and effectively use techniques and tools for managing food service operations.

Students will provide comprehensive nutrition care for diverse population groups utilizing the Nine-Step Nutritional Care Process.



## **Medical Billing/Coding Certificate Program**

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

### **Outcome Criteria**

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

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

### **Applying to the Medical Billing/Coding Certificate Program**

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

- Cox College admission procedures

### **Program 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 deposit must be submitted. After receipt of this fee, the student may register for classes according to the academic calendar.

### **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:

- TB skin test (completed within 6 months prior to admission).
- Clear criminal 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” upon completion of Coding I
- A grade of 95% or better upon completion of Coding II
- A grade of “C” upon completion of Coding III

### Certificate Requirements

Certificate requirements must be met within three (3) 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 15 credit hours in the core curriculum and 17 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 (15 Credit Hours)

HSCC 100	Medical Terminology for Health Sciences WebCT
HSCC 101	Human Anatomy & Physiology for Health Sciences WebCT
HSCC 102	Human Diseases for Health Sciences WebCT
HSCC 103	Laboratory Medicine for Health Sciences WebCT
HSCC 104	Pharmacology for Health Sciences WebCT
HSCC 105	Introduction to Health Information Management/Ethics WebCT
HSCC 106	Surgical Procedures WebCT

#### Medical Billing/Coding (17 Credit Hours)

MDCO 101	Coding System I
MDCO 102	Coding System II
MDCO 103	CPT Procedural Coding
MDCO 104	Data Quality, Reimbursement & Insurance Billing WebCT
MDCO 105	Medical Billing/Coding Practicum

## Suggested Full-Time Medical Billing/Coding Course of Study

<b><u>Semester 1</u></b>	<b><u>Credit Hours</u></b>
Medical Terminology for Health Sciences WebCT	3
Human Anatomy & Physiology for Health Sciences WebCT	3
Laboratory Medicine for Health Sciences WebCT	1
Pharmacology for Health Sciences WebCT	<u>1</u>
	8
 <b><u>Semester 2</u></b>	 <b><u>Credit Hours</u></b>
Human Diseases for Health Sciences WebCT	2
Introduction to Health Information Management/Ethics WebCT	3
Surgical Procedures WebCT	2
Coding System I	<u>3</u>
	10
 <b><u>Semester 3</u></b>	 <b><u>Credit Hours</u></b>
Coding System II	3
CPT Procedural Coding	3
Data Quality, Reimbursement & Insurance Billing WebCT	<u>2</u>
	8
 <b><u>Semester 4</u></b>	 <b><u>Credit Hours</u></b>
Medical Billing/Coding Practicum	<u>6</u>
<b>Total</b>	<b>32</b>

## Medical Billing/Coding Prerequisite/Corequisite Requirements

<b>Course</b>	<b>Prerequisite</b> (If enrollment is not maintained, coding course must be dropped)	<b>Prerequisite/Corequisite</b>
HSCC 100		HSCC 101, 103, 104
HSCC 101		HSCC 100, 103, 104
HSCC 102	HSCC 100, 101, 103, 104	HSCC 105, 106
HSCC 103		HSCC 100, 101, 104
HSCC 104		HSCC 100, 101, 103
HSCC 105	HSCC 100, 101, 103, 104	HSCC 102, 106
HSCC 106	HSCC 100, 101, 103, 104	HSCC 102, 105
MDCO 101	HSCC 100, 101, 102, 103, 104, 105, 106	MDCO 102, 103
MDCO 102	HSCC 100, 101, 103, 104, 105, 106 MDCO 101	MDCO 101, 103
MDCO 103	HSCC 100, 101, 102, 103, 104, 105, 106	MDCO 101, 102
MDCO 104	HSCC 100, 101, 102, 103, 104, 105, 106 MDCO 101, 102, 103	MDCO 105
MDCO 105	HSCC 100, 101, 102, 103, 104, 105, 106 MDCO 101, 102, 103	MDCO 104

## **Suggested Medical Billing/Coding Program Course Descriptions**

### **Health Sciences**

#### **HSCC 100**

##### **Medical Terminology for Health Sciences (WebCT) 3 Credit Hours**

Prerequisite or Corequisite: HSCC 101, 103, 104. This course provides a comprehensive study of medical language including the pronunciation, spelling, and defining of medical terms. Emphasis is placed on anatomic, diagnostic, symptomatic, and eponymic terms and standard abbreviations of the basic body systems. Students with extensive educational and/or experiential background in health care may earn full-course credit by receiving a satisfactory grade on a proficiency exam.

#### **HSCC 101**

##### **Human Anatomy & Physiology for Health Sciences (WebCT) 3 Credit Hours**

Prerequisite or Corequisite: HSCC 100, 103, 104. This is an introductory non-laboratory course that provides an intense, integrated coverage of the structure and function of the human body. This course is primarily designed to provide a basic anatomy and physiology background for ancillary medical personnel. Students with extensive educational and/or experiential background in health care may earn full-course credit by receiving a satisfactory grade on a proficiency exam.

#### **HSCC 102**

##### **Human Disease Processes for Health Sciences (WebCT) 2 Credit Hours**

Prerequisite or Corequisite: HSCC 100, 101, 103, 104, 105, 106. This course focuses on a comprehensive study of disease processes (causes, symptoms, and treatment) of the human body. Students with extensive educational and/or experiential background in health care may earn full-course credit by receiving a satisfactory grade on a proficiency exam.

#### **HSCC 103 Laboratory Medicine for Health Sciences (WebCT) 1 Credit Hour**

Prerequisite or Corequisite: HSCC 100, 101, 104. This course provides a comprehensive study of laboratory and pathology tests, autopsy terminology, and the study of the function of cells, tissues, and muscles, as well as the study of the gross and microscopic anatomy of the body systems.

#### **HSCC 104 Pharmacology for Health Sciences (WebCT) 1 Credit Hour**

Prerequisite or Corequisite: HSCC 100, 101, 103. This course focuses on the introduction to the principles of pharmacology and a comprehensive study of drug action, routes of administration, dosages, and classes of drugs by body systems, as well as classification of drugs, including antibiotics, blood products, IV fluids, anesthetics, emergency drugs, vaccines, immunizations, and chemotherapy agents.

#### **HSCC 105 3 Credit Hours**

##### **Introduction to Health Information Management and Ethics (WebCT)**

Prerequisite or Corequisite: HSCC 100, 101, 102, 103, 104, 105, 106. This course focuses on the contents of a health record for a hospital, clinic, or physician's office, including ethical and legal issues concerning health records, confidentiality, release of information, court system, legislative guidelines, and patients' rights and responsibilities.

**HSCC 106 Surgical Procedures for Health Sciences (WebCT) 2 Credit Hours**

Prerequisite or Corequisite: HSCC 100,101,102,103,104,105. This course provides a comprehensive study of surgical techniques, instructions, and operative procedures. Students with extensive educational and/or experiential background in health care may earn full-course credit by receiving a satisfactory grade on a proficiency exam.

**Medical Billing/Coding**

**MDCO 101 Coding System I 3 Credit Hours**

Prerequisite or Corequisite: HSCC 100, 101, 102, 103, 104, MDCO 102, 103. This course is a beginning coding class presenting a general overview of nomenclature and classification systems with a focus on coding inpatient clinical information from medical records. Introduction to International Classification of Disease, 9<sup>th</sup> Revision, Clinical Modification-ICD-9-CM coding. Review of complications and co-morbidities.

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

Prerequisite or Corequisite: HSCC 100, 101, 102, 103, 104, 105, 106, MDCO 101,103. This course is an advanced coding class addressing more complex issues to the ICD-9-CM coding. Class lectures and assignments will focus on using actual medical records and applying a higher coding skill level.

**MDCO 103 CPT Procedural Coding 3 Credit Hours**

Prerequisite or Corequisite: HSCC 100, 102, 103, 104, 105, 106, MDCO 101, 102. This course is a beginning coding class presenting a general overview and instruction of the classification systems with major focus on HCPCS/CPT ambulatory care coding, overview of Ambulatory Patient Coding (ACP), and Evaluation and Management coding (E/M).

**MDCO 104**

**Data Quality, Reimbursement, and Insurance Billing (WebCT) 2 Credit Hours**

Prerequisite or Corequisite: HSCC 100, 101, 102, 103, 104, 105, 106, MDCO 101, 102, 103, 105. Introduction to the basis of health insurance; medical insurance billing, including Medicare, Medicaid, and private insurance companies; primary and secondary claims; and reimbursement methodologies, including payment systems. Overview of Diagnostic Related Groups (DRGs), interface between business office and Health Information Management Systems (HIM), optimizing reimbursement, and working with physicians for DRG management. Introduction to data quality issues in coding and HIM.

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

Prerequisite or Corequisite: HSCC 100, 101, 102, 103, 104, 105, 106, MDCO 101, 102, 103, 104. The internship provides on-the-job experience prior to employment and is an integral part of the Medical Coding program. The student will be exposed to the actual duties a medical coding/billing employee will perform, including the use of technology in the health care delivery system, software, user interfaces, and health information management systems. Requires 270 contact hours of scheduled practicum.

## 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.

### Applying to the Medical Transcription Certificate Program

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

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

### Program Admissions and Selection Criteria

Candidates are considered for admission into the Medical Transcription Certificate program based on the completion of the Cox College application process, achievement of successful scores on the grammar proficiency and keyboarding tests, and prior academic performance. Once a candidate has been notified of an offer for admission into the Medical Transcription Certificate program, a nonrefundable deposit must be submitted. Students will be notified of program admission offers in writing and informed to contact their academic advisor to register for classes according to the academic calendar.

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

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

### **Admission into the Medical Transcription Certificate Program**

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

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

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

### **Requirements Prior to Starting Program**

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

- TB skin test within six months prior to enrollment.
- Negative drug screen.
- Clear criminal background check.

### **Requirements for Progression**

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

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

### **Certificate Requirements**

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

- Satisfactory completion (“C” or better) of specified courses in the curriculum plan.
- Minimum cumulative GPA of 2.0 on a 4.0 scale.
- Transcription skills of 100 lines per hour or better with 97 percent accuracy.
- Completion of all Health Sciences coursework within 3 years of enrollment in the Medical Transcription Certificate program.

There are 15 credit hours in the core curriculum and 18 credit hours of Medical Transcription courses required for completion of the Medical Transcription certificate. The following is a proposed plan of study for the Medical Transcription Certificate.



## MEDICAL TRANSCRIPTION PROGRAM

### Certificate Requirements

#### Core Curriculum (15 Credit Hours)

HSCC 100	Medical Terminology for Health Sciences WebCT
HSCC 101	Human Anatomy and Physiology for Health Sciences WebCT
HSCC 102	Human Disease Processes for Health Sciences WebCT
HSCC 103	Laboratory Medicine for Health Sciences WebCT
HSCC 104	Pharmacology for Health Sciences WebCT
HSCC 105	Introduction to Health Information Managements/Ethics for Health Sciences WebCT
HSCC 106	Surgical Procedures WebCT

#### Medical Transcription (18 Credit Hours)

MDTN 100	English Grammar/Medical Editing
MDTN 101	Beginning Medical Transcription
MDTN 105	Advanced Medical Transcription
MDTN 106	Medical Transcription Practicum

### Suggested Full-Time Medical Transcription Course of Study

#### Semester 1

	<u>Credit Hours</u>
Medical Terminology for Health Sciences WebCT	3
Human Anatomy and Physiology for Health Sciences WebCT	3
Laboratory Medicine for Health Sciences WebCT	1
Pharmacology for Health Sciences WebCT	1
English and Grammar/Medical Editing	2
Beginning Medical Transcription Lab	<u>5</u>
<b>Semester Total:</b>	<b>15</b>

#### Semester 2

	<u>Credit Hours</u>
Human Disease Processes for Health Sciences WebCT	2
Introduction to Health Information Management and Ethics WebCT	3
Surgical Procedures WebCT	2
Advanced Medical Transcription Lab (8 Hrs at Home/8 Hrs at College)	<u>5</u>
<b>Semester Total:</b>	<b>12</b>

#### Semester 3

	<u>Credit Hours</u>
Medical Transcription Practicum	<u>6</u>
<b>Semester Total:</b>	<b>6</b>

<b>Total Credit Hours</b>	<b>33</b>
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## Medical Transcription Prerequisite/Corequisite Requirements

<b>Course</b>	<b>Prerequisite</b> (If enrollment is not maintained, coding course must be dropped)	<b>Prerequisite/ Corequisite</b>
HSCC 100		HSCC 101, 103, 104 MDTN 100, 101
HSCC 101		HSCC 100, 103, 104 MDTN 100, 101
HSCC 102	HSCC 100, 101, 103, 104 MDTN 100, 101	HSCC 105, 106 MDTN 105
HSCC 103		HSCC 100, 101, 104 MDTN 100, 101
HSCC 104		HSCC 100, 101, 103 MDTN 100, 101
HSCC 105	HSCC 100, 101, 103, 104 MDTN 100, 101	HSCC 102, 106 MDTN 105
HSCC 106	HSCC 100, 101, 103, 104 MDTN 100, 101	HSCC 102, 105
MDTN 100		HSCC 100, 101, 103, 104 MDTN 101
MDTN 101		HSCC 100, 101, 103, 104 MDTN 100
MDTN 105	HSCC 100, 101, 103, 104 MDTN 100, 101	HSCC 102, 105, 106
MDTN 106	HSCC 100, 101, 102, 103, 104, 105, 106 MDTN 100, 101, 105	

## Medical Transcription Course Descriptions

Course descriptions for all courses required for the Health Sciences program Medical Transcription Certificate track of Cox College of Nursing and Health Sciences are:

### Health Sciences

#### **HSCC 100 Medical Terminology for Health Sciences (WebCT) 3 Credit Hours**

Prerequisite or Corequisite: HSCC 100, 101, 103, 104, MDTN 100, 101. This course provides a comprehensive study of medical language including the pronunciation, spelling, and defining of medical terms. Emphasis placed on anatomic, diagnostic, symptomatic, and eponymic terms and standard abbreviations of the basic body systems. Students with extensive education and/or experiential background in health care may earn full-course credit by receiving a satisfactory grade on a proficiency exam.

#### **HSCC 101**

#### **Human Anatomy & Physiology for Health Sciences (WebCT) 3 Credit Hours**

Prerequisite or Corequisite: HSCC 100, 101, 103, 104, MDTN 100, 101. This is an introductory non-laboratory course that provides an intense, integrated coverage of the structure and function of the human body. This course is primarily designed to provide a basic anatomy and physiology background for ancillary medical personnel. Students with extensive educational and/or experiential background in health care may earn full-course credit by receiving a satisfactory grade on a proficiency exam.

#### **HSCC 102 Human Disease Processes for Health Sciences (WebCT) 2 Credit Hours**

Prerequisite or Corequisite: HSCC 100, 101, 103, 104, 105, 106, MDTN 101, 101, 105. This course focuses on a comprehensive study of disease processes (causes, symptoms, and treatments) of the human body. Students with extensive educational and/or experiential background in health care may earn full-course credit by receiving a satisfactory grade on a proficiency exam.

#### **HSCC 103 Laboratory Medicine for Health Sciences (WebCT) 1 Credit Hour**

Prerequisite or Corequisite: HSCC 100, 101, 104, MDTN 100, 101. This course provides a comprehensive study of laboratory and pathology tests, autopsy terminology, and the study of the function of cells, tissues, and muscles, as well as the study of the gross and microscopic anatomy of the body systems.

#### **HSCC 104 Pharmacology for Health Sciences (WebCT) 1 Credit Hour**

Prerequisite or Corequisite: HSCC 100, 101, 103, MDTN 100, 101. This course focuses on the introduction to the principles of pharmacology and a comprehensive study of drug action, routes of administration, dosages, and classes of drugs by body system, as well as the classification of drugs, including antibiotics, blood products, IV fluids, anesthetics, emergency drugs, vaccines, immunizations, and chemotherapy agents.

#### **HSCC 105 3 Credit Hours**

#### **Introduction to Health Information Management/Ethics (WebCT)**

Prerequisite or Corequisite: HSCC 100, 101, 102, 103, 104, 106, MDTN 100, 101, 105. The focus is on contents of a health record for a hospital, clinic, or physician's office, including the ethical and legal issues concerning health records, confidentiality, release of information, court system, legislative guidelines, and patient's rights and responsibilities.

**HSCC 106 Surgical Procedures for Health Sciences (WebCT) 2 Credit Hours**

Prerequisite or Corequisite: HSCC 100, 101, 102, 103, 104, 105, MDTN 100, 101, 105.

This course provides a comprehensive study of surgical techniques, instructions, and operative procedures. Students with extensive educational and/or experiential background in health care may earn full-course credit by receiving a satisfactory grade on a proficiency exam.

**Medical Transcription**

**MDTN 100 English Grammar/Medical Editing**

**2 Credit Hours**

Prerequisite or Corequisite: HSCC 100, 101, 103, 104, 105, 106, MDTN 101. This grammar course teaches you the essential aspects of grammar. Students will learn to create sentences properly, identify and use basic sentence components, and correctly use basic punctuation such as commas, periods, question marks, semi-colons, and colons. Students will learn to identify common problems with punctuation and learn to identify and correct some of the most common problems associated with writing. Students will learn editing and proofreading techniques also.

**MDTN 101 Beginning Medical Transcription**

**5 Credit Hours**

Prerequisite or Corequisite: HSCC 100, 101, 103, 104, MDTN 100. Transcription of authentic physician-dictated reports organized by body systems. Emphasis on the development of accuracy, speed, and medical knowledge for the transcription of letters, chart notes, history and physical examination reports, consultations, emergency room reports, and discharge summaries. Editing, proofreading, grammar, and punctuation will be reviewed. Sixteen hours of laboratory per week.

**MDTN 105 Advanced Medical Transcription**

**5 Credit Hours**

Prerequisite or Corequisite: HSCC 100, 101, 102, 103, 104, 105, 106, MDTN 100, 101. Transcription of authentic physician-dictated operative reports organized by medical specialty, radiology reports, and pathology reports. Reference materials and other resources used. Emphasis is placed on accuracy, speed, and medical knowledge. At the end of the advanced medical transcription course, the student must be able to transcribe 90 lines per hour with a 97 percent accuracy rate. Sixteen hours of laboratory per week.

**MDTN 106 Medical Transcription Practicum**

**6 Credit Hours**

Prerequisite or Corequisite: HSCC 100, 101, 102, 103, 104, 105, 106, MDTN 100, 101, 105. The internship provides on-the-job experience prior to employment and is an integral part of the medical transcription program. Transcription of original medical dictation of all report types, including history and physical examinations, operative reports, consultations, discharge summaries, and physician office notes will be emphasized.

The student will be instructed in other tasks performed with respect to the dictation systems (assigning and searching for reports), patient data searches, and the word processing systems. The student will be exposed to the duties the medical transcriptionist performs, but the main focus will be on the student's practicum on transcription. At the end of the internship, the student must be able to transcribe at a rate of 100 lines per hour or more with an accuracy rate of 97 percent. Requires 270 contact hours of scheduled practicum.

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## Academic Calendar 2007-2008

### **FALL 2007**

Interession Fall Semester.....	August 13—15
Last Day to Register for Fall Classes .....	August 16
New Student Orientation.....	August 16
New Nursing Student Orientation .....	August 17
Fall Classes Begin.....	August 20
Last Day to Add a Class.....	August 31
Labor Day (No Classes).....	September 3
Student Town Hall Meeting.....	Week of Sept 10—TBA
Last Date to Drop Without Receiving a Grade .....	September 28
FALL BREAK.....	October 11—12
Last Day to Drop a Class .....	November 20
Thanksgiving Vacation .....	November 21—25
Fall Semester Instruction Ends .....	December 7
Finals Week .....	December 10—14
Commencement .....	December 14

### **SPRING 2008**

Spring Semester Interession.....	January 14—16
Last Day to Register.....	January 17
New Student Orientation.....	January 17
New Nursing Student Orientation .....	January 18
Martin Luther King Jr. Day (No Classes).....	January 21
Classes Begin.....	January 22
Last Day to Add a Class.....	February 4
Student Town Hall Meeting.....	Week of February 4—TBA
Diversity Awareness Week.....	February 18—22
Last Date to Drop Without Receiving a Grade .....	February 25
SPRING BREAK .....	March 14—24
Last Day to Drop a Class .....	April 25
Spring Semester Instruction Ends .....	May 9
Finals Week .....	May 12—16
Commencement .....	May 16

### **SUMMER 2008**

Last Day to Register For Summer Classes.....	May 23
Memorial Day (No Classes).....	May 26
Summer Classes Begin .....	May 27
Last Day to Add a Class.....	May 28
Last Day to Drop Without Receiving a Grade .....	May 30
Fourth Of July Holiday (No Classes).....	July 4
Summer Session Ends.....	August 1

## Tuition and Fees 2007—2008

### **Tuition**

General Education/Nursing .....	\$324 / Credit Hours (15 credit =\$4,860)
Health Sciences .....	\$98 / Credit Hour
Audit a Course .....	\$148 / Credit Hour

### **Fees\***

Application Fee .....	\$30
Educational Fees .....	\$40 / Credit Hour (15 Credit Hours =\$600)
Acceptance Fee .....	\$109.25 (Assessed at the Time of Program Acceptance)
Lab Fee .....	\$110 per lab component

**\*All Fees are Non-Refundable**

### **Other Expenses (If Applicable)**

On-Campus Housing (Female Only) .....	\$1,000 per Spring/Fall semester
.....	\$750 per Summer semester
Pre-Entrance Testing (ASSET Exam).....	\$25
ACE Exam (LPN-ASN Advanced Placement) .....	\$85
BLS Course.....	\$40
Vehicle Registration.....	\$10 per academic year
Textbooks and Supplies .....	\$600 (Approximate)
Uniforms (Nursing—One Time).....	\$175
Official Transcript Request.....	\$7.50
Burge Transcript Request .....	\$10

### **Estimated Annual Cost of Attendance for Nursing**

Tuition .....	\$9,720*
Educational Fees .....	\$1,200*
Estimated Textbooks and Supplies .....	\$1,200
Estimated Miscellaneous Fees .....	\$675
Annual Total .....	\$12,795

### **Estimated Annual Cost of Attendance for Health Sciences**

Tuition .....	\$2,940*
Educational Fees .....	\$1,200*
Estimated Textbooks and Supplies .....	\$1,200
Estimated Miscellaneous Fees .....	\$675
Annual Total .....	\$6,015

\*Annual cost is based upon 30 credit hours and subject to change. All tuition and fees are due by the published due date each semester. If payment has not been received or arrangements for payment have not been made by the published due date, a business hold will be placed on the student account. Students with a balance due on their student account or other financial obligation to Cox College (parking ticket, library fine, etc.) will not be allowed to register for classes or be considered for matriculation into program of study until debt is satisfied.



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