

## **Revisions** to the 2012-2013 SCC College Catalog and Student Handbook

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(\* Revisions are shown with the most current first ~ please page down to view older changes \*)

Date: 01/31/2013

Requested/Approved by: Scott Smith

Topic: **Human Services Degree**

Page(s) in Catalog (if applicable): 190

### **Change of class in Course of Sequence**

Fall Semester (2<sup>nd</sup> Year)

Change MAT 171 to MAT 140

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Date: 01/17/2013

Requested/Approved by: Tiffany Barbee & Tammy Crump

Topic: **Radiography Checklist**

Page(s) in Catalog (if applicable): 225-226

### **Add the following:**

#### **APPLICATION DEADLINE**

Applicants seeking admission in the Radiography program must complete admission requirements one through four below **no later than June 1** of the year in which they wish to be admitted to the program. Applications for admission and test results (ASSET/COMPASS) received after June 1 will not be considered.

#### **SELECTION PROCESS**

Applicants seeking admission to the Radiography program will be ranked and offered admission based on rank order. Those applicants not admitted will be assigned a number on an alternate list. Applicants accepted for admission must complete all admission requirements by the date specified in their acceptance letter. Applicants who fail to complete all admission requirements for the RAD program will be removed from the acceptance list and replaced by applicants on the alternate list.

#### **ALTERNATE LIST**

The Radiography program accepts a maximum of 20 students each year. Applicants are conditionally accepted based upon their completion of steps 1, 2, 3 and 4 of the admission requirements. The applicants will be ranked in order by the date applied and by their completion of these steps. The first 20 applicants who complete steps 1, 2, 3 and 4 before January 1st of the year they wish to enter the program will have a full acceptance into the Radiography program pending completion of steps 5 and 6. Applicants who apply to the Radiography program after the 20 seats are filled will be placed on a backup list in the order in which they completed admission requirements 1, 2, 3 and 4. If any of the applicants who have been accepted to the program should forfeit their acceptance, those applicants on the backup list will be contacted in the order in which their names appear on the list and will be given an opportunity to enroll. If an applicant whose name appears on the backup list is not afforded an opportunity to begin classes during the year in which he or she has made application, that applicant will need to submit a new application in order to be considered for admission that following year. (Admission requirements may change from year to year for selected programs).

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Date: 01/14/2013

Requested/Approved by: Jeania Martin & Tammy Crump

Topic: **Minimum cumulative GPA of 2.0**

Page(s) in Catalog (if applicable): 215 – Nursing, 222 – Returning LPN, 198 – Medical Assisting, 205 – Medical Laboratory, 225 – Radiography, and 231 – Respiratory Therapy

**Nursing – Admission Requirements**

Add # 6. For the applicant that has completed any college level courses taken with SCC prior to admission into the ADN program, a minimum cumulative GPA of 2.0 is required.

**Nursing – Returning LPN – Admission Requirements**

Add # 9. For the applicant that has completed any college level courses taken with SCC prior to admission into the ADN program, a minimum cumulative GPA of 2.0 is required.

**Medical Assisting – Admission Requirements**

Insert between 3 & 4. For the applicant that has completed any college level courses taken with SCC prior to admission into the Medical Assisting program, a minimum cumulative GPA of 2.0 is required.

**Medical Laboratory – Admission Requirements**

Insert between 4 & 5. For the applicant that has completed any college level courses taken with SCC prior to admission into the MLT program, a minimum cumulative GPA of 2.0 is required.

**Radiography – Admission Requirements**

Insert between 4 & 5. For the applicant that has completed any college level courses taken with SCC prior to admission into the Radiography program, a minimum cumulative GPA of 2.0 is required.

**Respiratory Therapy – Admission Requirements**

Insert between 5 & 6. For the applicant that has completed any college level courses taken with SCC prior to admission into the Respiratory Therapy program, a minimum cumulative GPA of 2.0 is required.

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Date: 1/14/2013

Requested/Approved by: Claudia Gresham & Cindy Dean

Topic: **Associate in Arts**

Page(s) in Catalog (if applicable): 138

Add to description:

*Associate in Arts students are required to have basic computer literacy. If Associate in Arts students do not take CIS 110 as one of their math requirements, they should take this course for an elective; this course will ensure they have the basic computer skills necessary to perform in their classes and professions.*

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Date: 1/11/2013

Requested/Approved by: Claudia Gresham

Topic: **Transfer Core Diploma**

Page(s) in Catalog (if applicable): 140

**Transfer Core Diploma - D10100 \***

Students completing the Transfer Core (Core 44) requirements will receive a diploma in the transfer general education core. The Transfer Core Diploma is designed for two specific groups: 1) Students who plan to transfer to a university without completing the Associate in Arts degree, and 2) Associate in Applied Science degree graduates and current students who wish to continue their studies at a university.

The Transfer Core Diploma will complete general education requirements for most bachelor degree programs in the UNC system. Students who transfer without completing this 44-hour diploma may not receive full credit towards their general education requirements at the university; however, students who complete the transfer core diploma with grades of "C" or better in each of their courses, will have completed their general education (not major) core requirements for the university. Please see a transfer advisor for more information about University Transfer and the Core 44.

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Date: 10/17/12

Requested/Approved by: Kim Lewis & Tammy Crump

Topic: **New Pharmacy Technology Degree**

Page(s) in Catalog (if applicable): Curriculum Programs of Study

**Pharmacy Technology (PHM)**  
**Associate in Applied Science – A45580**

The Pharmacy Technology program prepares graduates to work as a pharmacy technician. Pharmacy technicians are trained to work under the supervision of a pharmacist. Pharmacy technicians may work in a variety of settings including hospital pharmacies, retail pharmacies, and compounding pharmacies. There are also opportunities to specialize in areas such as chemotherapy admixture.

Course work includes, but is not limited to, labs, clinical rotations, on-line courses, anatomy and physiology, sterile product preparation, non-sterile product preparation, trends in pharmacy, and pharmacy practice.

Graduates are eligible to take the National Pharmacy Technician Certification Exam through the Pharmacy Technician Certification Board (PTCB).

**Essential Skills:**

Upon successful completion of the Pharmacy Technology program students should be able to:

- Work as a member of the health care team by assisting the pharmacist.
- Understand and perform basic pharmacy calculations.
- Know how to safely handle, store, and dispense medications.
- Practice proper hand washing techniques.
- Properly mix IV medications and demonstrate infection control measures.
- Perform non-sterile compounding.
- Know the formula to verify the validity of a prescriber's DEA number.
- Understand the function and application of NDC numbers, lot numbers, and expiration dates.
- Will be familiar with common laws and regulations regarding pharmacy practice.
- Demonstrate professional standards regarding HIPAA.
- Demonstrate professionalism in all areas of clinical practice.
- Will be familiar with error prevention strategies.

	<b>Class Hours</b>	<b>Lab Hours</b>	<b>Clinical Hours</b>	<b>Credit Hours</b>
<b><u>First Year – Spring Semester</u></b>				
ACA 111 College Student Success (8 wks.)	1	0	0	1
MAT 140 Survey of Mathematics	3	0	0	3
PHM 110 Introduction to Pharmacy	3	0	0	3
PHM 111 Pharmacy Practice I	3	3	0	4
PHM 115 Pharmacy Calculations	3	0	0	3
PHM 120 Pharmacology I	3	0	0	3
			Sub-total	17
<b><u>First Year – Summer Session</u></b>				
PHM 140 Trends in Pharmacy	2	0	0	2
PHM 165 Pharmacy Professional Practice	2	0	0	2
Humanities Course	3	0	0	3
			Sub-total	7
<b><u>First Year -Fall Semester</u></b>				
PHM 118 Sterile Products	3	3	0	4
PHM 125 Pharmacology II	3	0	0	3
PHM 132 Pharmacy Clinical I	0	0	6	2
PHM 134 Pharmacy Clinical II	0	0	12	4
			Sub-total	18
<b><u>Second Year – Spring Semester</u></b>				
PHM 150 Hospital Pharmacy	3	3	0	4
PHM 155 Community Pharmacy	2	2	0	3
BIO 163 Basic Anat & Physiology	4	2	0	5
ENG 111 Expository Writing	3	0	0	3
			Sub-total	15
<b><u>Second Year -Summer Semester</u></b>				
PSY 150 General Psychology	3	0	0	3
CIS 110 Intro. to Computers	2	2	0	3
PHM 265 Professional Issues	3	0	0	3
			Sub-total	9
<b><u>Second Year – Fall Semester</u></b>				
PHM 138 Pharmacy Clinical III	0	0	24	8
PHM 160 Pharmacy Dosage Forms	3	0	0	3
ENG 113 Literature-Based Research	3	0	0	3
			Sub-total	14
			<b>Total Credit Hours</b>	<b>75</b>

Other Major Hours to be selected from the following prefixes:  
 BIO, BUS, CIS, COE, CSC, HSC, PBT, PHM, PSY, and SOC

## **HUMANITIES Electives**

ART 111 Art Appreciation  
ART 114 Art History Survey I  
ART 115 Art History Survey II  
ART 116 Survey of American Art  
ART 117 Non-Western Art History  
ART 121 Design I  
DRA111 Theatre Appreciation  
ENG 125 Creative Writing I  
HUM 115 Critical Thinking  
HUM 120 Cultural Studies  
HUM 121 The Nature of America  
HUM 130 Myth in Human Culture  
HUM 150 American Women's Studies

HUM 160 Introduction to Film  
MUS 110 Music Appreciation  
MUS 112 Introduction to Jazz  
MUS 113 American Music  
MUS 210 History of Rock Music  
MUS 211 History of Country Music  
REL 110 World Religions  
REL 112 Western Religions  
REL 211 Intro to Old Testament  
REL 212 Intro to New Testament  
REL 221 Religion in America  
SPA 141 Culture and Civilization

**Note:** English and mathematics courses may require prep courses (those courses numbered below 100) dependent on placement test scores. It may, therefore, require more than two years to complete the associate degree requirements.

## **ADMISSION REQUIREMENTS**

1. Submit to the Admissions Office at Stanly Community College a properly completed Application for Admission.
2. Submit to the Admissions Office at SCC an official copy of a high school transcript showing successful completion of all requirements for a diploma. A GED certificate indicating a passing score or an adult high school diploma is acceptable in lieu of a regular high school diploma. (This requirement must be completed before the first semester of enrollment.) An official transcript from each college, university, or other post-secondary institution attended by the applicant must be sent to the SCC Admissions Office.
3. Submit evidence of completion of high school or college general biology, chemistry, and algebra with a grade of "C" or better before entry into the program. These prerequisite courses are available through SCC's Adult High School program or through curriculum (college) classes. Students completing these courses through the Adult High School program must score 85 or higher in order to receive credit. Applicants wishing to complete the above prerequisite courses at other institutions must receive prior approval from the Admissions Office at Stanly Community College.
4. Complete the placement test (ASSET or COMPASS). If test results indicate a need for developmental studies, developmental classes must be completed prior to enrollment in the Pharmacy Technology program. Applicants who have previously completed ENG 111 (Expository Writing) and MAT 140 (Survey of Mathematics) may be exempt from placement testing. Applicants presenting ASSET or COMPASS scores older than five years will be required to retest.
5. For the applicant that has completed any college level courses taken with SCC prior to admission into the Pharmacy Technology program, a minimum cumulative GPA of 2.0 is required.
6. Submit to the Admissions Office a properly completed medical form (supplied by the SCC Admissions Office) after acceptance to the program. The medical form is to be signed by a licensed physician, physician's assistant, or nurse practitioner and received in the Admissions Office by the due date specified on the applicant's letter of acceptance.
7. After acceptance to the program, submit to the Admissions Office current CPR certification. Current CPR certification is required throughout the student's attendance in the Pharmacy Technology program.

## **BACKGROUND CHECKS / DRUG SCREENING**

Applicants accepted for admission to health services programs at Stanly Community College are required to complete a criminal background check, drug screening, and possibly a finger print check after notification of acceptance and prior to participation in onsite clinical training. Based on the results of the checks, hospitals or clinical affiliates where the student will participate in on-site training may deny access to their facility, resulting in the student's inability to complete the clinical portion of training. Students unable to complete the clinical portion of his or her training will be unable to progress in the program. Students are responsible for paying all costs associated with this requirement.

## ACCEPTANCE PROCEDURE

The Pharmacy Technology program accepts a maximum of 12 students each spring semester. Applicants are conditionally accepted based upon their completion of steps 1, 2, 3 and 4 of the admission requirements. The applicants will be ranked in order by the date applied and by their completion of these steps. The first 12 applicants who complete steps 1, 2, 3 and 4 before November 1<sup>st</sup> of the year prior to the year they wish to enter the program will have a full acceptance into the Pharmacy Technology program pending completion of steps 5 and 6. Applicants who apply to the Pharmacy Technology program after the 12 seats are filled will be placed on a backup list in the order in which they completed admission requirements 1, 2, 3 and 4. If any of the applicants who have been accepted to the program should forfeit their acceptance, those applicants on the backup list will be contacted in the order in which their names appear on the list and will be given an opportunity to enroll. If an applicant whose name appears on the backup list is not afforded an opportunity to begin classes during the year in which he or she has made application, that applicant will need to submit a new application in order to be considered for admission that following year. (Admission requirements may change from year to year for selected programs).

Any applicant who forfeits his or her acceptance will not be guaranteed acceptance in any subsequent year. The applicant must reapply if he or she wished to be considered for acceptance at a later date.

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Date: 10/4/12

Requested/Approved by: Jennifer Hatley

Topic: Added a section to the Student Support – Clubs & Organizations

Page(s) in Catalog (if applicable): 100

**National Society of Leadership and Success:** The National Society of Leadership and Success was chartered in 2011 to recognize students who have achieved the standards of membership for this organization. The Society is an organization that helps students discover and achieve their goals. The Society offers life-changing lectures from the nation's leading presenters and a community where like-minded success oriented individuals come together and help one another succeed. The Society also serves as a powerful force of good in the greater community by encouraging and organizing action to better the world. Students are invited to join the society based on their GPA.

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Date: 10/1/12

Requested/Approved by: Sonny Richards/Christi Holt

Topic: Added a Certificate to the Biomedical Equipment program

Page(s) in Catalog (if applicable): 147-148

### Biomedical Equipment Certificate - C50100

Course		Credit Hours
Introduction to Biomedical Equipment Technology	BMT 111	2
BMET Instrumentation I	BMT 212	6
Imaging Technology/Laser Fundamentals	BMT 223	4
Introduction to Computers	CIS 110	3
		15

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Date: 9/26/12

Requested/Approved by: Ashley Smith/Joe Pollard

Topic: Updated Mission Statement, Values & Institutional Priorities

Page(s) in Catalog (if applicable): 3

## Mission

Stanly Community College offers a learning-centered environment that encourages student access and completion, fosters partnerships, enables life-long learning, and enhances the economic, social and cultural life of the community.

### The College is committed to:

- Encouraging diversity and mutual respect that promotes excellence and a free exchange of ideas;
- Providing quality programs and instruction to prepare students for a competitive, global marketplace and an evolving work force;
- Providing the foundation for students to successfully transfer to universities and pursue other educational goals;
- Providing a productive level of technological expertise;
- Supporting the economic growth and development of the community.
- Stanly Community College

### Values

- Students
- A personalized and holistic approach to student support services
- Being on the technological cutting edge
- Excellence and flexibility in instructional delivery
- Being an active workforce and economic development partner
- Acceptance and diversity
- The safety and security of the college community
- Professional development opportunities for faculty and staff
- Providing an aesthetically pleasing and well maintained learning environment

### Priorities

- Improve Student Access, Success, Progress, and Completion
- Create a Culture that Embraces and Values Technology in Support of Teaching, Learning, and Administrative Processes
- Enhance College Resources by Increasing External Funding and Developing Human Resource Potential
- Contribute to the Ongoing Development and Growth of Stanly County's Workforce and Business/Industry Groups to Compete in the Global Economic Environment
- Create a Culture that Allows the College to Make Data-Informed Decisions, that Demonstrate Institutional Effectiveness, and that Promote Transparency in its Day to Day Operations
- Serve the Students and Businesses of Stanly County with Safe, Environmentally Friendly, Convenient Facilities that will Enhance Student Learning and Success

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Date: 9/25/2012

Requested/Approved by: Jeania Martin/Tammy Crump

Topic: Radiography Checklist

Page(s) in Catalog (if applicable): 224

### Spring Semester (second year)

Humanities Elective

Major

Class	Lab	Exp	Credit Hours
3	0	0	3

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Date: 9/24/2012

Requested/Approved by: Kimberly King/Michael Sperling

Topic: Cosmetology

Page(s) in Catalog (if applicable): 162-165

### Rewording of Certificate, Diploma and Degree for Cosmetology

**COSMETOLOGY**  
**Associate in Applied Science—A55140**

The Cosmetology curriculum is designed to provide competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the cosmetology industry. The curriculum provides a simulated salon environment that enables students to develop manipulative skills.

Course work includes instruction in all phases of professional imaging, hair design, chemical processes, skin care, nail care, multicultural practices, business/computer principles, product knowledge, and other selected topics. Graduates should qualify to sit for the State Board of Cosmetic Arts examination. Upon successfully passing the State Board exam, graduates will be issued a license. Employment is available in beauty salons and related businesses.

Upon successful completion of this program, the student should be able to:

- ◆ determine needs and preferences of clients in order to safely and competently deliver services as they relate to cosmetology services.
- ◆ demonstrate the proper practices of manicuring, pedicuring, nail application, facials, shampooing, massage and scalp treatment, hair cutting and styling, hair coloring and hair lightening, chemically restructuring hair, and wig services.
- ◆ interact and communicate successfully with coworkers as part of a working team.
- ◆ practice cosmetology art within the ethical and legal framework of the profession.
- ◆ understand basic skills of marketing, small business management, and maintaining records.
- ◆ demonstrate the ability to read, understand, and complete safe and effective use of a wide range of cosmetology products.
- ◆ demonstrate a working knowledge of computing concepts, components, and basic office applications.

**BEGINNER'S DEPARTMENT**

Students shall spend 300 hours in this department before entering the advanced department and shall not work on members of the public during this 300 hours. The hours earned in this department shall be devoted to Cosmetology Study and Mannequin Practice (first semester).

**ADVANCED DEPARTMENT**

The hours earned in the Advanced Department shall be devoted to the studies and live model performance completions. Work in this department may be done on the public. Students with fewer than 300 hours shall not work in this department.

**COSMETOLOGY COURSE REQUIREMENTS 1,200-HOURS—C55140**

Students successfully completing this program are required to pass the state board exam and work under the supervision of a licensed cosmetologist for a minimum of six months before being issued a cosmetologist license.

Students successfully completing the following courses and 1,500 cosmetology contact hours will receive a **certificate**:

COS 111	COS 115
COS 112	COS 116
COS 113	COS 223 or COS 240
COS 114	

**OTHER MAJOR COURSES REQUIRED FOR 1,500-HOURS**

COS 117	COS 118
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**COSMETOLOGY 1,500-HOUR DIPLOMA PROGRAM—D55140**

Students successfully completing the following courses and 1,500 cosmetology contact hours will receive a **diploma**:

COS 111	COS 116
COS 112	COS 117
COS 113	COS 118
COS 114	ENG 111
COS 115	MAT 140 or BIO 140 and BUS 121



## COSMETOLOGY ASSOCIATE IN APPLIED SCIENCE DEGREE—A55140

66 semester hours and 1,500 cosmetology contact hours

### Additional coursework required:

	Course Title	Course Category	Hours Per Week			Credit Hours
			Class	Lab	Clinical	
<b>Fall Semester</b>						
ACA 111	College Student Success	Other	1	0	0	1
CIS 110	Introduction to Computers	Major	2	2	0	3
ENG 111	Expository Writing	General	3	0	0	3
	*Elective from list	Major				3
	Humanities elective General 3					
<b>Spring Semester</b>						
ENG 114	Professional Research and Reporting	General	3	0	0	3
MAT 140	Survey of Mathematics	General	3	0	0	3
or						
BIO 140	Environmental Biology	General	3	0	0	3
and						
BUS 121	Business Math	General	2	2	0	3
	*Elective from list	Major				3
	Social/behavioral science elective	General				3

**Note:** English and mathematics courses may require prep courses (those courses numbered below 100) dependent on placement test scores. It may, therefore, require more than two years completing the associate degree requirements.

\* Students will select 6 credit hours from the following list of courses:

BUS 151 People Skills  
BUS 230 Small Business Management  
BUS 270 Professional Development  
COE 113 Co-op Work Experience I  
COE 123 Co-op Work Experience II  
COS 223 Contemporary Hair Coloring  
COS 240 Contemporary Design  
COS 250 Computerized Salon Operations 1

**The Stanly Community College Cosmetology Department will not certify any student to the State Board of Cosmetic Arts unless all graduation requirements are successfully completed.**

### TRANSFER STUDENTS

The College reserves the right to test the student in any subjects missed in the Cosmetology curriculum due to transfer from another cosmetology curriculum. Tests to determine proficiency may be written, oral, laboratory, or any combination of these.

Credits earned in this evaluation may qualify the student for advanced standing. Returning students may be requested to demonstrate proficiencies as determined by the program head.

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Date: 9/18/2012

Requested/Approved by: Judy Adrian & ICORE

Topic: Respiratory Therapy

Page(s) in Catalog (if applicable): 228-232

Changes have been made to the Admission, Acceptance Procedures and Re-Admission Policy for RES

## **ADMISSION REQUIREMENTS**

1. Submit to the Admissions Office at Stanly Community College a properly completed Application for Admission.
2. Submit to the Admissions Office at SCC an official copy of a high school transcript showing successful completion of all requirements for a diploma. A GED certificate indicating a passing score or an adult high school diploma is acceptable in lieu of a regular high school diploma. (This requirement must be completed before the first semester of enrollment.) An official transcript from each college, university, or other post-secondary institution attended by the applicant must be sent to the SCC Admissions Office.
3. Submit evidence of completion of high school or college general biology, chemistry, and algebra with a grade of "C" or better before entry into the program. These prerequisite courses are available through SCC's Adult High School program or through curriculum (college) classes. Students completing these courses through the Adult High School program must score 85 or higher in order to receive credit. Applicants wishing to complete the above prerequisite courses at other institutions must receive prior approval from the Admissions Office at Stanly Community College.
4. Complete the placement test (ASSET or COMPASS). If test results indicate a need for developmental studies, developmental classes must be completed prior to enrollment in the Respiratory Therapy program. Applicants who have previously completed ENG 111 (Expository Writing) and MAT 140 (Survey of Mathematics) may be exempt from placement testing. Applicants presenting ASSET or COMPASS scores older than five years will be required to retest.
5. Required general education courses may be taken prior to acceptance in the RT program. Courses with the prefix BIO and MAT must have been successfully completed within the last 10 years. Students receiving less than a C in any required general education courses taken prior to enrollment into the RT program will be required to retake and successfully complete the courses.
6. For the applicant that has completed any college level courses taken with SCC prior to admission into the Respiratory Therapy program, a minimum cumulative GPA of 2.0 is required.
7. Submit to the Admissions Office a properly completed medical form (supplied by the SCC Admissions Office) after acceptance to the program. The medical form is to be signed by a licensed physician, physician's assistant, or nurse practitioner and received in the Admissions Office by the due date specified on the applicant's letter of acceptance.
8. After acceptance to the program, submit to the Admissions Office current CPR certification. Current CPR certification is required throughout the student's attendance in the Respiratory Therapy program.

## **ACCEPTANCE PROCEDURE**

The Respiratory Therapy program accepts a maximum of 24 students each year. Applicants are conditionally accepted based upon their completion of steps 1 through 6 of the admission requirements. The applicants will be ranked in order by the date applied and by their completion of these steps. The first 24 applicants who complete steps 1 through 6 before January 1st of the year they wish to enter the program will have a full acceptance into the Respiratory Therapy program pending completion of steps 7 and 8. Applicants who apply to the Respiratory Therapy program after the 24 seats are filled will be placed on a backup list in the order in which they completed admission requirements 1 through 6. If any of the applicants who have been accepted to the program should forfeit their acceptance, those applicants on the backup list will be contacted in the order in which their names appear on the list and will be given an opportunity to enroll. If an applicant whose name appears on the backup list is not afforded an opportunity to begin classes during the year in which he or she has made application, that applicant will need to submit a new application in order to be considered for admission that following year. (Admission requirements may change from year to year for selected programs).

Any applicant who forfeits his or her acceptance will not be guaranteed acceptance in any subsequent year. The applicant must reapply if he or she wished to be considered for acceptance at a later date.

## **Readmission To The Program**

*(This procedure also applies to applicants transferring from other Respiratory Therapy programs to SCC.)*

1. Students desiring readmission to the Respiratory Therapy program must submit an application for admission to the SCC Admissions Office and satisfy all current admission requirements for the program. Students will be permitted to re-enter the Respiratory Therapy program no more than once. Students seeking readmission to the program must submit their application at least ninety days prior to the semester in which they intend to enroll. Those who completed at least one full semester in the Respiratory Therapy program will re-enter the program in the term immediately following the last term in which they successfully completed a RCP course.
2. Only those students whose cumulative GPA is 2.0 at the time of readmission will be considered. All core and general education courses listed in the semester(s) preceding the intended point of re-entry must be satisfactorily completed as outlined in the programs criteria for progression.

3. Before being accepted for readmission to the Respiratory Therapy program, applicants must demonstrate a satisfactory level of competency in all Respiratory Therapy (RCP) coursework previously completed. In order to determine the applicant's degree of competency in these courses, applicants for readmission must successfully complete competency testing in all Respiratory Therapy (RCP) courses completed up to but not including their last semester of enrollment in the program. Competency testing will involve a comprehensive assessment of all RCP course subject matter including skills labs and clinical components.
  4. Applicants will be given one opportunity to demonstrate competency after which they will either progress for readmission or be withdrawn from readmission consideration. (To insure ample time for competency testing, applicants should contact the Respiratory Therapy program head and arrange for testing well in advance of the semester in which they intend to re-enroll.)
  5. After successfully completing competency testing and provided there is space available in the program, applicants for readmission to the Respiratory Therapy program will be admitted in the order in which their application for readmission was received in the admissions office.
  6. Students seeking readmission to the Respiratory Therapy program will be given one opportunity to successfully complete the requirements for readmission unless the student is denied admission due to space limitations. In the event the student is denied readmission due to space limitations, he or she must submit another application for readmission and complete competency testing in order to be considered for readmission in a subsequent year.
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Date: 9/13/2012

Requested/Approved by: Jennifer Hatley & Heather Hill

Topic: Test Proctoring

Page(s) in Catalog (if applicable): 100

**Added under Testing Services:**

Test proctoring is offered at the Curriculum Testing Center (CTC) for online students and those needing to make-up tests or who have special needs. The CTC is a quiet environment and students are monitored at all times. Students must set up an appointment in advance to use the CTC.

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Date: 9/6/2012

Requested/Approved by: Judy Adrian

Topic: Personnel Changes

Page(s) in Catalog (if applicable): 410

**Full-time Faculty:**

Judy Adrian - Program Director, Respiratory Therapy

A.A.S; Central Piedmont Community College; B.S, Medical University of South Carolina;

Certifications: RRT-NPS, RCP, ACLS, PALS

Amy Witschey - Director of Clinical Education, Respiratory Therapy

BSRT, Wheeling Jesuit University; Certifications: RRT, RCP

**Adjunct Faculty:**

Ashlyn Isenhour - Faculty Instructor, Respiratory Therapy

A.A.S, Stanly Community College; Certifications: RRT, RCP

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Date: 8/27/2012

Requested/Approved by: Claudia Gresham & Christi Holt

Topic: New course offering – **Effective Fall 2013**

Page(s) in Catalog (if applicable): Course Descriptions

CIS Course ID S14035  
 Effective Term Summer 1997  
 End Term

Class 0 Lab 2 Clinical 0 Work 0 Credit 1

This course provides an opportunity for those who play a band instrument to gain experience playing in an ensemble. Emphasis is placed on band techniques and the study and performance of a variety of styles and periods of band literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance.

Minimum State Prerequisites None

Minimum State Corequisites None

College Transfer This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.  
 This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

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Date: 8/23/2012

Requested/Approved by: Chassity Washburn & Tammy Crump

Topic: Nursing – Application Deadline & LPN – Application Deadline

Page(s) in Catalog (if applicable): 216 & 222

#### **APPLICATION DEADLINE (ADN)**

Applicants seeking admission in the Associate Degree Nursing program must complete admission requirements one **through** four above no later than January 15 of the year in which they wish to be admitted to the program. Applications for admission and test results (ASSET/COMPASS) received after January 15 will not be considered.

#### **APPLICATION DEADLINE (LPN)**

LPNs seeking admission to the Associate Degree Nursing program must complete admission requirements one **through** four above no later than November 1 of the year prior to the spring in which they wish to be admitted to the program. Applications for admission and test results (ASSET/COMPASS) received after November 1 will not be considered.

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Date: 8/15/2012

Requested/Approved by: Cynthia Callahan/Christi Holt

Topic: Medical Laboratory Technology – course of sequence

Page(s) in Catalog (if applicable): 203

#### **Swapped MLT 220 and MLT 240 in the course of sequence**

##### **Summer (first year effective 2013)**

MLT 220 Hematology/Hemostasis II	<b>2</b>	<b>3</b>	<b>3</b>
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##### **Spring (second year)**

MLT 240 Special Clinical Microbiology	<b>2</b>	<b>3</b>	<b>3</b>
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