James Sprunt Community College

ADDENDUM

2011-2013 GENERAL CATALOG

The following changes/additions/deletions apply to the 2011-2013 James Sprunt Community College General Catalog:

CHANGES TO POLICIS, PROGRAM AND COURSE DESCRIPTIONS:

Page 3 – Academic Calendar – Fall Semester 2011 – Change the following date:

October 17  Monday  Mid-Semester

Page 4 – Academic Calendar – Change the last three dates to the following:

August 1-7  Wednesday – Tuesday  Exams During Class Periods
August 7    Tuesday                  Sumer Semester Ends
August 8    Wednesday                Grade Day

Page 5 – Academic Calendar – Spring Semester 2013 – Change the following information:

May 8      Wednesday                   Faculty Break Day
           Graduation Rehearsal, 7:00 pm

Page 23 – General Information – Add the following Visitor’s Policy:

CAMPUS VISITORS’ POLICY

This policy seeks to ensure that faculty/staff are aware that visitors can make an important contribution to the life and work of the college and visitors themselves can benefit from contact with the students and staff/faculty. Bearing in mind the importance of safety and security, visitors are welcome at James Sprunt Community College.

All nonstudent visitors to the campus must abide by the following regulations:

1. Visitors may not be in shops, laboratories, or other hazardous areas (as defined by the College or individual college personnel) at any time unless they are escorted by a member of the College staff for brief business visits.

2. All visitors must have instructor approval prior to visiting classrooms.

3. Minors must be under the direct supervision of a responsible adult at all times. Under no circumstances can a minor be on campus unattended.

4. All students, faculty/staffs are expected to behave in a way that is respectful and courteous.

5. Visitors to James Sprunt Community College are required to:

   • Sign in at the designated reception area
   • State purpose of visit
   • One form of government issued photo identification is required in order to obtain a visitors badge
   • Wear a visitor badge at all times that they are issued with by reception
   • Sign out and return their badge to reception before they leave
   • Dress in a way that is appropriate for a school setting

6. Visitors will be given appropriate fire evacuation guidance on arrival.
7. Any visitors on site are expected to wear their visitor badge and those who are not recognized, or who are not wearing a badge will be politely asked their business.

8. Visitors are reminded that James Sprunt Community College does not allow smoking in any building on campus. Visitors will be provided with the location of designated smoking areas on our campus.

9. Visitors are informed that any form of discrimination based on race, religion, gender or sexual orientation or any disruptive behavior (including profanity) is unacceptable and will not be tolerated by the college. The College is often host to prospective employers, legislators, Community College officials, and other community members. When at all possible, instructors will be informed of impending visitors and tours in order to do extra preparation that might be in order. However, the college should always be ready to receive these guests, and students should be informed at orientation that such tours should not disrupt their shop practice or interrupt classroom procedure. In order to maintain an effective learning environment for all students, please be mindful of our policy with regard to campus visitors.

Page 28 – Admissions – General – Replace the 5th paragraph with the following:

Pursuant to Chapter 23 of the State Board Community College Code 02C.0301€, the James Sprunt Community College Board of Trustees approves the college to deny admission to an applicant that poses a significant, imminent, articulable threat to the safety of James Sprunt Community College, Faculty, Staff and Students.

Pursuant to Chapter 23 of the State Board Community College Code 02C.0301(f), the James Sprunt Community College Board of Trustees approves the following appeals process for applicants denied admission pursuant to Subsection (e):

If an applicant wishes to request an appeal, he/she must do so in writing within 10 school days following notification of admissions denial. The Vice President of Students Services and the College President, in those cases of admissions denial, shall each have 10 school days to make a disposition on the admissions appeal. The decision by the College President shall be final with no institutional appeals beyond this level.

Page 30 – Admissions – Procedures – 4. Placement Test – change to read as follows:

All students applying for entrance to James Sprunt Community College will take the COMPASS placement tests. See requirements for transfer students under section “Transfer of Credits to James Sprunt Community College”. COMPASS scores over five years old are not accepted.

Students will be tested in the areas of math, reading, writing and algebra prior to admission into a program.

Special Studies students (those not working toward a diploma or degree) may take up to 12 credit hours in areas other than math and English or courses with math and/or English prerequisites before being tested.

Students who have obtained an Associate degree or higher are exempt from placement testing.

Students who have previously tested either at James Sprunt Community College or at another accredited institution may use the previous test scores for admission purposes:

- If the tests are equivalent* to those required for admission to James Sprunt Community College
- If the tests are not over five years old
- If the student has attended the college from which the scores are obtained.

*The equivalent tests are Accuplacer, COMPASS and ASSET.

The following scores will exempt students from Basic General Education courses:
A STUDENT WILL NOT BE TESTED MORE THAN TWICE IN A 12-MONTH PERIOD; HOWEVER, A 6-MONTH PERIOD MUST ELAPSE BEFORE THE STUDENT CAN RETAKE THE TEST FOR THE SECOND TIME. Students will only be allowed to retake the placement test prior to the six month period if extreme or extenuating circumstances are determined and documented by the test administrator. The Vice President of Curriculum Services must approve any exceptions in writing.

**Page 30 – Admissions – Restrictions for Enrollment in Courses in Program:** - Change #3 to read as follows – effective January 1, 2012:

3. Scholastic Aptitude Test (SAT) scores of 500 on Critical Reading (Verbal) and 500 on Math and 500 on Writing will be accepted in lieu of the college’s placement tests. SAT scores over five years old are not accepted. Applicants should have a copy of their scores forwarded to the Admissions Specialist.

**Page 31 – Admissions – Restrictions for Enrollment in Courses in Program:** - Change #4 to read as follows – effective January 1, 2012:

4. The ACT Assessment Test may be substituted for the placement test if an applicant scores 18 or better on English, 22 or better on mathematics, and a 21 or better on reading. ACT scores over five years old are not accepted. Applicants should have a copy of their scores forwarded to the Admissions Specialist.

**Page 31 – Admissions – Placement Test Advising Guide:** - Change to read as follows:

Students will be placed into the following remedial courses based on their COMPASS placement test scores:

### Writing Placement Guide

<table>
<thead>
<tr>
<th>Compass Scores</th>
<th>Asset Scores</th>
<th>Accuplacer (CPT) Scores</th>
<th>Course Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-25</td>
<td>23-35</td>
<td>20-60</td>
<td>ENG-080</td>
</tr>
<tr>
<td>26-69</td>
<td>36-40</td>
<td>61-85</td>
<td>ENG-090</td>
</tr>
<tr>
<td>70-100</td>
<td>41-54</td>
<td>86-120</td>
<td>ENG-111: if proficient in Reading</td>
</tr>
</tbody>
</table>

### Reading Placement Guide

<table>
<thead>
<tr>
<th>Compass Scores</th>
<th>Asset Scores</th>
<th>Accuplacer (CPT) Scores</th>
<th>Course Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-61</td>
<td>23-35</td>
<td>20-58</td>
<td>RED-080</td>
</tr>
<tr>
<td>62-80</td>
<td>36-40</td>
<td>59-79</td>
<td>RED-090</td>
</tr>
<tr>
<td>81-100</td>
<td>41-53</td>
<td>80-120</td>
<td>ENG-111: if proficient in Writing</td>
</tr>
</tbody>
</table>

### Pre-Algebra/Numerical Skills Placement Guide

<table>
<thead>
<tr>
<th>Compass Scores</th>
<th>Asset Scores</th>
<th>Accuplacer Arithmetic (CPT) Scores</th>
<th>Course Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-17</td>
<td>23-27</td>
<td>20-26</td>
<td>MAT-050</td>
</tr>
<tr>
<td>18-46</td>
<td>28-40</td>
<td>27-54</td>
<td>MAT-060</td>
</tr>
<tr>
<td>47-100</td>
<td>41-55</td>
<td>55-100</td>
<td>Proficient in Pre-Algebra/Numerical Skills: Refer to Algebra Placement</td>
</tr>
</tbody>
</table>
Algebra Placement Guide

*If Student has Compass Pre-Algebra (Numerical Skills) Compass score of 47 or higher, the following applies:

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</thead>
<tbody>
<tr>
<td>1-45</td>
<td>23-40</td>
<td>20-52</td>
<td>MAT-070</td>
</tr>
<tr>
<td>46-65</td>
<td>41-55</td>
<td>53-74</td>
<td>MAT-080/MAT-115/MAT-140</td>
</tr>
</tbody>
</table>

| Compass Scores 66-100 | Asset Intermediate Algebra Scores 41-55 | Accuplacer (CPT) Scores 75-100 | Course Placement MAT-141/MAT-151/MAT-161/MAT-171 |

Page 33 – Admissions - Add the following Admissions of Out-of State Students Procedure:

Admission of Out-of-State Students

Out-of-state students are admitted under the same admissions requirements as residents of North Carolina. Residency classification for out-of-state students will be determined at the time of admissions according to the laws of the State of North Carolina. General Statute 116-143.1 specifically states that to qualify as a resident for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least 12 months immediately prior to his or her classification as a resident for tuition purposes. Furthermore, a person must establish that his or her presence in the state currently is, and during the requisite 12-month qualifying period was for purposes of maintaining a bona fide domicile rather than of maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education. Consequently, the fact that a person has resided in the state for 12 months does not in itself constitute in-state residency. Special rules and circumstances may affect the assessment of domicile for minors, married persons, active members of the armed forces and their dependents, aliens, federal personnel and prisoners.

Applicants wishing additional information about the laws of North Carolina governing residency classification for students should contact the Admissions Specialist’s office where copies of the law are maintained or log on to www.ncleg.net for NC General Statutes.

It is the student’s responsibility to provide the College with the necessary information to prove in-state status. If a student wishes to apply for a change of status consideration, he/she must submit a Resident and Tuition Status Application (available in the Admissions Office and the College’s website) to the Admissions Specialist. Legal documentation supporting a student’s claim for in-state status must be attached at the time the application is submitted. Examples include NC State tax return, voter registration, vehicle registration, personal property taxes, driver’s license/State I.D. etc. If the student chooses to appeal the classification assigned by the Admissions Specialist, he/she must file a written appeal to the Admissions Specialist within ten (10) days following the notification of residency status (electronic submissions are not acceptable). The appeal will then be forwarded to the Residency Appeals Committee who will review the appeal and make a determination to either uphold or reverse the applicant’s residency classification. Should the student choose to appeal the determination of the Appeals’ Committee, he/she may appeal to the State level by filing a written appeal to the Admissions Specialist within ten (10) days following the Appeals Committee’s decision (electronic submissions are not acceptable). This appeal must include a statement of intent and grounds for appeal. The decision of the State Appeals’ Committee is final.

Page 36 – Admissions – Replace Huskins Bill Cooperative Program, Concurrent/Dual Enrollment, Learn and Earn Online Program with the following:

Career and College Promise provides seamless dual enrollment opportunities for eligible North Carolina high school students in order to accelerate completion of college certificates, diplomas, and associate degrees that lead to college transfer or provide entry-level job skills. North Carolina community colleges may offer the following Career and College Promise pathways aligned with the K-12 curriculum and career and college ready standards adopted by the State Board of Education:
1. A Core 44 College Transfer Pathway leading to a minimum of 30 hours of college transfer credit. James Sprunt Community College is approved to offer the Humanities and Social Sciences pathway. High school students interested in this program should see their guidance counselor for additional information and the necessary forms.

2. A Career and Technical Education (CTE) Pathway leading to a certificate, diploma or degree. James Sprunt Community College is approved to offer CTE pathways in Agribusiness, Applied Animal Science, Business Administration, Computer Information Technology, Health Care Worker, and Welding, all of which lead to a certificate. High school students interested in this program should see their guidance counselor for additional information and the necessary forms.

3. A Cooperative Innovative High School Pathway. Duplin County Schools operates Duplin Early College High School (DECHS) on the James Sprunt Community College campus. Students enrolled at DECHS attend for five years. At the end of the five years they will have had the opportunity to earn their high school diploma and an associate’s degree or up to two years of college credit. Students interested in attending DECHS should contact their middle school counselor for more information or the DECHS.

Page 72 – Academic Standards – Transfer of Credits to James Sprunt Community College – add the following statement to the end of this section:

Students with international academic credentials should have all transcripts evaluated by an independent agency that provides such services. You may contact Student Services for a list of companies. Then present the official evaluated transcript to the Admissions Office for processing.

Page 76 – Academic Standards – Conduct – replace the title of the Conduct section with the following:

STUDENT CODE OF CONDUCT POLICY

Page 82 – Academic Standards – Acceptable Use Policy – replace the current Acceptable Use Policy with the following:

ACCEPTABLE USE POLICY

Purpose

College owned or operated computing resources are reserved for the educational, instructional, research, and administrative computing needs of the faculty, students, staff, and other individuals authorized by the College. The College's computing resources include but are not limited to all College computers and hardware, access to the Internet or access to any College intranet provided through College owned or operated computers, online and offline storage, and network and communications facilities including cloud accessible hardware or software provided by the College. Access to these computing resources is a privilege and, therefore, it is essential that all users exercise responsible, ethical, and lawful behavior when using these resources. Users are expected to read, understand, and comply with the College's Acceptable Use Policy.

The College monitors access to the computing resources and reserves the right, without prior notice to users, to access these resources and to use any and all information retrieved from the computing resources. Users do not have an expectation of privacy regarding their use of the computing resources, and by accessing and using the College's computing resources, users expressly consent to such monitoring, access, and use by the College. Information contained on the College's computing resources and in College accounts, including but not limited to e-mail, may be subject to inspection under the Public Records Law of the State of North Carolina.

The College does not attempt to articulate all required or unacceptable behavior by its users. Therefore, each user's judgment on appropriate conduct must be relied upon. To assist in such judgment, users will follow this policy:

Acceptable and Unacceptable Uses

1. Use should be consistent with the Acceptable Use Policies (AUP) for the North Carolina Research and Education Network (NCREN), operated by MCNC and consistent with the mission of James Sprunt Community College.

2. College computing resources are to be used only for educational, research, instructional or college administrative purposes for which access is provided, and are not to be used for any unauthorized purpose, including but not limited to commercial purposes, unauthorized access to remote computers or non-College related activities.
3. **An access account assigned to a user must not be used by any other individual.** Users are responsible for the proper use of their accounts, including proper password protection and appropriate use of the College's computing resources. Obtaining another user's password, allowing friends, family, co-workers, or any other individual use of your or another user's account, or other unauthorized use of an access account, is a serious violation of this policy.

4. **Users shall not create, display, transmit, or make accessible threatening, racist, sexist, obscene, offensive, annoying or harassing language in e-mail messages or material, including broadcasting unsolicited messages, sending unwanted e-mail, or impersonating other users.** Remember - the College's policies against discrimination and harassment apply to communications through the College's computing resources.

5. **All computer software is protected by federal copyright law.** In addition, most software is proprietary and protected by legal licensing agreements. Users are responsible for being aware of the licensing restrictions for any software used on the College's computing resources. Software that is not owned by the College cannot be installed on College equipment.

6. **Users shall not download, reproduce and/or distribute copyrighted or licensed materials without proper authorization from the author or creator.** Additionally, users shall not publish information, messages, graphics, or photographs on any web page without the express permission of the author or creator.

7. **Users shall not engage in activities to damage or disrupt the hardware, software, or any communication associated with the College's computing resources, such as virus creation and propagation, wasting system resources, overloading networks with excessive data, or any attempt to circumvent data protection schemes or uncover security loopholes.**

8. **Users shall not access or damage any portion of the College's computing resources or other College property, such as College records, or use the College's computing resources for illegal activities.**

9. **Users learning of the misuse of the College's computing resources or violations of this Acceptable Use Policy should notify a College faculty member or College official immediately.**

**Enforcement:**

Anyone found to have violated this policy may be subject to disciplinary action including but not limited to suspension or revocation of computing privileges, disciplinary review, dismissal from class with a grade of "F," and/or termination. Any conduct, which violates local, state, or federal laws, will result in the immediate loss of all access to the College computing resources and will be referred to appropriate College offices and/or law enforcement authorities. James Sprunt Community College is not liable for actions of anyone connected to the Internet through the College's computing resources. All users will assume full liability (legal, financial or otherwise) for their actions.

**MODIFICATIONS:** JSCC reserves the right to modify this policy at any time.

**Page 98 – Student Life – TESTING –** remove the second paragraph and change the third & fourth paragraphs as follows:

- Scholastic Aptitude Test (SAT) scores of 500 on critical reading, 500 on math, and 500 on writing will be accepted in lieu of the college placement tests if the SAT scores are not over five years old.
- The ACT Assessment Test may be substituted for the placement test if an applicant scores 18 or better on English, 22 or better on mathematics, and 21 or better on reading if the ACT scores are not over five years old.

**Page 105 – Student Life – Student Id Procedure** – replace the Student Id Procedure with the following information:

**STUDENT IDENTIFICATION POLICY**

Identification (ID) Cards:

All JSCC students must obtain a JSCC photo identification (ID) card. Students must present one form of government issued photo identification and their class schedule at the time the ID card is made. Cards for Curriculum students are issued in the Student Activities Office (Strickland Center) at registration and as needed. Cards for Continuing Education students are issued in the Continuing Education Office (Boyette Building) at registration and as needed.

JSCC ID cards must be visible at all times while on campus, and under no circumstances should they be altered or lent to another person. Presentation of the ID card may be required for identification or participation in various student activities.
or events. Persons who do not have proper identification may be asked to leave campus. Students who withdraw before the semester ends must turn their ID cards into the SGA Office.
Lost ID cards must be replaced, and a fee of $5.00 is charged for each duplicate card. Students will need to pay the fee at the Business Office and bring the receipt to the Student Activities Office in order to have their ID card replaced.

* “JSCC student” defined as to this policy is a student who attends James Sprunt Community College for at least five (5) consecutive days.”

I. Purpose
a. To enhance the safety and security of all personnel on James Sprunt Community College’s campuses, ALL students will be required to obtain a photo identification card.

b. This student ID will serve as the official means of identification for James Sprunt Community College.

c. Unless a student loses/misplaces ID card, it will only need to be issued once.

d. The first issued student ID is FREE. All replacements will cost $5.

e. The student ID must be visible at all times while on campus.

f. Individuals not wearing proper identification will be asked what business they have on campus:

If the answer is satisfactory (i.e. potential applicant filing for admissions/financial aid, visitors on campus tour), that individual will be allowed to continue with his or her business and immediately leave campus upon completion of that business.

If individuals claim to be a student, College officials shall ask for their student ID. If none can be provided, the individuals will be asked to leave campus until they can return with a valid JSCC student ID. Those who resist will be escorted off campus by the College SRO and further disciplinary action may be taken if necessary.

II. Scope
a. JSCC students will be required to obtain a student ID card before attendance verification, as faculty will not allow a student to attend class without an ID past this date.

b. Dates and times of ID drives will correspond with this time frame and will be announced at the beginning of each term.

III. Photo ID Policy
a. Students will be required to present one form of government-issued photo identification before an ID card is issued.

b. For ID pictures, James Sprunt Community College requires individuals to remove any items not worn as part of their daily appearance (i.e., prescription eyeglasses). The only exceptions are items worn for cultural or religious purposes.

c. All bandanas, hats, sunglasses, visors, etc. are to be removed before picture is taken.

Page 109 – Programs – Add General Occupational Technology under the Diploma Programs (At least one year)

Page 110 – Programs – Remove General Occupational Technology from Certificate (Less than one year)

Page 130 – Associate Degree Nursing – Replace with the following:

ASSOCIATE DEGREE NURSING

Associate in Applied Science Degree

A45110

CURRICULUM DESCRIPTION

The Associate Degree Nursing curriculum provides knowledge, skills, and strategies to integrate safety and quality into nursing care, to practice in a dynamic environment, and to meet individual needs which impact health, quality of life, and achievement of potential.

Course work includes and builds upon the domains of healthcare, nursing practice, and the holistic individual. Content emphasizes the nurse as a member of the interdisciplinary team providing safe, individualized care while employing evidence-based practice, quality improvement, and informatics.
Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN). Employment opportunities are vast within the global health care system and may include positions with acute, chronic, extended, industrial, and community health care facilities.

**ASSOCIATE DEGREE NURSING ADMISSION PROCEDURES**

In order to be considered for admission into the Associate Degree Nursing Program, the applicant must have a current JSCC application on file, a separate program application on file, and all admission criteria met by February 1st of each year for consideration for the following fall semester. Forty students are accepted into the program ranked according to scores on selection criteria. Applications submitted after the deadline may be considered if space is available. (Interested applicants should contact JSCC’s Health Education Department or refer to our website for a current Program Application Packet.)

Students must reapply through the Admissions Office by February 1st of each year to be placed in the applicant pool for the next year if they are not admitted and wish to be considered for the following year. Students may apply for only one of the Health Education Programs (ADN, MA or PN)

New applicants:

1. Applicants to the Associate Degree Nursing Program must take the Test of Essential Academic Skills (TEAS) admissions test and score the current national average for science, reading comprehension, and essential math skills. The TEAS admissions test may be taken only two times in a twelve month period. Test dates must be at least two months apart. Scores older than 5 years will not be accepted. Applicants should contact Student Services for testing information.

2. The Applicant must take the COMPASS Test for placement purposes. If an applicant scores less than 46 on algebra, 47 on math, 81 on reading, or 41 on English (Writing), the test scores will be evaluated and the student placed in the appropriate basic studies course(s). If the applicant scores less than 46 on the algebra section, he/she must complete MAT 070 with a grade of “C” or better in order to meet the prerequisite requirement for the Associate Degree Nursing Program. Upon completion of the basic studies course(s) with at least a grade of “C”, the student will have satisfied the COMPASS admissions criteria. Only the COMPASS, SAT or ACT test scores will be accepted for transfer if not over five years old. All basic studies courses must be completed in order to be eligible for admission consideration.

3. Applicants must have a High School Diploma or the equivalent. Applicants should submit a copy of the High School transcript and GED scores if applicable. High School seniors may apply for provisional acceptance pending completion of high school requirements and graduation. High School students should contact the Health Education Department for information.

4. Satisfactory completion (with a grade of “C” or better) within ten (10) years of the program start date of high school chemistry or its equivalent is required for entry into Associate Degree Nursing. “Equivalent” means: (1) a college-level chemistry course, (2) CHM 092 at James Sprunt Community College, or (3) a comparable chemistry course at any other accredited educational institution. The satisfactory completion of chemistry is required prior to being considered for admission into the Associate Degree Nursing Program.

5. Satisfactory completion (with a grade of “C” or better) within ten (10) years of the program start date of high school biology or its equivalent is required for entry into Associate Degree Nursing. “Equivalent” means: (1) a college-level chemistry course, (2) BIO 090 at James Sprunt Community College, or (3) a comparable biology course at any other accredited educational institution. The satisfactory completion of chemistry is required prior to being considered for admission into the Associate Degree Nursing Program.

6. Beginning with the Fall 2012 consideration, satisfactory completion (with a grade of “C” or better) within ten (10) years of the program start date, of high school computer applications course or its equivalent is required for entry into Associate Degree Nursing. “Equivalent” means: (1) a college-level computer course, (2) OST 080 at James Sprunt Community College, or (3) a comparable biology course at any other accredited educational institution.

7. Applicants must have current listing as NA 1 on North Carolina Nurse Aide I Registry with no substantiated findings against the listing. Applicants must have completed a NC state approved program with a clinical component. Applicants must provide a copy of the certificate of completion from an approved program with the separate program application.
8. Students will be notified of their selection for provisional acceptance. Full acceptance will be given upon completion of the following:

   A. Evidence of a complete physical examination completed on the institutional form and dated within one year of acceptance. Evidence of sound physical and mental health should be validated on the form provided. Immunizations must be completed and documented as recommended on the medical form and based on clinical requirements for the Associate Degree Nursing Program.

   B. Completion of current American Heart Association Health Care Provider Level of CPR certification with AED.

   C. Completion of required Criminal Background Check and Drug Screening required by Clinical Agencies. NOTE: If a clinical agency denies student placement based on review of the results, the student will be unable to progress in the program.

   D. Show evidence of current student liability insurance required for clinical experiences. This is renewed annually during Fall Semester.

TRANSFER STUDENTS

Students who wish to transfer from another institution to the James Sprunt Community College Associate Degree Nursing Program must:

   A. Transfer from a state approved program.

   B. Meet all the admission criteria for generic students.

   C. Schedule a meeting with the Health Education Department Head at least 2 semesters in advance of the desired transfer date.

   D. Complete and submit Transfer Application to JSCC Nursing Program. (This will be provided at the time of scheduled meeting with the Department Head.)

   E. Submit copies of course syllabi/outlines to Department Head for review.

   F. Have a letter of recommendation from clinical nursing faculty who taught student in last nursing course.

   G. Demonstrate competence at the level of desired entry.

All decisions regarding transfer will be made by the Health Education Admissions Committee after all required documents are submitted.

PROGRESSION POLICY

In order to progress through the Associate Degree Nursing Program, a student must meet the following criteria:

1. A minimum grade of “C” in each nursing and biology course is required prior to entering the next nursing course and a grade of “C” or better is required in NUR 213 prior to graduation.

2. Students must be enrolled in BIO 168, ACA 115, PSY 150, and NUR 117 concurrently with NUR 111 unless they have completed them prior to entering NUR 111.

3. Students must be enrolled in BIO 169 and PSY 241 concurrently with NUR 112 unless they have completed them prior to entering NUR 112. Students must successfully complete NUR 112 prior to entering NUR 211.

4. Students must be enrolled in CIS 111 concurrently with NUR 113 unless they have completed them prior to entering NUR 113.

5. Students must be enrolled in ENG 111 concurrently with NUR 114 unless they have completed them prior to entering NUR 114. Students must successfully complete NUR 114 prior to entering NUR 212.

6. Students must be enrolled in ENG 112 and a humanities/fine arts elective concurrently with NUR 213 unless they have completed them prior to entering NUR 213.
7. A student may repeat a nursing course only upon approval of the Health Education Admissions Committee.

8. Any student who is interrupting his/her nursing studies must have an exit interview with the Department Head of Health Education. This includes voluntary and involuntary withdrawals.

**READMISSION POLICY AND PROCEDURES**

A student who wishes to be considered for readmission to the Associate Degree Nursing Program must complete an Application for Readmission to the ADN program (provided during the exit interview). This request for consideration of readmission must be received by the end of the next semester following the interruption of studies. Readmission to the nursing program will be limited to a maximum of one (1) time.

The student requesting readmission must complete the following readmission requirements:

1. Meet current admission criteria.
2. Meet requirements of the progression policy listed above.
3. Submit a letter of recommendation from a faculty member for the clinical components of the course in which the student was not successful. Letter must be requested prior to the end of the next semester following the interruption of studies.
4. Pass a comprehensive exam form the content of the course(s) prior to the one to which the student is requesting readmission with a minimum grade of 80 and demonstrate competency skills.
5. After provisional acceptance is granted, the student must complete the following before enrollment in the program:
   - Submit updated physical statement showing evidence of sound physical and mental health, including any required testing and immunizations required by clinical agencies.
   - Submit evidence of current American Heart Association Health Care Provider Level CPR certification.
   - Submit completion of current Criminal Background Check and Drug Screening required by clinical agencies.

Failure to complete any of these requirements will jeopardize readmission to the ADN program.

**IN Voluntary Withdrawal From Health Education Programs**

In the event that a health education student’s behavior represents a potential hazard to patient care in the clinical area and/or the student demonstrates unsafe practice in the clinical area, the student will be withdrawn by the faculty from the course. This may occur at any time during the semester. The student may be readmitted only upon the recommendation of the nursing faculty.

**TYPICAL COURSE SEQUENCE COURSE AND HOUR REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Hours Per Week</th>
<th>Semester Hours</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Class</td>
<td>Lab</td>
</tr>
<tr>
<td><strong>FIRST SEMESTER</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACA 115 Success &amp; Study Skills</td>
<td>0</td>
<td>2</td>
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<tr>
<td>BIO 168 Anatomy and Physiology I</td>
<td>3</td>
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<tr>
<td>NUR 111 Intro to Health Concepts</td>
<td>4</td>
<td>6</td>
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<tr>
<td>NUR 117 Pharmacology</td>
<td>1</td>
<td>3</td>
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<tr>
<td>PSY 150 General Psychology</td>
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<tr>
<td></td>
<td><strong>11</strong></td>
<td><strong>14</strong></td>
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<tr>
<td><strong>SECOND SEMESTER</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO 169 Anatomy and Physiology II</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>NUR 112 Health-Illness Concepts</td>
<td>3</td>
<td>0</td>
</tr>
</tbody>
</table>
Page 152- Medical Assisting  – Replace with the following:

MEDICAL ASSISTING
Associate in Applied Science Degree
A45400

CURRICULUM DESCRIPTION

The Medical Assisting curriculum prepares multi-skilled health care professional qualified to perform administrative, clinical, and laboratory procedures.

Course work includes instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, medical transcription, computer operations, assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration, and ethical/legal issues associated with patient care.

Graduates of CAAHEP-accredited medical assisting programs may be eligible to sit for the American Association of Medical Assistants; Certification Examination to become Certified Medical Assistants. Employment opportunities include physicians’ offices, health maintenance organizations, health departments, and hospitals.
The James Sprunt Community College Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Medical Assisting Education Review Board (MAERB) of the American Association of Medical Assistants Endowments (AAMAE).

Individuals desiring a career in medical assisting should take biology, mathematics, and keyboarding/computer courses prior to entering the program.

See section on Academic Standards for Health Education Department DISMISSAL POLICY and PROBATION POLICY.

ADMISSION REQUIREMENTS

In order to be considered for admission into the Medical Assisting Program, the applicant must have a current JSCC application on file, a separate program application on file, and all admission criteria met by February 1st of each year for consideration for the following fall semester. Twenty students are accepted into the program ranked according to scores on selection criteria. Applications submitted after the deadline may be considered if space is available. (Interested applicants should contact JSCC’s Health Education Department or refer to our website for a current Program Application Packet.)

Students not accepted for admission must reapply through the Admissions Office by February 1st of each year to be placed in the applicant pool for the next year if they are not admitted and wish to be considered for the following year. Students may apply for only one of the Health Education Programs (Associate Degree Nursing, Medical Assisting or Practical Nursing).

1. Applicant must meet general admission requirements of the college and be in good academic standing.
2. Applicant must meet admission test scores on the COMPASS Test: reading 81, English 70, math 47 and Algebra 46. Upon completion of the basic studies course(s) with a grad of at least a “C”, the student will have satisfied the COMPASS admissions criteria.
3. Liability insurance is required prior to the clinical component of the curriculum.
4. A physical examination is required on the college’s medical form, including immunizations, prior to the lab component of the curriculum.
5. Current American Heart Association Healthcare Provider Level CPR Certification is required prior to the clinical component of the curriculum.
6. Satisfactory completion (limit to within 10 years of program start date with a grade of “C” or better) of high school typing/keyboarding or its equivalent is required for entry into the Medical Assisting program. “Equivalent” means: (1) OST 131 Keyboarding at James Sprunt Community College or (2) a comparable typing/keyboarding course at any other accredited educational institution. Satisfactory completion on typing/keyboarding is required prior to being admitted into the program.

GRADING AND PROGRESSION

Students must take the MED courses in the sequence recommended in order to graduate within the allotted time frame. A minimum grade of “C” in each medical assisting course as well as BIO 163, CIS 111, and OST 136 is required for progression and graduation in the program.

READMISSION

A Student who wishes to re-enter the Medical Assisting Program must submit a written request to the Department Head for Health Education. The request must be received by the end of the next semester following the interruption of the medical assisting courses. A recommendation from the program faculty is required.

The student requesting readmission must complete the following readmission requirements:

1. Meet current admission criteria. Students will be admitted on a space-available basis according to rank (GPA on medical assisting courses).
2. Meet all requirements for the progression policy listed above.
3. Have a 2.00 (“C”) or better grade point average on all required general education courses completed for the Medical Assisting Program prior to re-entry.
4. Pass a comprehensive exam from the content of the course(s) prior to the one to which the student is requesting readmission with a minimum grade of 80 and demonstrate competency skills.

5. Submit an updated physical examination completed on the institutional form and dated within one year of re-admission acceptance.

6. Submit updated immunization records, including TB skin test.

7. Submit current American Heart Association Healthcare Provider Level CPR Certification.

8. Show evidence of current Student Liability insurance at the time of re-entry (if re-entering a medical assisting course with a clinical rotation.)

Students who have been unsuccessful (received a grade of “W”, “D”, or “F”) in two attempts in the Medical Assisting Program will not be re-admitted without review by the Health Education Admissions Committee. Any student who has not re-enrolled within twelve (12) months after leaving the program will be re-evaluated and must follow regular admission procedures for new students. A student may only have two admissions to the Medical Assisting Program within a five-year period. After that time, a student may request admission beginning with the first semester.

**INvoluntary Withdrawal From Health Education Programs**

In the event that a Medical Assisting student demonstrates unprofessional behavior or unsafe practice in the clinical area, the student will be withdrawn by the faculty from the course. This may occur at any time during the semester.

See section on Academic Standards for Health Education Department DISMISSAL POLICY and PROBATION POLICY.

**Typical Course Sequence**

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Hours Per Week</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIRST SEMESTER</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACA 115 Success &amp; Study Skills</td>
<td>0 2 0</td>
<td>1 6</td>
</tr>
<tr>
<td>BIO 163 Basic Anatomy &amp; Physiology</td>
<td>4 2 0</td>
<td>5 15</td>
</tr>
<tr>
<td>CIS 111 Basic PC Literacy</td>
<td>1 2 0</td>
<td>2 6</td>
</tr>
<tr>
<td>ENG 111 Expository Writing</td>
<td>3 0 0</td>
<td>3 9</td>
</tr>
<tr>
<td>MED 110 Orientation to Med. Assist.</td>
<td>1 0 0</td>
<td>1 3</td>
</tr>
<tr>
<td>MED 121 Medical Terminology I</td>
<td>3 0 0</td>
<td>3 9</td>
</tr>
<tr>
<td>MED 130 Administrative Office Proc. I</td>
<td>1 2 0</td>
<td>2 6</td>
</tr>
<tr>
<td></td>
<td><strong>13 8 0</strong></td>
<td><strong>17 51</strong></td>
</tr>
<tr>
<td><strong>SECOND SEMESTER</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAT 115 Mathematical Models</td>
<td>2 2 0</td>
<td>3 9</td>
</tr>
<tr>
<td>MED 122 Medical Terminology II</td>
<td>3 0 0</td>
<td>3 9</td>
</tr>
<tr>
<td>MED 131 Administrative Office Proc. II</td>
<td>1 2 0</td>
<td>2 6</td>
</tr>
<tr>
<td>MED 140 Exam Room Procedures I</td>
<td>3 4 0</td>
<td>5 15</td>
</tr>
<tr>
<td>OST 136 Word Processing</td>
<td>2 2 0</td>
<td>3 9</td>
</tr>
<tr>
<td></td>
<td><strong>11 10 0</strong></td>
<td><strong>16 45</strong></td>
</tr>
<tr>
<td><strong>THIRD SEMESTER</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MED 150 Laboratory Procedures I</td>
<td>3 4 0</td>
<td>5 15</td>
</tr>
<tr>
<td>MED 182 CPR First Aid and Emergency</td>
<td>1 2 0</td>
<td>2 6</td>
</tr>
<tr>
<td>MED 232 Medical Insurance Coding</td>
<td>1 3 0</td>
<td>2 6</td>
</tr>
<tr>
<td>Humanities/Fine Arts Elective*</td>
<td>3 0 0</td>
<td>3 9</td>
</tr>
<tr>
<td></td>
<td><strong>8 9 0</strong></td>
<td><strong>12 36</strong></td>
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<tr>
<td><strong>FOURTH SEMESTER</strong></td>
<td></td>
<td></td>
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<tr>
<td>ENG 115 Oral Communications</td>
<td>3 0 0</td>
<td>3 9</td>
</tr>
<tr>
<td>MED 112 Orientation to Clinical Setting</td>
<td>0 0 3</td>
<td>1 3</td>
</tr>
<tr>
<td>MED 240 Exam Room Procedures II</td>
<td>3 4 0</td>
<td>5 15</td>
</tr>
</tbody>
</table>
MED 250 Laboratory Procedures II 3 4 0 5
PSY 150 General Psychology 3 0 0 3
12 8 3 17

FIFTH SEMESTER
MED 118 Medical Law and Ethics 2 0 0 2
MED 260 MED Clinical Externship 0 0 15 5
MED 262 Clinical Perspective 1 0 0 1
MED 272 Drug Therapy 3 0 0 3
MED 276 Patient Education 1 2 0 2
7 2 15 13

*The Humanities or Fine Arts elective must be chosen from the following courses:

ART 111 Art Appreciation 3 0 3
ART 114 Art History Survey I 3 0 3
ART 115 Art History Survey II 3 0 3
ART 116 Survey of American Art 3 0 3
DRA 111 Theatre Appreciation 3 0 3
HUM 121 The Nature of America 3 0 3
HUM 122 Southern Culture 3 0 3
MUS 110 Music Appreciation 3 0 3
MUS 112 Introduction to Jazz 3 0 3
MUS 210 History of Rock Music 3 0 3
REL 110 World Religions 3 0 3
REL 211 Introduction to Old Testament 3 0 3
REL 212 Introduction to New Testament 3 0 3

TOTAL SEMESTER HOURS CREDIT: 75

Page 175 – Associate in Science Degree – Replace the sentence under Natural Sciences (8 semester hours credit) to the following:
A two-course sequence in general biology, general chemistry, or general physics is required. Choose one group.

Page 177 – Associate in Science Degree – Take out the following courses under the Natural Sciences/Math Electives (15 Semester Hours Credit):

MAT 140 Survey of Mathematics 3
MAT 141 Mathematical Concepts I 3
MAT 142 Mathematical Concepts II 3
MAT 161 College Algebra 3
MAT 162 College Trigonometry 3

Page 187 – Add the following program effective Spring 2013 semester:

BASIC LAW ENFORCEMENT TRAINING
Certificate
C55120

CURRICULUM DESCRIPTION

Basic Law Enforcement Training (BLET) is designed to give students essential skills required for entry-level employment as law enforcement officers with state, county, or municipal governments, or with private enterprise.

This program utilizes State commission-mandated topics and methods of instruction. General subjects
include, but are not limited to, criminal, juvenile, civil, traffic, and alcohol beverage laws; investigative, patrol, custody, and court procedures; emergency responses; and ethics and community relations.

Students must successfully complete and pass all units of study which include the certification examination mandated by the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriffs’ Education and Training Standards Commission to receive a certificate.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Hours Per Week</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJC 100 Basic Law Enforcement Training (BLET)</td>
<td>9 Class, 30 Lab</td>
<td>19 Credit</td>
</tr>
</tbody>
</table>

**Page 193 – Practical Nursing** – Replace the first paragraph under PRACTICAL NURSING EDUCATION ADMISSION REQUIREMENTS with the following:

In order to be considered for admission into the Practical Nursing Program, the applicant must have a current JSCC application on file, a separate program application on file, and all admission criteria met by February 1st of each spring semester for consideration for admission into the following fall semester. Twenty students are accepted into the program ranked according to scores on selection criteria. Applications submitted after the deadline may be considered if space is available. (Interested applicants should contact JSCC’s Health Education Department or refer to our website for a current Program Application Packet.)

**Page 208 – Continuing Education – Refund Policy** – change the Refund Policy as follows:

A student who officially withdraws from an occupational extension class prior to the first class meeting shall be eligible for a 100% refund. Also, a student is eligible for a 100% refund if the class fails to meet the minimum student enrollment and the class is canceled. After the class begins, a student may be eligible for a refund of 75% by completing a refund request form and submitting the form to the instructor or Continuing Education department prior to or on the 10% date of the class based on the scheduled hours of the class. These rules do not apply to community service or self-supporting classes for which there is no refund.

**Page 225 – Course Descriptions** – add the following course:

ACA 122 College Transfer Success  1 0 1  
(College Transfer)  
Prerequisites: None  
Corequisites: None

This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking, and communications skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions. This course has been approved for transfer under the Comprehensive Articulation Agreement and ICAA as a premajor and/or elective course requirement.

**Page 244 – Course Descriptions** – Change the following courses to read as follows:

CIS 110 Introduction to Computers  2 2 3  
(College Transfer)  
Prerequisites: None  
Corequisites: None

This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of
computers and use the computer to solve problems. This course has been approved for transfer under the Comprehensive Articulation Agreement and ICAA as a general education course in Mathematics (Quantitative).

CIS 111 Basic PC Literacy 1 2 2
Prerequisites: None
Corequisites: None

This course provides an overview of computer concepts. Emphasis is placed on the use of personal computers and software applications for personal and fundamental workplace use. Upon completion, students should be able to demonstrate basic personal computer skills.

CIS 115 Intro to Prog & Logic 2 3 3
(College Transfer)

Page 245 – Course Descriptions - Add the following course as follows:

CJC 100 Basic Law Enforcement Training 9 30 19
Prerequisites None
Corequisites None

This course covers the basic skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Topics are divided into general units of study: legal, patrol duties, law enforcement communications, investigations, practical application and sheriff-specific. Upon successful completion, the student will be able to demonstrate competence in the topics and areas required for the state comprehensive certification examination.

Page 260 – Course Descriptions - Change the following course as follows:

EDU 216 Foundations of Education 4 0 4
(College Transfer)

Page 274 – Course Descriptions – Change the following courses effective Fall 2012 to read as:

FST 100 Intro to Foodservice 3 0 3
Prerequisites None
Corequisites None

This course is designed to develop an understanding of the foodservice industry, its terminology, mathematics, and measurements. Emphasis is placed on employability skills, vocabulary, and culinary math including fractions, ratio and proportion, and percents. Upon completion, students should be able to identify career paths, convert recipes, and differentiate standard measurements.

FST 101 Quantity Baking I 1 4 3
Prerequisites None
Corequisites Take One: FST-103 or CUL-110

This course introduces fundamental concepts, skills, and techniques in quantity baking. Topics include yeast and quick breads, cookies, cakes, and other baked goods. Upon completion, students should be able to prepare and evaluate baked products.

FST 102 Foodservice Skills I 4 8 8
Prerequisites None
Corequisites Take One: FST-103 or CUL-110

This course introduces the concepts, skills, and techniques for volume food production in an institutional or commercial setting. Emphasis is placed on knife skills, tool and equipment handling, and applying principles of basic hot and cold food preparation. Upon completion, students should be able to demonstrate entry-level skills for foodservice operations.

FST 103 Foodservice Sanitation 2 0 2
This course provides practical experience with the basic principles of safety and sanitation in the foodservice industry. Emphasis is placed on personal hygiene habits, safety regulations, and food handling practices (H.A.C.C.P.) that protect the health of the consumer. Upon completion, students should be able to demonstrate appropriate safety and sanitation practices required in the foodservice industry.

**Page 288 – Course Descriptions** – Change the following course prerequisites for MAT 141 as follows:

Prerequisites: Take One Set:
Set 1: MAT-060* and MAT-080
Set 2: MAT-060* and MAT-090
Set 3: MAT-095
Set 4: MAT-120
Set 5: MAT-121
Set 6: MAT-161
Set 7: MAT-171
Set 8: MAT-175

*For college staff/faculty: Base Colleague provides only one field to hold the two-component math placement exam score. As a workaround to this limitation, MAT-060 has been paired with the prerequisites MAT-070, MAT-080 and MAT-090 to provide the two fields needed to record the math placement exam scores. College staff should record the student's arithmetic score under MAT 060 and should record the student's algebra score under MAT 070, MAT 080, or MAT 090.

**Page 289 – Course Descriptions** – Change the following course prerequisites for the courses as follows:

### MAT 151  Statistics I
(College Transfer)
3 0 3

Prerequisites: Take One Set:
Set 1: MAT-060* and MAT-080
Set 2: MAT-060* and MAT-090
Set 3: MAT-095
Set 4: MAT-120
Set 5: MAT-121
Set 6: MAT-140
Set 7: MAT-161
Set 8: MAT-171
Set 9: MAT-175

*For college staff/faculty: Base Colleague provides only one field to hold the two-component math placement exam score. As a workaround to this limitation, MAT-060 has been paired with the prerequisites MAT-070, MAT-080 and MAT-090 to provide the two fields needed to record the math placement exam scores. College staff should record the student's arithmetic score under MAT 060 and should record the student's algebra score under MAT 070, MAT 080, or MAT 090.

### MAT 161  College Algebra
(College Transfer)
3 0 3

Prerequisites: Take One Set:
Set 1: MAT-060* and MAT-080
Set 2: MAT-060* and MAT-090
Set 3: MAT-095

*For college staff/faculty: Base Colleague provides only one field to hold the two-component math placement exam score. As a workaround to this limitation, MAT-060 has been paired with the prerequisites MAT-070, MAT-080 and MAT-090 to provide the two fields needed to record the math placement exam scores. College staff should record the student's arithmetic score under MAT 060 and should record the student's algebra score under MAT 070, MAT 080, or MAT 090.
Page 290 – Course Descriptions – Change the following course prerequisites for the courses as follows:

MAT 171               Precalculus Algebra               3      0      3  
                        (College Transfer)                         
Prerequisites:         Take One Set:                        
                       Set 2: MAT-060* and MAT-080    
                       Set 3: MAT-060* and MAT-090    
                       Set 4: MAT-095                     
                       Set 5: MAT-161                     

*For college staff/faculty: Base Colleague provides only one field to hold the two-component math placement exam score. As a workaround to this limitation, MAT-060 has been paired with the prerequisites MAT-070, MAT-080 and MAT-090 to provide the two fields needed to record the math placement exam scores. College staff should record the student's arithmetic score under MAT 060 and should record the student's algebra score under MAT 070, MAT 080, or MAT 090.

MAT 171A              Precalculus Algebra Lab            3      0      3  
                        (College Transfer)                         
Prerequisites:         Take One Set:                        
                       Set 1: MAT-060* and MAT-080    
                       Set 2: MAT-060* and MAT-090    
                       Set 3: MAT-095                     
                       Set 4: MAT-161                     

*For college staff/faculty: Base Colleague provides only one field to hold the two-component math placement exam score. As a workaround to this limitation, MAT-060 has been paired with the prerequisites MAT-070, MAT-080 and MAT-090 to provide the two fields needed to record the math placement exam scores. College staff should record the student's arithmetic score under MAT 060 and should record the student's algebra score under MAT 070, MAT 080, or MAT 090.

Page 323 – Course Descriptions – Change the following course prerequisite for WEB 110 as follows:

Prerequisites:          None