

COLLEGE CATALOG and STUDENT HANDBOOK | 2018-2019

WALLACE  
COMMUNITY  
COLLEGE

[www.wallace.edu](http://www.wallace.edu)



# WALLACE COMMUNITY COLLEGE QUICK REFERENCE DIRECTORY

## Wallace Campus

1141 Wallace Drive  
Dothan, Alabama 36303-0943  
Phone: 334-983-3521  
Fax: 334-983-6066

## Sparks Campus

Post Office Drawer 580  
Eufaula, Alabama 36072-0580  
3235 South Eufaula Avenue  
Eufaula, Alabama 36027  
Phone: 334-687-3543  
Fax: 334-687-0255



WALLACE  
COMMUNITY  
COLLEGE

Your Future.  Our Focus.

[www.wallace.edu](http://www.wallace.edu)

## Wallace Campus (Area Code 334)

Admissions and Records .....	556-2468
Bookstore.....	556-2240
Business Office.....	556-2206
Cafeteria .....	556-2249
Campus Police/Security.....	556-2251, 2506
Career Development Center .....	556-2208
Career and Technical Programs .....	556-2544
Counseling Services .....	556-2281, 2294
Disability Support Services .....	556-2587
Emergencies.....	983-3521
Financial Aid/Veterans Affairs.....	556-2476
Instructional Affairs .....	556-2254
Learning Resources Center.....	556-2217
Mathematics Lab .....	556-2348
Security.....	798-1381
Student Government Association .....	556-2477
Student Life .....	556-2477
Student Support Services.....	556-2368
Switchboard.....	983-3521
Testing (ACCUPLACER®, CLEP®, Biology, etc.).....	556-2296
Title IX Coordinator .....	556-2485
Title IX Deputy Coordinator .....	556-2414
Wallace Online (Blackboard) .....	556-2464

## Sparks Campus (Area Code 334)

Admissions and Records.....	687-3543, Ext. 4257
Bookstore .....	687-3543, Ext. 4243
Business Office .....	687-3543, Ext. 4243
Campus Dean/Student Affairs.....	687-3543, Ext. 4211
Career and Job Assistance.....	687-3543, Ext. 4270
Career and Technical Programs .....	556-2544
Counseling Services.....	687-3543, Ext. 4270
Disability Support Services.....	687-3543, Ext. 4270
Financial Aid/Veterans Affairs.....	687-3543, Ext. 4226
Learning Resources Center .....	687-3543, Ext. 4248
Security.....	798-1228
Student Support Services .....	687-3543, Ext. 4271
Switchboard .....	687-3543, Ext. 4210
Testing (ACCUPLACER®, CLEP®, Biology, etc.) .....	687-3543, Ext. 4249
Title IX Coordinator .....	556-2485
Title IX Deputy Coordinator .....	556-2414
Wallace Online (Blackboard) .....	556-2464

**Toll Free Number for  
All College Locations  
1-800-543-2426**

### Mission Statement:

George C. Wallace Community College – Dothan, a comprehensive community college, inspires and facilitates learning to prepare its constituents for current and emerging opportunities and to promote economic and social development.

*This catalog includes policies, procedures, and program descriptions in effect at the time of publication. Wallace Community College reserves the right to change or modify information contained herein at any time. For the most up-to-date information, please review the online catalog at [www.wallace.edu](http://www.wallace.edu).*

# A Message From The President

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## **Education at Wallace Community College is education for success!**

Wallace has served the communities of Southeast Alabama since 1949, and we are proud of our commitment to excellence. We welcome you to explore this Wallace Community College 2018-2019 College Catalog and Student Handbook to help you prepare for your future. Wallace offers a variety of programs and services with convenient locations at the Wallace Campus in Dothan and the Sparks Campus in Eufaula. Here are a few reasons why Wallace Community College may be the right choice for you:

**Low Tuition, Convenient Classes:** You can take advantage of our low tuition, financial aid opportunities, and scholarships. Wallace Community College offers tuition transfer programs where students can save thousands of dollars by attending Wallace for the first two years of college and then transferring to a four-year university. Our location is local, and our education is excellent!

**Academic Programs and Excellent Instruction:** Wallace Community College is proud of the excellent faculty and staff whose primary mission is the education of our students. Faculty members, many of whom are Wallace graduates, enjoy teaching and encourage their students to succeed. *Wallace received the American Association of Community Colleges 2017 Award of Excellence for Student Success, a nationwide honor.*

**Math Technology:** The Sparks and Wallace Campuses each have mathematics labs powered by an interactive software system that increases student skills and knowledge in mathematics. We are here to help you succeed!

**The Writing Center:** The Writing Centers on the Sparks and Wallace Campuses employ an “all students, all writing” policy, which means that students from all programs are welcome to visit and work on any project. For more information, go to [www.wallace.edu/thewritingcenter](http://www.wallace.edu/thewritingcenter).

**Career Technical and Health Science Programs:** Wallace boasts a team of top-notch instructors and facilities to prepare students for employment in challenging careers. Programs include Air Conditioning Refrigeration, Automotive Technology, Salon and Spa Management, Electrical Technology, Emergency Medical Technician, Engineering Graphics and Animation – the list is extensive. These programs employ the latest state-of-the-art equipment and simulators to create well-trained graduates who are ready to enter the workforce. Our renowned allied health and nursing programs offer students “hands on” instruction in one of the best simulation labs in the state. Wallace’s new Health Science Building is home to all seven health science programs, creating a synergy similar to working in a health setting.

**Student Activities:** There is a place for you at Wallace! Activities and clubs are available whether your interest is in scholastics, entertainment, athletics, or program-specific. You are invited to join a service organization, entertain in student performances, develop leadership skills, network with other students or mentors in your chosen field, or play on an athletic team.

**Workforce Development and Adult Education:** In today’s economy, it is increasingly important to have up-to-date skills to increase job marketability. Whether you want to change careers, update career skills, learn English as a second language, or need to pursue a GED, Wallace’s Workforce Development and Adult Education team is here to help. There is nothing better than a community college to develop and educate a strong workforce.

**So, why choose Wallace Community College?** A college education is more than textbooks, studying, and classes. This is a time for becoming aware of your potential in life and your influence on others. It is also about learning the importance of community. Wallace is a Community College, with strong ties to the area through education and workforce development. We hope that you will make the decision to attend Wallace, and someday join the list of alumni who are making a difference in the world.

A handwritten signature in cursive script that reads "Linda C. Young". The signature is written in dark ink on a light-colored background.

Dr. Linda C. Young  
President

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# WALLACE COMMUNITY COLLEGE

## 2018-2019 CALENDAR\*

### AUGUST 2018

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
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### SEPTEMBER 2018

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### OCTOBER 2018

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### NOVEMBER 2018

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### DECEMBER 2018

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### JANUARY 2019

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### FEBRUARY 2019

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### FALL SEMESTER, 2018

August 13-15+	Instructor In-Service
August 16-17	Registration
August 20	CLASSES BEGIN
August 21	Drop and Add; Late Registration/ Late Fee
September 3 <sup>■</sup>	Labor Day
October 12	MID-TERM
November 12 <sup>■</sup>	Veterans Day
November 19-21+	Instructor In-Service
November 22-23 <sup>■</sup>	Thanksgiving Holidays
December 14	END OF TERM
December 17-19+	Instructor In-Service
December 20-21+	Faculty Holidays
December 22-31 <sup>■</sup>	Christmas Holidays

### SPRING SEMESTER, 2019

January 1 <sup>■</sup>	New Year's Day Holiday
January 3-4+	Instructor In-Service
January 7-8	Registration
January 9	CLASSES BEGIN
January 10	Drop and Add; Late Registration/ Late Fee
January 21 <sup>■</sup>	Dr. Martin Luther King, Jr. Day
March 5	MID-TERM
March 25-29+	Spring Break
May 6	END OF TERM
May 7-10+	Instructor In-Service
May 9	GRADUATION (Wallace Campus)
May 10	GRADUATION (Sparks Campus)
May 13-14+	Faculty Holidays

### SUMMER SEMESTER, 2019

May 15+	Instructor In-Service
May 16, 20	Registration
May 21	CLASSES BEGIN
May 22	Drop and Add; Late Registration/ Late Fee
May 27 <sup>■</sup>	Memorial Day
June 25	MID-TERM
July 4-5 <sup>■</sup>	Independence Day
July 31	END OF TERM
August 1+	Instructor In-Service

\* Tentative Calendar (subject to change)

+ No Classes

■ College Closed

### MARCH 2019

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### APRIL 2019

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### MAY 2019

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### JUNE 2019

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### JULY 2019

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### AUGUST 2019

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31						

## ACCREDITATIONS

### PRIMARY ACCREDITOR

Wallace Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate in arts, science, and applied science degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Wallace Community College.

**Note:** *Inquiries to the Commission should relate only to the accreditation status of Wallace Community College and not to general admissions information.*

### OTHER ACCREDITORS

The **Air Conditioning and Refrigeration** program is accredited by the National Center For Construction Education and Research (NCCER), 13614 Progress Boulevard, Alachua, Florida 32615, (386-518-6500), [www.nccer.org](http://www.nccer.org).

The **Associate Degree and Practical Nursing** programs are accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road Northeast, Suite 850, Atlanta, Georgia 30326 (404-975-5000), [www.acenursing.org](http://www.acenursing.org).

The **Applied Engineering Technology** program is accredited by the National Center For Construction Education and Research (NCCER), 13614 Progress Boulevard, Alachua, Florida 32615, (386-518-6500), [www.nccer.org](http://www.nccer.org).

The **Automotive Technology** program is accredited by the National Automotive Technicians Education Foundation/Automotive Service Excellence (NATEF/ASE).

The **Electrical Technology** program is accredited by the National Center For Construction Education and Research (NCCER), 13614 Progress Boulevard, Alachua, Florida 32615, (386-518-6500), [www.nccer.org](http://www.nccer.org).

The **Medical Assisting** program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP, [www.caahep.org](http://www.caahep.org)), 25400 U.S. Highway 19 North, Suite 158, Clearwater, Florida 33763 (727-210-2350), on the recommendation of the Medical Assisting Education Review Board (MAERB), 20 North Wacker Drive, Suite 1575, Chicago, Illinois 60606-2963 (312-899-1500).

The **Paramedic** program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP, [www.caahep.org](http://www.caahep.org)), 25400 U.S. Highway 19 North, Suite 158, Clearwater, Florida 33763, (727-210-2350), on recommendation of the Committee on Accreditation of Educational Programs for the EMS Professions (CoAEMSP), 8301 Lakeview Parkway, Suite 111-312, Rowlett, Texas 75088 (214-703-8992).

The **Physical Therapist Assistant** program is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314, (703-706-3245), [accreditation@apta.org](mailto:accreditation@apta.org), [www.capteonline.org](http://www.capteonline.org).

The **Radiologic Technology** program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 North Wacker Drive, Suite 2850, Chicago, Illinois 60606-3182 (312-704-5300), [www.jrcert.org](http://www.jrcert.org).

The **Respiratory Therapist** program is accredited by the Commission on Accreditation for Respiratory Care (CoARC, [www.coarc.com](http://www.coarc.com)), P.O. Box 54876, Hurst, Texas 76054-4876 (817-283-2835).

The **Welding Technology** program is accredited by the National Center For Construction Education and Research (NCCER), 13614 Progress Boulevard, Alachua, Florida 32615, (386-518-6500), [www.nccer.org](http://www.nccer.org). In addition, the Wallace and Sparks Campus sites have been designated by the American Welding Society (AWS) as Accredited Testing Facilities, 8669 NW 36th Street #130, Miami, Florida 33166, (305-443-9353).

## CHANGES IN PROGRAMS AND CATALOGS

The information contained in this publication conforms with policies and procedures of the Alabama Community College System Board of Trustees and applicable state and federal statutes. Any Wallace Community College policies and procedures that may be found to be in violation of such are hereby declared null and void and of no effect. The statements set forth in this catalog are for informational purposes only and should not be construed as the basis of a contract between a student and this institution.

While provisions of this catalog will ordinarily be applied as stated, Wallace Community College reserves the right to change any provision listed in this catalog without notice to individual students, including, but not limited to, academic requirements for graduation. Every effort is made to keep students advised of any such changes. It is very important that students keep themselves apprised of current graduation requirements for their particular degree programs. Information is available in the Enrollment Services Office on the Wallace Campus in Dothan or the Student Affairs Office on the Sparks Campus in Eufaula, or by telephone at 334-556-2473.

## HUMAN RIGHTS AND NON-DISCRIMINATION

Wallace Community College is committed to equal opportunity education. The College is guided in philosophy and practice by the principle that individuals will not be treated differently because of race, creed, religion, color, sex, age, national origin, disability, or marital status, and that legitimate and reasonable access to facilities is available to all. This principle particularly applies to the

admission of students in all programs of the College and in their academic pursuits. It is also applicable in extracurricular activities, all student services, employment of students by the College, and employment of instructors and non-instructional personnel. Therefore, Wallace Community College is in compliance with *Title VI and VII of the Civil Rights Act of 1964*, as amended; the *Civil Rights Act of 1991*; *Executive Order 11246*, as amended; *Title IX of the Education Amendments of 1972*, as amended; *Section 504 of the Rehabilitation Act*; and *The Americans with Disabilities Act of 1990*. Wallace Community College is an Affirmative Action, Equal Employment and Educational Opportunity Institution.

*Title IX of the Education Amendments of 1972*, as amended, prohibits discrimination on the basis of sex. Sexual harassment is a form of discrimination that is illegal under *Title VII of the Civil Rights Act of 1964*, as amended for employees and under *Title IX of the Education Amendments of 1972*, as amended, for students. Each campus of Wallace Community College has trained Compliance Coordinators.

**Other Civil Rights and Title IX Compliance Coordinator:**  
Mickey Baker, Sparks Campus—334-687-5288

**Other Civil Rights and Title IX Deputy Coordinator:**  
Shalettha Barnes-Blackmon, Wallace Campus—  
334-556-2414

*Section 504 of the Rehabilitation Act of 1973*, as amended, prohibits discrimination on the basis of disabilities.

**Section 504 Compliance Coordinator:**  
Ryan Spry, Director of Student and Campus Services—  
334-556-2587

*The Americans with Disabilities Act of 1990 (ADA)* provides that no otherwise qualified person shall be discriminated against in the provision of an educational service or benefit on the basis of disability. Wallace Community College endeavors to provide reasonable accommodations to qualified students with disabilities. Students needing disability services or information should contact the appropriate Compliance Coordinator on the appropriate campus or site.

**Americans with Disabilities Act Compliance Coordinators:**  
Earl Bynum, Sparks Campus—334-687-3543, Ext. 4270  
Ryan Spry, Wallace Campus—334-556-2587

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Under the *Federal Family Educational Rights and Privacy Act (FERPA)*, 20 USC 1232g, Wallace Community College may disclose specific student information as directory information. Directory information includes name, address, telephone listing, date of birth, major field of study, participation in officially recognized activities and sports, height and weight of athletic team

members, dates of attendance, degrees and awards received, most recent educational institution attended, photographs, enrollment status, and e-mail addresses. If students object to the release of any of this information during any given term or academic year, they should provide written notification to the Director of Enrollment Services/Registrar during the first two weeks of the respective term or academic year. Non-release forms are available at the following locations: Enrollment Services in Grimsley Hall on the Wallace Campus in Dothan and Student Affairs in the Administration Building on the Sparks Campus in Eufaula.

In the event of an emergency, FERPA allows Wallace Community College officials to disclose educational records, including personally identifiable information, without consent to protect the health or safety of the student or other individuals. At such times, records and information may be released to appropriate parties such as law enforcement officials, public health officials, parents of an eligible student, and trained medical personnel.

## STATEMENT OF MISSION

George C. Wallace Community College – Dothan, a comprehensive community college, inspires and facilitates learning to prepare its constituents for current and emerging opportunities and to promote economic and social development.

## STATEMENT OF ROLE AND SCOPE

The College fulfills its mission through a clearly defined set of programs and services.

**College-Level Credit Programs**—The College offers credit courses leading to associate degrees and certificates in career and technical fields and transfer majors.

**Continuing Education Programs**—The College provides professional and personal development opportunities for individuals, agencies, and business and industry.

**Economic Development Programs**—The College provides workforce training for new and expanding industries and assists in recruiting business and industry to the region.

**Student Development Programs and Services**—The College offers programs and services to enrolled and prospective students to enhance their opportunities for success and their potential for personal, educational, and professional growth.

**Support Programs and Services**—The College provides recruitment, evaluation, counseling, and instructional programs and services that increase access and opportunities for success for students not traditionally served by higher education.

## STATEMENT OF VALUES

George C. Wallace Community College respects the diversity of its student body and recognizes the worth and potential of each student. Therefore, the College affirms the following values:

**Commitment to Students**—Belief in providing quality, accessible instruction, resources, and support services to enhance the growth and development of students.

**Commitment to Faculty and Staff**—Belief in the importance of providing a work and learning environment characterized by integrity, clear communications, open exchange of ideas, involvement in decision making, and respect for all individuals.

**Commitment to Community**—Belief in enhancing the economic vitality and quality of life for all citizens of the community.

**Commitment to Diversity**—Belief in acknowledging and respecting the diversity of the community.

**Commitment to Excellence**—Belief in the pursuit of excellence in all College programs and services.

## STATEMENT OF VISION

George C. Wallace Community College will be a leading community college, nationally recognized for excellence and innovation in education and student success. The College will be the primary choice of citizens preparing for the job market, seeking an associate or advanced degree, and/or pursuing career advancement or personal development. College partnerships with area schools, business and industry, and governmental agencies will contribute to an educational system that enhances economic development and quality of life in the region.

## STRATEGIC INITIATIVES

1. The Student Success and Completion Agenda
2. The Workforce Development Agenda
3. The Infrastructure Agenda
4. The Fiscal Stability Agenda

## HISTORY OF THE COLLEGE

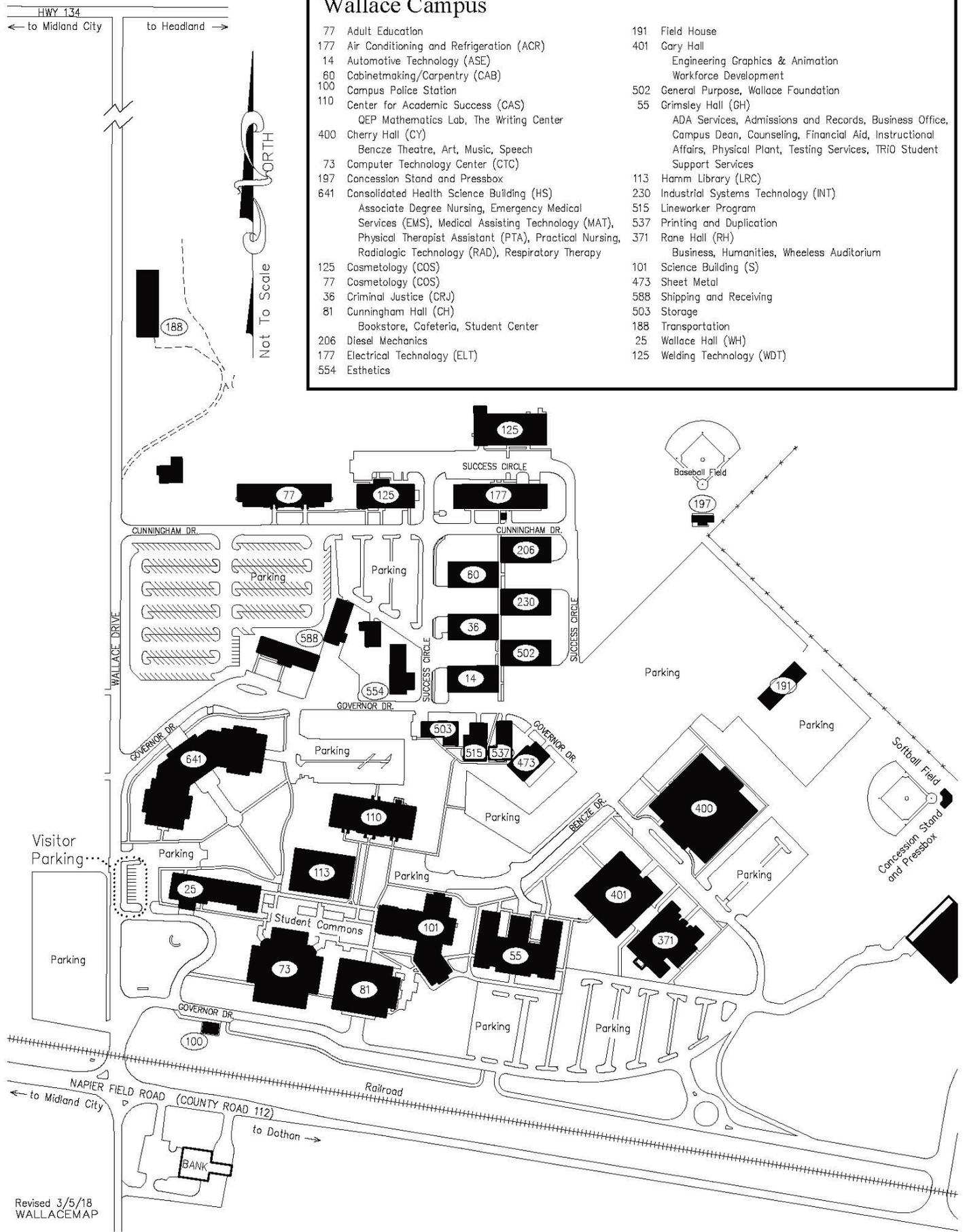
In 1949, George C. Wallace State Technical Trade School was established by the Alabama Regional Trade School Act of 1947. In 1955, the name of the institution was changed to George C. Wallace State Vocational Trade School, and on May 3, 1963, by decree of the Alabama State Legislature, the institution became George C. Wallace State Technical Junior College. In response to a recommendation by the Southern Association of Colleges and

Schools (SACS), the technical school and junior college were united in 1969 to form south Alabama's first comprehensive community college. The Commission on Colleges of SACS accredited George C. Wallace State Community College to award associate degrees and certificates in 1969, and accreditation was reaffirmed in 1973, 1984 and 1994. On November 12, 1996, the name of the Institution was changed to George C. Wallace Community College, and the College was reaffirmed for accreditation in 2002 and 2012.

The 1997 merger between Wallace Community College and Alabama Aviation and Technical College in Ozark and Mobile was followed in 1999 by the merger of Wallace Community College and Sparks State Technical College in Eufaula. In 2003, the Aviation Campus in Ozark and Aviation Center in Mobile merged with a local junior college to enable it to become a community college. Wallace Community College now includes the Wallace Campus in Dothan and the Sparks Campus in Eufaula. Wallace Community College also provides educational programs at Easterling Correctional Facility in Clio, Alabama, and Ventress Correctional Facility in Clayton, Alabama.

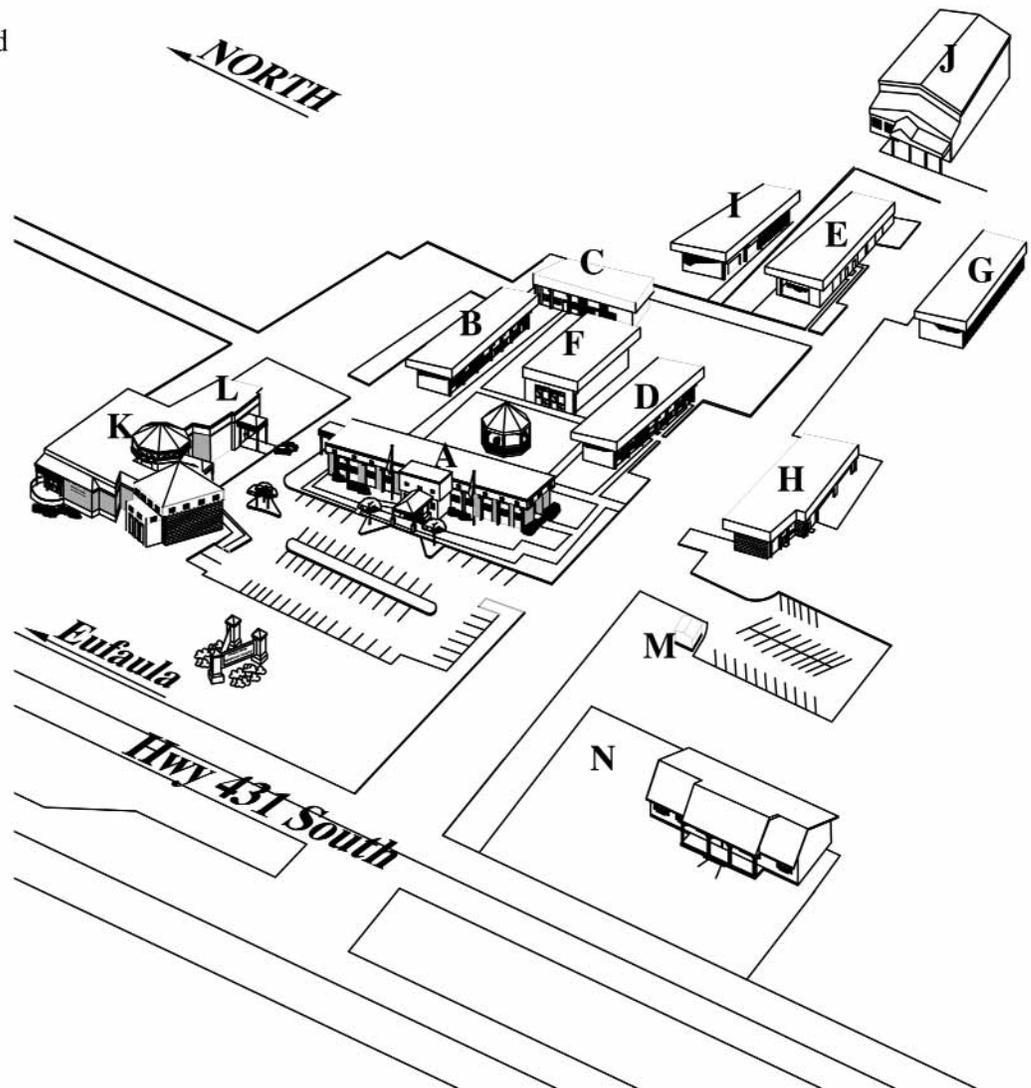
## Wallace Campus

<ul style="list-style-type: none"> <li>77 Adult Education</li> <li>177 Air Conditioning and Refrigeration (ACR)</li> <li>14 Automotive Technology (ASE)</li> <li>60 Cabinetmaking/Carpentry (CAB)</li> <li>100 Campus Police Station</li> <li>110 Center for Academic Success (CAS) QEP Mathematics Lab, The Writing Center</li> <li>400 Cherry Hall (CY) Bencze Theatre, Art, Music, Speech</li> <li>73 Computer Technology Center (CTC)</li> <li>Concession Stand and Pressbox</li> <li>197 Consolidated Health Science Building (HS) Associate Degree Nursing, Emergency Medical Services (EMS), Medical Assisting Technology (MAT), Physical Therapist Assistant (PTA), Practical Nursing, Radiologic Technology (RAD), Respiratory Therapy</li> <li>125 Cosmetology (COS)</li> <li>77 Cosmetology (COS)</li> <li>36 Criminal Justice (CRJ)</li> <li>81 Cunningham Hall (CH) Bookstore, Cafeteria, Student Center</li> <li>206 Diesel Mechanics</li> <li>177 Electrical Technology (ELT)</li> <li>554 Esthetics</li> </ul>	<ul style="list-style-type: none"> <li>191 Field House</li> <li>401 Gary Hall Engineering Graphics &amp; Animation Workforce Development</li> <li>502 General Purpose, Wallace Foundation</li> <li>55 Grimsley Hall (GH) ADA Services, Admissions and Records, Business Office, Campus Dean, Counseling, Financial Aid, Instructional Affairs, Physical Plant, Testing Services, TRIO Student Support Services</li> <li>113 Hamm Library (LRC)</li> <li>230 Industrial Systems Technology (INT)</li> <li>515 Lineworker Program</li> <li>537 Printing and Duplication</li> <li>371 Rane Hall (RH) Business, Humanities, Wheelless Auditorium</li> <li>101 Science Building (S)</li> <li>473 Sheet Metal</li> <li>588 Shipping and Receiving</li> <li>503 Storage</li> <li>188 Transportation</li> <li>25 Wallace Hall (WH)</li> <li>125 Welding Technology (WDT)</li> </ul>
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# SPARKS CAMPUS

- A Administrative Offices, Academic Classrooms, Admissions, Bookstore/Business Office, Business Technologies, Campus Dean, Campus Police, Computer Information Science, Counseling, Financial Aid, Student Services, TRiO Student Support Services, TRiO Talent Search, Veterans Affairs
- B Applied Engineering Technology, Practical Nursing
- C QEP Math Lab, Writing Lab
- D Child Development, General Academics, Science
- E Air Conditioning/Refrigeration
- F Cafeteria
- G Maintenance/Custodial Services, Workforce Development Cabinetmaking
- H Cosmetology, Engineering Graphics & Animation
- I Adult Education, Criminal Justice, Welding Simulation Lab
- J Welding Technology
- K Alabama Technology Network-Eufaula Center, Certified Nursing Assistant (CNA)
- L Learning Resource Center
- M Security
- N TRiO Upward Bound



Revised: 1/8/15

# Student Affairs

## In this section...

Student Affairs Overview .....	10	Student Orientation, Advising and	
Functions .....	10	Registration (SOAR) .....	11
Career Development Center/Career Lab .....	10	Student Activities.....	11
Counseling and Advising.....	10	Support Services Programs.....	12
Disabled Student Services .....	10		
General Testing.....	10		
Job Listings .....	10		
Placement Testing.....	11		

## STUDENT AFFAIRS

Each member of the Student Affairs staff at Wallace Community College is dedicated to the belief that all people should have the opportunity to reach their maximum potential. Functions of the Student Affairs Division are admissions, career planning, counseling services, job placement, records, services for special student populations, student activities, student financial services, and testing services. These functions serve students and complement classroom instruction by ensuring that students have the opportunity for success. The following sections explain some of the services of the Student Affairs Division. Additional services are explained in other sections of the catalog.

### FUNCTIONS

#### CAREER DEVELOPMENT CENTER/CAREER LAB

Located on the Wallace Campus in Dothan, the Career Development Center/Career Lab is dedicated to assisting students who are undecided about their career plans. The Career Resources Coordinator is available, and the career planning process is open to all students and members of the community. Students at the Sparks Campus in Eufaula are encouraged to use career resources located in the Learning Resources Centers and in the Student Affairs Office or to visit the Career Development Center/Career Lab on the Wallace Campus.

#### COUNSELING AND ADVISING

The College provides professional counselors to assist students in planning and selecting appropriate educational goals. Counseling services are provided to help students make the best possible adjustments to college life.

#### DISABILITY SUPPORT SERVICES

It is the policy of Wallace Community College to provide reasonable accommodations for environmental and program accessibility for individuals with a disability as defined in *Section 504 of the Rehabilitation Act of 1973*, as amended, and *The Americans with Disabilities Act of 1990* (ADA). Specialized services provide students with disabilities complete access to all academic, technical, and College programs. Students are responsible for reporting their needs to the ADA Compliance Officer and providing proper documentation of their disabilities at least six weeks before a term begins. Early contact is essential to allow sufficient time for evaluating, planning, and arranging needed accommodations and services. For detailed information on available services and eligibility, contact the ADA Compliance Officer on the Wallace Campus by telephone at 334-556-2587; by fax at 334-556-2575; or in writing to ADA Compliance Officer, Wallace Community College, 1141 Wallace Drive, Dothan, Alabama 36303. Information on disability services for the Sparks Campus may be obtained from the Coordinator, Student Services at 334-687-3543, Ext. 4270. Complaints regarding accessibility on

the Wallace Campus should be reported to the Director, Student and Campus Services at 334-556-2587 and on the Sparks Campus should be reported to the Coordinator, Student Services at 334-687-3543, ext. 4270. Students desiring to file a complaint regarding potential discrimination of their rights under ADA or the action(s) of any compliance officer may follow the complaint procedures outlined on page 218.

#### GENERAL TESTING

The testing program which includes Ability to Benefit, ACCUPLACER<sup>®</sup>, Biology Placement Test, CIS Challenge Exam, CLEP<sup>®</sup> (College Level Examination Program), A-2 Test, and Test of Essential Academic Skills (TEAS) is designed to meet the needs of students with varied educational backgrounds and goals. For more information on ACCUPLACER<sup>®</sup>, see Placement Testing below or Student Assessment in the Admission Policies and Procedures section of this catalog. The Biology Placement Exam is given to students who want to exempt BIO 103—Principles of Biology I, which is the prerequisite for BIO 201—Anatomy and Physiology I and BIO 220—Microbiology. This course exemption is only valid for Alabama two-year college health programs and will not earn credit for BIO 103 for the associate in arts, associate in science, and associate in applied science degrees or transfer to another college or university. The CLEP<sup>®</sup> test is given to students who desire to receive college credit for knowledge they have acquired outside a formal college classroom setting. The A-2 Test is given as part of the requirements for entry into the Radiologic Technology program. The Test of Essential Academic Skills (TEAS) is given as part of the requirements for entry into the Associate Degree Nursing, Practical Nursing, Respiratory Therapist, and Physical Therapist Assistant programs. The TEAS measures basic essential skills in the academic content areas of English and language, mathematics, reading, and science. To meet College and Career Readiness requirements, Ability to Benefit is given to students without a high school diploma or GED<sup>®</sup> who want to enroll in the following programs: Cabinetmaking, Salon and Spa Management, Nail Technology, Esthetics Technology, (must have completed the 10th grade to take State Board Exam), and Welding Technology. The CIS 146 Challenge Exam is available to students who are pursuing degrees in Allied Health that require “documented computer competency”. Those areas are: Associate Degree Nursing, Emergency Medical Services, Physical Therapist Assistant, Radiologic Technology, and Respiratory Therapist. The CIS 146 Challenge Exam is also available for a student pursuing an Associate in Science or Associate in Arts degree. Program degrees that require CIS 146 are not eligible and students are **required** to take the CIS 146 Microcomputer Applications course.

#### JOB LISTINGS

Current job listings are provided at both campuses. On the Wallace Campus, full and part-time job offerings are updated regularly and posted on the College website. Students interested in employment must initially submit a resume with the Career Development Center/Career Lab and check periodically for available employment. To remain on active file, students must update their

resumes at the beginning of each term. On the Sparks Campus, job offerings are routed through the Coordinator of Student Services and then placed on a bulletin board in the Student Affairs Office. Wallace Community College is an equal opportunity employment, affirmative action employer.

## PLACEMENT TESTING

Wallace Community College requires a comprehensive assessment of students upon admission and prior to enrollment in associate degree or certificate programs. Students are not allowed to enroll for more than four credit hours before being assessed with the ACCUPLACER® assessment instrument, unless the student is exempt. For more specific information on placement testing and assessment, call 334-556-2296 or go to [www.wallace.edu](http://www.wallace.edu).

## STUDENT ORIENTATION, ADVISING AND REGISTRATION (SOAR)

Student Orientation, Advising and Registration (SOAR) is designed to acquaint students with College facilities, services, and rules and regulations. Participation in SOAR is required for all first-time students. Group sessions are scheduled by Enrollment Services on the Wallace Campus in Dothan and Student Services on the Sparks Campus in Eufaula prior to the beginning of each term.

# STUDENT ACTIVITIES

Wallace Community College offers student activities, programs, and services that promote academic support as well as leadership, social, and cultural experiences. These are listed alphabetically below and are followed by a code indicating the campus on which the activity is available: Sparks Campus (S) or Wallace Campus (W).

**American Chemical Society Student Chapter (W)**—The American Chemical Society Student Chapter is an organization composed of Chemistry students. The purpose of this club is to educate students and the community about the importance of chemistry and the role of the American Chemical Society.

**Anime Club (W)**—To inspire and promote creativity in this world through comic design, animation, video games, costume design, art, voice acting, theater plays, and much more.

**Art Club (W)**—An organization designed to expose students to art and foster an appreciation for art across the campus. The art club is open to all art students and those interested in art.

**Association of Student Practical Nurses (S) (W)**—An organization designed for students enrolled in Practical Nursing.

**Athletics (W)**—Wallace Community College is a member of the National Junior College Athletic Association and the Alabama Community College Conference. The College engages in intercollegiate competition in men's baseball and women's softball.

**Baptist Campus Ministries (S) (W)**—The organization is student-led and Campus minister directed in order to reach students with the Gospel of Jesus Christ, grow faithful Christian disciples and involve students in missions and ministry.

**Bass Fishing Club (S) (W)**—To present the sport of bass fishing in a positive manner, to provide opportunities for students to engage in a bass fishing club, to provide an opportunity for participating in competitive bass fishing at a collegiate level, and to promote bass fishing and cooperation with other organizations on campus.

**Book Club (S) (W)**—To read and discuss books and articles of interest to students in all majors.

**Circle K International (S)**—Provides constructive opportunities for students to become involved on their campus and community through service work to others in need.

**College Bible Study (W)**—College Bible Study is an organization that encourages Christian fellowship among students both on and off campus. The organization is open to all students regardless of religious preference.

**Computer Science and Programming Club (W)**—To encourage students in the continual learning of computer science and technology and to promote members to seek out opportunities to expand their knowledge of these fields.

**Diamond Dolls (W)**—This club promotes school spirit among the student body by supporting WCC's athletic programs.

**Criminal Justice Club (S) (W)** - To coordinate activities which will establish constructive relationships between CRJ students and members of the surrounding communities located in Alabama.

**Emergency Medical Services Student Faculty Association (W)**—Increase awareness of EMS and promote interaction with civic responsibility.

**Lambda Beta Society (W)** - To promote the achievement of high scholarly standards within the programs and chapters through the encouragement of membership and graduation with honors.

**Leadership Development Program (S) (W)**—The Leadership Development program promotes development of students' personal philosophies of leadership by: participation in service-learning opportunities; serving as official host/hostesses of the College; being mentored by a Wallace faculty or staff member; completing a for-credit leadership course; and attendance at a statewide student leadership institute.

**Phi Theta Kappa (S) (W)**—Phi Theta Kappa is an international honor society. To be eligible for membership, a student must complete a minimum of 12 semester hours (excluding developmental coursework) toward an associate in arts, associate in science, or associate in applied science degree and have a minimum grade point average of 3.5. First-term freshmen who were members of the National Honor Society or Beta Club, recipients of a Wallace Community College academic scholarship,

or students who scored 25+ on the ACT® exam may enter into the organization immediately as provisional members.

**Philosophy Club (W)**—An organization designed to encourage the discussion of philosophical ideas.

**Respiratory Therapy Student Association (W)**—This organization strives to increase the community of the Respiratory Therapy profession and to promote wellness.

**Rotaract (W)**—An organization designed to promote community service among civic-minded students.

**Sigma Kappa Delta English Honor Society (W)**—This organization strives to confer distinction for high achievement in English and literature; provides cultural stimulation on the College campus; promotes interest in English and literature; fosters the discipline of English in all its aspects, including creative and critical writing; promotes a sense of community among its members; and exhibits high standards of academic excellence.

**SkillsUSA (S) (W)**—SkillsUSA is a partnership of students, teachers, and industry representatives working together to ensure America has a skilled workforce.

**Society of Physics Students (W)**—The purpose of this organization is the advancement and diffusion of knowledge of physics, the encouragement of interest in physics throughout the academic and local communities, and the introduction of students to the professional community.

**Society of Student Medical Assistants (W)**—The Society of Student Medical Assistants is dedicated to education, promotion, and positive representation of the profession of Medical Assisting.

**Student Government Association (S) (W)**—The Student Government Association (SGA) provides leadership opportunities for students. The SGA is governed by published bylaws that are made available to students at each applicable campus. For more information, please contact the Office of Student Life.

**Student Physical Therapist Assistant Association (W)**—The Student Physical Therapist Assistant Association represents and promotes the profession of Physical Therapy and helps educate the public about the physical therapy needs of members of society.

**The Wallace Sound (W)**—The Wallace Community College Show Choir, is open to all students who have successfully auditioned. Its purpose is to provide an opportunity for advanced vocal training through study and performance of more demanding choral literature.

**Wallace Association of Nursing Students (W)**—The Wallace Association of Nursing Students (WANS) is an organization composed of Associate Degree Nursing (ADN) students. The purpose of WANS is to support and enhance the philosophy, purpose, goals, and policies of the ADN program; promote educational and professional development; and contribute to the health care of the community.

**Wallace Theater (W)**—A group of theater students performs a variety of theatrical performances for members of the College and community.

## SUPPORT SERVICES PROGRAMS

### TRiO PROGRAMS

Wallace Community College offers three TRiO programs. These federally funded programs provide outreach and support services to assist eligible students in progressing from middle school to post-baccalaureate programs.

### STUDENT SUPPORT SERVICES

Student Support Services (SSS) is available on the Wallace and Sparks Campuses to eligible students free of charge to students who desire academic tutoring and other support services. SSS provides services in two different phases to ensure participants progress toward their academic goals - First-Year College Experience and Sophomore Challenge phases. The TRiO SSS staff takes a holistic approach in serving while ensuring that participants engage in a multifaceted experience to bridge the gap from high school to community college to four-year college or university. Such services will consist of the following activities:

#### First-Year College Experience

- **Academic Preparation**—intensive brush-up before placement test to minimize excessive developmental courses
- **Learning Communities**
- **Success Seminars**—design to improve studying techniques
- **Early Alert**—allow SSS Staff to intervene when necessary
- **Academic Advising**—planned sessions

#### Sophomore Challenge

- **Academic Preparation**
- **Supplemental Instruction**
- **Early Registration**
- **Intrusive Advising**
- **Relevant Experiences**—provide experience outside the classroom
- **College Tours**
- **Transitional Sessions** with emphasis on soft skills
- **Experiential Learning**—provide internships, etc.

For additional information, contact the Student Support Services staff at either campus.

### TALENT SEARCH

The Talent Search program, available on the Sparks Campus, identifies and assists middle and high school students as well as eligible adults from disadvantaged backgrounds who have the

potential to succeed in higher education. The program publicizes the availability of financial aid and assists participants with college applications. Talent Search participants are encouraged to complete high school and enroll in and graduate from a postsecondary school of their choice.

### **UPWARD BOUND**

The Upward Bound program is available on the Sparks Campus and provides fundamental support to participants in their preparation for college entrance. The program provides opportunities for participants to succeed in pre-college performance and aims to ultimately result in participants graduating from institutions of postsecondary education. Upward Bound serves high school students from families in which neither parent holds a bachelor's degree and from students from low-income families.

For more information about these programs, please contact the Student Affairs staff at either campus.



# General Information

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# GENERAL INFORMATION

## ACCIDENT OR ILLNESS

In case of serious accident or illness, students may be transported by ambulance at their expense to a nearby emergency room for treatment. Treatment by a physician and/or hospitalization is also at the student's expense. The College will notify the person(s) requested by the student. If the student is unable to communicate, the College will notify the emergency contact person(s) listed in the student's file.

## ATM MACHINE

An ATM machine is located in Cunningham Hall on the Wallace Campus.

## BOOKSTORES

The College Bookstores are owned and operated by Wallace Community College and are located in Cunningham Hall on the Wallace Campus and in the Administration Building on the Sparks Campus. The purpose of the Bookstores is to provide the College community with a selection of high quality goods and services at an affordable price, with particular attention given to academic requirements.

### BUSINESS HOURS

#### Sparks Campus

Monday-Thursday	7:30 a.m. - 4:30 p.m.
Friday	7:30 a.m. - 2:00 p.m.
Saturday-Sunday	Closed

#### Wallace Campus

Monday-Thursday	8:00 a.m. - 6:00 p.m.
Friday-Sunday	Closed

### SPECIAL HOURS

The Bookstores will extend regular hours during the beginning of the semester as needed. Special hours will be posted. Bookstore hours are subject to change without notice. Hours may vary when classes are not in session.

### METHODS OF PAYMENT

Payment may be made by cash, personal check, Discover®, MasterCard®, or Visa®. The following policy governs payment by check:

1. Checks are accepted for the amount of purchase only.
2. A current driver license must be presented.
3. Checks must be made payable to *Wallace Community College* (two-party and counter checks are not accepted).

4. Phone number, student number, and address must be recorded on face of check.

### REFUND POLICY

All sales are final unless the student drops a class, withdraws from school, or a class is cancelled. Refunds for textbooks will be granted provided that the following conditions are met:

1. Returns **MUST** be accompanied by cash register receipt and drop or withdrawal slip.
2. Books **MUST** be in mint condition and in their original unopened packaging. New textbooks that have been damaged will be refunded at used book prices. Workbooks, study guides, and lab manuals are non-refundable if written in or if erasure marks are visible.
3. Non-required course materials, supplies, clothing, etc. are not returnable.
4. Returns will be accepted only during the first 10 days of the term for which they were purchased. After this period, refunds are considered on an individual basis.
5. All returns are to be taken to the Bookstore Manager for processing.
6. Textbooks for cancelled courses must be returned within one week of the cancellation, with proof of the cancellation.
7. Bookstore management reserves the right to make decisions regarding the condition of the merchandise.

### BOOK BUY-BACK POLICY

Textbooks may be sold to the Bookstores during final exams at the end of each term. Book buy-back is conducted during regular business hours and in accordance with the following policy.

1. Students must provide their student identification number, current schedule, or driver license.
2. Not all titles are eligible for buy-back in the Bookstores. The Bookstores will only purchase current Wallace Community College titles. The quantity and current titles to be purchased will be available to students a week prior to final exams.
3. Normal markings and underlining are expected; however, books with excessive markings, water stains, broken bindings, loose pages, heavy soiling, etc. will not be purchased.
4. Book buy-back is on a first-come basis. Once quantity goals have been met and funds depleted, book buy-back will be closed to students.

## **BOOK RESERVATION PROCEDURES**

All students on financial aid are encouraged to reserve their books after they register for classes and tuition has been receipted in the Business Office. Students will pick out their books at the appropriate Bookstore. Textbook charges will be applied to their financial aid. Books will be bundled and held for the student to pick up on the first day of class. Books not picked up after five days will be returned to inventory. A photo ID and schedule will be required to reserve and pick up books.

Scholarship students and students on Federal Grants may pick up their reserved books on the first day of class. Students on student loans are not eligible to reserve their books.

To pick up reserved books, students are required to present their student identification number and photo identification.

Books on loan to athletic scholarship recipients must be returned by the last day of final exams. Failure to return books will result in grades and/or transcripts being held and further enrollment denied.

## **COLLEGE POLICE**

The mission of Wallace Community College's College Police Department is to provide a safe environment for all students, faculty and staff members, and visitors by detecting and deterring crime, alleviating the fear of crime on campus, securing and protecting College property, and providing a variety of proactive programs and information on crime prevention and safety. The mission is accomplished through officer visibility on campus, training for employees, and a commitment to professional and courteous service. The College Police Department is responsible for providing direct and general security services to the campus population. These services include, but are not limited to, protecting life and property; maintaining a safe environment for students, the faculty and staff, and visitors; reducing opportunities for the commission of crime, responding to emergencies, and identifying offenders and criminal activity. In addition, the College Police Department has primary responsibility for providing continuous patrol coverage and traffic operations on College property.

No amount of police, lighting, or electronic security measures can ensure your safety. The ultimate responsibility for your safety rests with you. Use common sense and precautions for your safety on and off campus. Report incidents and cooperate with investigators when an issue of safety is involved. This will increase campus safety and your experience as a member of the Wallace Community College community.

## **ALERT SYSTEM**

Wallace Alert is a free notification system available to faculty and staff members and students. This system provides text and voice

notifications of emergency issues at Wallace Community College (tornado, etc).

For specific information concerning the Wallace Alert System, Campus Security & Crime Report, Campus Safety Tips, and other campus security and security issues, go to the Wallace Web site at [www.wallace.edu/security](http://www.wallace.edu/security).

## **EMERGENCIES ON CAMPUSES**

In case of accidents or other emergencies, students are instructed to advise the nearest faculty or staff member. In the absence of a faculty or staff member, students on the Wallace and Sparks Campuses can locate any College telephone and dial 0 for the Switchboard Operator. Students are to advise appropriate College officials of the nature and location of the emergency and provide other vital information that may be requested. Students are instructed as to further procedures. If College telephones are not operational and faculty or staff members are not available, students should send a messenger to the Switchboard Operator located in the Learning Resources Center on the Wallace Campus or in the Administration Building on the Sparks Campus to report the emergency. Posters and diagrams in each building also provide emergency information, and faculty members are directed to review emergency procedures with students on the first day of class each term. Faculty and staff members sponsoring events outside of regular campus hours are responsible for providing emergency procedures and information to participants.

## **FOUNDATIONS**

Two non-profit corporations, operating independently of Wallace Community College, are vehicles for friend-raising and fund-raising. The Wallace Community College Foundation, organized in January 1992, is led by a Board of Directors consisting of community leaders and alumni. Funds raised by the Foundation are used for scholarships, advancing awareness of the College, and supporting College programs and services. The Board meets quarterly or as required to conduct the business of the Foundation. The Wallace Community College Sparks Campus Foundation was organized in 1991 to support the former Sparks State Technical College by providing scholarships, instructional support, and professional development for staff members. The Board of Directors of this Foundation consists of community leaders from Barbour and Henry Counties. As a result of the merger, both Foundations are providing support to the merged College and are investigating ways to better meet the needs of Wallace Community College. For more information about the Foundations or to make a gift to the College, please call 334-556-2626.

## **HEALTH SERVICES**

Wallace Community College does not provide a formal health services program; however, health services and educational

information regarding health and safety issues are provided to students in a variety of ways. Health related educational issues are handled mainly by information sharing. An overview of health services and safety information is provided to students during the College's orientation program. Counseling services on the Wallace Campus and Student Services on the Sparks Campus each maintain health information brochures that may be obtained by students. These offices also maintain a comprehensive list of referrals for student use. Additionally, the College staff encourages students to participate in health-related activities scheduled at any College location and/or surrounding community. These activities include blood drives and health-related workshops.

## **INSTRUCTIONAL SUPPORT**

Wallace Community College provides the appropriate instructional support resources for its instructional activities regardless of location. Through appropriate classrooms, laboratories, computer laboratories, instructional technology, and equipment, the College ensures that faculty members and students have the resources needed for effective teaching and learning. Considerable resources are available at the various campuses and instructional sites.

## **LEARNING RESOURCES CENTERS SYSTEM**

The Learning Resources Centers (LRC) System provides various resources for students, instructors, and staff members to support College coursework, community and corporate education, and lifelong learning. LRC System services are provided at both locations and online through the College Web site.

Access to resources is available through the College online public access catalog (OPAC). In addition, a website of essential library and information resources is available online. The LRC System participates in interlibrary loan services and cooperative services with libraries throughout the College service area. In addition to the bound collections in the LRCs, basic reference sources, periodical subscriptions, various media, and electronic online databases.

Student Identification cards are required to check out materials. Alabama Virtual Library accounts also provide home access to databases, which are available for students, instructors, and staff members.

Students participate in orientation and research skills programs designed to assist them in using LRC resources to enhance learning and research opportunities. They are also encouraged to use available computers, printers, photocopier, and scanner.

## **LOST AND FOUND**

Inquiries pertaining to lost and found items should be made at the Switchboard/Reception Desk in the Learning Resources Center on the Wallace Campus or the Administration Building on the Sparks Campus.

## **PARKING REGULATIONS**

All motor vehicles used by students, instructors, and staff members must display current parking decals, which are available at each instructional location.

## **PUBLIC RELATIONS AND MARKETING**

Wallace Community College designs, develops, and implements activities, events, and initiatives that increase awareness of the College mission, history, and contributions to the region. The philosophy of the College is that all members of the College community are public relations ambassadors. The Director of Public Relations and Marketing serves as media contact for the College. Public Relations and Marketing activities include, but are not limited to, distributing press releases and news stories concerning College activities, developing and distributing publications that reflect the College mission and programs, participating in community organizations, planning and implementing community college awareness activities, and designing and implementing marketing campaigns for print and electronic media. For more information about public relations and marketing at the College, call 334-556-2629.

## **STUDENT MEMBERSHIP ON COLLEGE COMMITTEES**

Wallace Community College is committed to planning and implementing activities and experiences conducive to facilitating student achievement of personal and professional goals. Pursuant to that end, students serve, when appropriate, as voting members of College standing committees and have all rights and responsibilities associated with committee membership.

## **TELEPHONES AND MESSAGES**

Faculty and staff telephones are available for student use only in case of an emergency.

## **TOBACCO-FREE POLICY**

Wallace Community College is committed to providing a safe and healthy environment for its employees, students, and visitors. The College recognizes the right of persons to make their own decisions about their personal use of tobacco products away from the College. However, in light of findings of the U.S. Surgeon General that exposure to secondhand tobacco smoke and use of tobacco products are significant health hazards, it is the intent of the College to establish a tobacco-free environment on its campuses and in its vehicles. Consequently, the use, distribution, or sale of tobacco products, including the carrying of any lighted smoking instrument, in College buildings or in or upon other

College premises or inside College-owned, rented, or leased vehicles, is prohibited. Wallace Community College employees, students, and visitors are not permitted to use tobacco products inside their private vehicles while on College property.

For the purposes of this policy, a *tobacco product* is defined as all tobacco-derived or containing products, including and not limited to, cigarettes (e.g., clove, bidis, kreteks), electronic cigarettes, cigars and cigarillos, hookah smoked products, pipes and oral tobacco (e.g., spit and spitless, smokeless, chew, snuff) and nasal tobacco. It also includes any product intended to mimic tobacco products, contain tobacco flavoring or deliver nicotine, to include water vapor emitting products.

All College employees, students, visitors, and contractors are required to comply with this policy, which shall remain in force at all times. Any College employee or student found to be in violation of the tobacco-free policy will be subject to a monetary fine. Tickets will be issued by College Police officers for violations of the College tobacco-free policy. Monetary fines will be imposed as listed below, depending on whether the offender is an employee or student.

Any visitor or contractor found to be violating the policy shall be asked to discontinue the disallowed activity, and any failure by a visitor or contractor to discontinue the disallowed activity after being requested to do so shall result in the visitor or contractor being escorted off the College premises by the College Police.

### **STUDENT FINES**

Any Wallace student found to have violated this policy shall be subject to the following fines:

- First student ticket – Warning
- Second student ticket – \$25.00 fine

All fines must be paid within 7 days of ticketing. Fines that are not paid within the 7 days shall automatically double in amount. A student who has a pending fine or fines may not register for classes nor have transcripts released until all fines are paid in full. Any student desiring to appeal a fine arising from the finding of a tobacco-free violation under this policy may do so with the appropriate Campus Dean.

### **EMPLOYEE FINES**

Any Wallace employee found to have violated this policy shall be subject to the following fines:

- First employee ticket – Warning
- Second employee ticket – \$25.00 fine

All fines must be paid within 7 days of ticketing. Fines that are not paid within the 7 days shall automatically double in amount. Any employee desiring to appeal a fine arising from the finding of a tobacco-free violation under this policy may do so with the appropriate Campus Dean.

With the exception of advertising in a newspaper, magazine, or similar publication that is not produced by Wallace Community College, no tobacco-related advertising or sponsorship shall be permitted on the College's campuses or at College-sponsored events. No tobacco-related advertising or sponsorship shall appear in any publications produced by the College or by any club or association authorized by Wallace Community College. For the purposes of this policy, the term *tobacco-related* applies to the use of a tobacco brand or corporate name, trademark, logo, symbol or motto, selling message, recognizable pattern of colors or any other indicia of product identification identical to, similar to, or identifiable with, those used for any brand of tobacco products or company that manufactures tobacco products.

## **VIDEO SURVEILLANCE POLICY**

To promote the safety of faculty and staff members, students, and visitors as well as the security of College facilities, Wallace Community College conducts video surveillance of its premises, excluding private areas of restrooms, showers, and dressing rooms. Video cameras have been positioned in appropriate places within and around most buildings for legitimate safety purposes.

Legitimate safety purposes include, but are not limited to, the following:

- Protection of individuals, property, and buildings
- Confirmation of fire, burglar, and other alarms
- Patrol of public areas
- Investigation of criminal activity

Any information obtained from video monitoring will be used exclusively for safety, security, and investigative purposes. When appropriate and in the investigation of a crime or attempt to identify a person involved in criminal activity, the information gleaned from the video cameras may be turned over to the appropriate law enforcement agency for additional investigative purposes. The decision to send material or images to law enforcement will be made by the Dean, Business Affairs, who serves as the College safety officer, and only when appropriate or to aid in solving a crime on a campus or if assistance is needed in identifying a suspect involved in criminal activity.

## **VISITOR POLICY**

Wallace Community College welcomes visitors at any of its campuses or sites. Visitors should report to the administrative offices in Grimsley Hall at the Wallace Campus or the Administrative Building on the Sparks Campus rather than proceeding to instructional areas. Visitors are expected to abide by College regulations. **CHILDREN MUST BE UNDER THE SUPERVISION OF THEIR PARENTS AT ALL TIMES WHILE ON CAMPUS AND ARE NOT ALLOWED IN INSTRUCTIONAL AREAS (CLASSROOMS AND ANY COMPUTER LABS ON CAMPUS)**

## RESTROOM POLICY

Restrooms are designated separately for men, women or gender-neutral (designed for use by any gender). All individuals are required to utilize the gender-specific or gender-neutral restrooms as appropriate. Gender-neutral restrooms must be locked upon entry. Any individual utilizing the opposite gender's restroom will be subject to disciplinary action. Gender-neutral restrooms are located as follows:

### Sparks Campus:

- Administrative Building, Administrative Hallway (Staff use only)
- Building B
- Building C
- Building D
- Building E
- Building G
- Building H
- Building I
- Building N

### Wallace Campus:

- Wallace Hall
- CTC
- LRC
- Salon and Spa Management
- Rane Hall
- Gary Hall
- Esthetics Technology Building

## ADULT AND WORKFORCE EDUCATION

### ADULT EDUCATION

The Adult Education Department is dedicated to serving the community and preparing adults for a better future. Instruction is free to students, and a variety of options are available to meet individual scheduling needs. The following services are available to individuals aged 17 or older who are no longer enrolled in high school.

**Basic Skills Development and GED Preparation.** Instruction is based on an initial academic assessment. A plan is designed for each adult student based on assessment results. Instruction prepares students to pass the General Education Development (GED®) test.

**English as a Second Language.** These classes provide multi-level instruction in listening, speaking, reading, and writing and grammar.

**GED Exam.** The GED® computer-based exam is administered to residents of the surrounding communities and/or prospective students who do not have a high school diploma or its equivalent.

The GED® exam consists of the following four sections: Reasoning through Language Arts, Mathematical Reasoning, Science, and Social Studies. The cost of the exam is \$120 for the complete battery or \$30 per content area. Each content area can be taken individually or as selected by the examinee. Examinees must register and pay online by going to [www.GED.com](http://www.GED.com) or call 1-877-EXAM-GED (392-6433). Credit and debit cards are acceptable forms of payment. For additional information, call 334-556-2373 for Dothan Campus and 334-684-3543, Ext. 4210 for Sparks Campus.

**Literacy Instruction.** Trained community volunteer tutors provide one-on-one instruction to low functioning readers.

**Workplace Education.** Basic skills instruction and GED® preparation services can be provided at business or industrial sites. Also, customized instruction designed to meet the specific employment needs of a company is available. Adult education services are offered at both the Wallace Campus in Dothan and the Sparks Campus in Eufaula. Classes are also available at several other locations in Dothan and Eufaula as well as in Abbeville, Ashford, Clayton, Headland, and Louisville. For more information about these programs, call 334-556-2373 (Dothan area), or 334-619-3000 (Eufaula area).

### WORKFORCE DEVELOPMENT

Wallace Community College is a major provider of workforce development services in Southeast Alabama. The College believes that preparing students for the workplace is an important part of its mission to promote economic progress.

In addition to credit programs and services, the College offers a number of services that are specifically aimed at improving workplace readiness and skill levels of adults in the region. These programs are listed below.

### CORPORATE AND CONTINUING EDUCATION

The Corporate and Continuing Education Department offers certification courses for health care professionals, non-credit short courses for the general public, and customized certification training for business and industry. For more information regarding health care CEU courses, call 334-556-2205 or 1-800-543-2426, Ext. 2205. For more information regarding non-credit short courses and customized certification training courses, call 334-556-2203 or 1-800-543-2426, Ext. 2203. Eufaula area residents may call 1-800-543-2426, Ext. 2414, or 334-556-2414.

**Certified Nursing Assistant.** This 25-day program combines classroom instruction and hands-on application of patient care skills. On completion of this course, participants will be eligible to sit for the Nurse Aide Registry Examination. For more information or to register, call 334-556-2203. *Class must have a minimum of seven students to begin.*

**Computer Skills for Today's Workplace.** This six-week program will help students develop the computer skills necessary to work

in an office environment. Skills range from basic use and keyboarding to proficiency in the programs of Microsoft Office® (Word®, Excel®, and PowerPoint®). Call 334-556-2203 for more information or to register. *Class must have a minimum of four students to begin.*

**Dental Assistant.** This 20-week program prepares students for entry-level positions within dental offices. Students will learn dental anatomy, 4-handed dental assisting techniques, dental laboratory and x-ray skills, charting skills, safety procedures, and general office protocols. The first 18 weeks of the program consists of classroom and lab time while the final 2 weeks of the program are spent in clinical externship at a local dental office. A minimum of six students is required. Prerequisites include and application package which includes an ACT® WorkKeys test along with a Hepatitis B titer. All prospective students who complete an application package will submit to an interview process to gain acceptance into the program. Call 334-556-2203 for more information. WIOA approved.

**Ophthalmic Assistant.** The Ophthalmic Assistant is an important member of the eye-care team and supplies vital information to the treating physician. A high school diploma or equivalent is required to enter this 14-week program. Call 334-556-2203 for more information or to register. *Class must have a minimum of seven students to begin.* WIOA approved.

**Pre-Apprentice Lineworker Training.** This seven-week program prepares students to become one of today's most sought-after entry-level employees. Students entering the program must have a current Department of Transportation physical and proof of a clean driving record with no more than two moving violations within the past two years. A high school diploma or equivalent is required to enter this program. Call 334-556-2203 for more information or to register. *Class must have a minimum of eight students to begin.* WIOA approved.

**Professional Medical Coding.** This 40-week course, prepared by the American Academy of Professional Coders, is a definitive college-level program of study aimed at providing the most up-to-date information relating to CPT, HCPCS, and ICD-10-CM procedural and diagnostic coding. Call 334-556-2414 for more information or to register. *Class must have a minimum of ten students to begin.* WIOA approved.

**Ready to Work.** This free course provides entry-level skills for the workplace. Participants learn basic computer skills, problem-solving techniques, proper workplace behavior and ethics, and customer service skills, among others. Students learn to document basic employability skills, prepare a resume, and learn tips relating to applying for jobs. Participants graduate from the program with an Alabama Certified Worker certificate along with a National Career Readiness Certificate™ (NCRC®). For more information, call 334-556-2414.

**Sheet Metal Technician.** This 10-week course is designed to introduce individuals to the fundamentals of Sheet metal shop operation. Shop safety and basic shop operation practices will be

covered. Correct operation of Sheet metal hand tools, rotary machines, metal shears and roll forming machines are included in lab work. Fundamentals of Sheet metal layout will be practiced and applied to fabrication scenarios as well as an overview of basic mathematics and blueprint reading. High school diploma or equivalent required for admission. Call 334-556-2203 for more information or to register. *A minimum of six students is required.* WIOA approved.

**Industrial Welding.** The 12-week Industrial Welding program prepares students for employment in the Welding industry as structural welders in a production environment. Students will gain hands on experience with Oxy-fuel cutting (OFC) Plasma Arc Cutting (PAC), Carbon Arc Cutting (CAC) Gas Metal Arc Welding (GMAW) as well as an overview of blueprint reading and basic mathematics. The program includes a wide variety of welding experiences for structural and production welding. Students can exit the program after 12 weeks with a certificate in welding and an AWS welding certification. In addition, the Wallace Campus has been designated by the American Welding Society as an Accredited Testing Facilities. High school diploma or equivalent required for admission. Call 334-556-2203 for more information or to register. *A minimum of six students is required.* WIOA approved.

## WORKKEYS® SERVICES

As a Career Solutions Provider, Wallace Community College is pleased to offer WorkKeys job profiling, assessment, and training through its Workforce Development office. WorkKeys® is a national workforce development system developed by ACT®—an international leader in educational assessment for the past 40 years. It is used by employers nationwide to identify the skills employees need to be successful on the job and to determine where additional training can help develop a higher caliber workforce. The WorkKeys® system is designed to measure an individual's skills and the competency levels required for successful job performance.

All career and technical, allied health, and nursing students entering Wallace Community College take ORI 104—WorkKeys® Assessment and Advisement. WorkKeys® helps students develop better workplace skills by measuring skills that have been proven critical to job success, such as applied technology, locating information, math, observation, and reading. WorkKeys® assessments help students determine how well-prepared they are for the jobs that interest them. The assessments document student skills in key areas and give the College faculty guidance in providing the education and training students need to improve those skills. By increasing skills in these areas, students also increase their opportunities for employment and for advancement in their chosen fields.

In the geographic region served by Wallace Community College, WorkKeys® is part of a workforce development solution that defines workforce needs and quantifies the skill levels required to meet those needs. To date, more than 110 local jobs have been profiled using the WorkKeys® system. Some companies have incorporated WorkKeys® into their hiring procedures and are

advertising their jobs with WorkKeys® skill level requirements listed. Wallace Community College offers this program as part of its commitment to ensuring that students are adequately prepared for higher skill, higher wage jobs. For more information, call 334-556-2414.

## CORRECTIONAL EDUCATION

Wallace Community College is one of several Alabama two-year colleges mandated by the Alabama Community College System Board of Trustees to provide education to inmates housed in service-area correctional facilities. Currently, the College offers instruction at the Easterling Correctional Facility in Clio and at the Ventress Correctional Facility in Clayton. Programs offered at Easterling include Cabinetmaking, Engineering Graphics and Animation, Masonry, and Electrical Technology. Programs offered at Ventress include Air Conditioning/Refrigeration and Small Engine Repair.

## STATE AUTHORIZATION DISCLAIMERS REGARDING DISTANCE EDUCATION

In accordance with the U.S. Department of Education's regulation (34 C.F.R. §600.9) regarding legal authorization to provide postsecondary education through **distance or correspondence education** in a state in which a college is not physically located or in which it is otherwise subject to state jurisdiction as determined by the state, Wallace Community College makes the following disclaimers regarding state authorizations.

- Students seeking to enroll in the Wallace Community College **distance education** program residing outside the state of Alabama, but within the United States, District of Columbia, and U.S. Territories (excluding international locations), should check the College's state authorization status by visiting the College Web site at [http://wallace.edu/about\\_wcc/consumer\\_information.aspx](http://wallace.edu/about_wcc/consumer_information.aspx). Interested parties may also contact the Distance Education Department by email at [cjoiner@wallace.edu](mailto:cjoiner@wallace.edu) or by phone at (334) 556-2441 regarding enrollment in distance education courses. We will continue to serve out-of-state students in the best manner possible while working with individual state authorization agencies to meet institutional approval requirements.

Students wishing to file a complaint regarding the distance education program at Wallace Community College may refer to the following link on the College Web site for the appropriate state complaint processes, [http://wallace.edu/about\\_wcc/consumer\\_information.aspx](http://wallace.edu/about_wcc/consumer_information.aspx).

## GAINFUL EMPLOYMENT DISCLOSURE

A gainful employment (GE) program is any Title IV financial aid eligible, non-degree (certificate) program that trains students for specific employment in recognized career fields. GE programs at Wallace Community College are included in the Career and Technical and Health Scienced divisions. In compliance with guidelines established by the U.S. Department of Education, disclosure information regarding GE programs may be reviewed by visiting the College's Web site utilizing the following link: [http://www.wallace.edu/programs\\_of\\_study/gainful\\_employment\\_ge\\_program\\_disclosures.aspx](http://www.wallace.edu/programs_of_study/gainful_employment_ge_program_disclosures.aspx).

# Admission Policies and Procedures

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## ADMISSION POLICIES AND PROCEDURES

In keeping with the philosophy that the capabilities of each individual student should be developed, Wallace Community College admits all students who have the capability to benefit from institutional programs and courses. This open-door policy grants admission to the following types of students: first-time college, non-graduate/non-GED, transfer, transient, those seeking readmission, audit, accelerated high school (early admission), dual enrollment/dual credit, and international. The Admissions and Records Office is the department responsible for administering all admissions policies and procedures for general admission to the College.

### ADMISSION REQUIREMENTS

For admission to Wallace Community College, applicants must provide the following documentation:

1. One primary form of documentation, such as an unexpired Alabama Driver's License or instruction permit, Unexpired Alabama identification card, Unexpired U.S. Passport, Unexpired U.S. Permanent Resident Card, Resident Alien Card - Pre-1997, Unexpired Driver's License or instruction permit from another state or possession that verifies lawful presence, dated 2000 and beyond, U.S. Alien Registration Receipt Card (Form I-151) prior to 1978, BIA or tribal identification card with photo, I -797 Form with expiration date, Voter identification card from a state that verifies lawful presence

Note: Accelerated High School and Dual Enrollment/Dual Credit students may provide a certified copy of their birth certificate to establish U.S. Citizenship and a printout of the student info profile sheet from iNow, signed and dated by their high school principal to establish current residency and ID in the absence of an Alabama driver's license or state issued ID card. The profile sheet must show the student's home address and include the student's photo.

Applicants must submit the documentation identified above in person, via electronic submission or through United States Mail by the drop and add period for the applicable term. Applicants who fail to satisfy the requirements identified above will not be admitted to Wallace Community College.

For the protection of the public and to assist in maintaining state and local security, persons who are not citizens of the United States may not be admitted to any Alabama Community College System institution for the purpose of enrolling in flight training, or in any segment or portion of a flight training program, until appropriate certification and approval have been received from the Office of the Attorney General of the United States, pursuant to Section 113 of the Aviation Transportation and Security Act, regulations of the Immigration and Naturalization Service, and all other applicable directives.

**For admission to Wallace Community College, international applicants must provide the following documents:**

1. A visa acceptable to the United States.
2. A certified original evaluated and translated copy of the high school and/or college transcript if graduated outside of the United States (translations must be completed by an organization affiliated with The National Association of Credential Evaluation Services; see [www.naces.org](http://www.naces.org) for information). Transfers must also provide: copy of visa, copy of current I-20 and official transcripts from all U. S. institutions.
3. A minimum score on the Test of English as a Foreign Language (TOEFL) exam (500 on the paper-based test, or 173 on the computer-based test, a 2A on the Step EIKEN Test in Practical English Proficiency, or 61 on the Internet-based test, or a minimum score ranging from 5.5 on the IELTS (International English Language Testing System) as determined by the college). Minimal TOEFL scores may be waived for students from the following countries: Anguilla, Antigua and Barbuda, Australia (Australian English), Bahamas, Barbados, Belize (Belizean Kriol), Bermuda, the British Indian Ocean Territory, the British Virgin Islands, Canada (Canadian English), the Cayman Islands, England, the Falkland Islands, Gibraltar, Grenada, Guam, Guernsey (Channel Island English), Guyana, Ireland (Hiberno-English), Isle of Man (Manx English), Jamaica (Jamaican English), Jersey, Montserrat, Nauru, New Zealand (New Zealand English), Pitcairn Islands, St. Helena, St. Kitts and Nevis, St. Vincent and the Grenadines, Singapore, South Georgia and the South Sandwich Islands, Trinidad and Tobago, the Turks and Caicos Islands, the United Kingdom, the U.S. Virgin Islands, and the United States.
4. A signed, notarized statement verifying adequate financial support.
5. Documentation demonstrating adequate accident, health and life insurance, including an evacuation repatriation benefit, which must be maintained during all periods of enrollment.
6. A current and valid passport or other official documentation to verify lawful presence.
7. A medical health history with proof of vaccinations.
8. Payment of I-901 Student and Exchange Visitor Information System (SEVIS) Fee.

International applicants who fail to satisfy the requirements identified above will not be admitted to Wallace Community College. Documents must be submitted by the applicable drop and add period.

# TYPES OF ADMISSION

## FIRST-TIME COLLEGE STUDENTS

### UNCONDITIONAL ADMISSION

Applicants who have not previously attended a duly accredited postsecondary institution are designated as *first-time college students* or *native students*.

For unconditional admission and to be classified as *degree eligible*, applicants must have on file at the College a completed *Application for Admission* and **at least one** of the following documents:

1. An official high school transcript showing graduation.
2. An official *GED*<sup>®</sup> *Certificate* issued by the appropriate state education agency.

### CONDITIONAL ADMISSION

Conditional admission may be granted to applicants if the College has not received proof that they have satisfied one of the admission requirements identified above.

If all required admission records are not received by Wallace Community College prior to issuance of first-term grades, the grades are reported on the transcript; however, the transcript will read CONTINUED ENROLLMENT DENIED PENDING RECEIPT OF ADMISSION RECORDS. This notation is removed from the transcript only on receipt of all required admission records. Students will not be allowed to enroll for a second semester unless all required admission records have been received by the College prior to registration for the second semester. **The responsibility for providing all required documents rests with the student.**

## NON-GRADUATE/NON-GED

In keeping with the mission of the Alabama Community College System, applicants with less than a high school diploma or *GED*<sup>®</sup> may be admitted to courses not creditable toward an associate degree or programs comprised exclusively of courses not creditable toward an associate degree, **provided** they meet the following criteria:

1. Be at least 17 years of age; Written consent from the appropriate secondary administrator is required if the student is under age 17 **AND**
2. Have not been enrolled in secondary education for at least one calendar year; **AND**

3. Demonstrate college and career readiness (appropriate scores on the ACCUPLACER<sup>®</sup> or ASSET<sup>®</sup> in certain cases); **OR**
4. Official high school and college transcripts must be provided if attended

Educational programs composed exclusively of courses not creditable toward an associate degree and are available to the general public include Salon and Spa Management, Nail Technology, Esthetics Technology, and Welding Technology. Non-graduate/non-GED students are not eligible for federal Title IV aid. Students who are applying for veterans benefits are required to provide transcripts from all colleges attended including a military transcript.

## TRANSFER STUDENTS

### UNCONDITIONAL ADMISSION

Applicants who have previously attended other duly accredited postsecondary institutions are considered *transfer students*. To be classified as *degree eligible*, transfer students must submit to the College an *Application for Admission* and official transcripts from all duly accredited postsecondary institutions and official high school transcripts. Applicants who have completed the baccalaureate degree are required to furnish only the transcript from the institution granting the baccalaureate degree. Students who are applying for veterans benefits are required to provide transcripts from all colleges attended including a military transcript.

Transfer students must disclose all postsecondary institutions previously attended. Failure to do so may result in disapproval of the *Application for Admission* or expulsion from the College.

### CONDITIONAL ADMISSION

Transfer students who do not have on file official transcripts from **all** postsecondary institutions attended, if required, and an official high school transcript may be granted conditional admission. No transfer students are allowed to enroll for a second term unless all required admission records have been received by Wallace Community College prior to registration for the second term. **The responsibility for providing all required documents rests with the student.**

If all required admission records are not received by Wallace Community College prior to issuance of first-term grades, the grades are reported on the transcript; however, the transcript will read CONTINUED ENROLLMENT DENIED PENDING RECEIPT OF ADMISSION RECORDS. This notation is removed from the transcript only on receipt of all required admission records.

## INITIAL ACADEMIC STATUS OF TRANSFER STUDENTS

Transfer students whose cumulative grade point average at the transfer institution(s) is 2.0 or above on a 4.0 scale are admitted on CLEAR academic status.

A transfer student whose cumulative grade point average at the transfer institution(s) is less than 2.0 on a 4.0 scale is admitted only on ACADEMIC PROBATION. The transcript will read ADMITTED ON ACADEMIC PROBATION.

Applicants who have been academically suspended from a duly accredited postsecondary institution may be admitted as transfer students only after appeal to the Admissions and Academic Standards Committee. If transfer students are admitted on appeal, they will enter the College on ACADEMIC PROBATION. The transcript will read ADMITTED UPON APPEAL—ACADEMIC PROBATION.

## GENERAL PRINCIPLES FOR TRANSFER OF CREDIT

Coursework transferred or accepted for credit toward an undergraduate program must represent collegiate coursework relevant to the formal award. Course content and level of instruction must result in student competencies at least equivalent to those of students enrolled in College undergraduate formal award programs. In assessing and documenting equivalent learning and qualified faculty members, the College may use recognized guides that aid in the evaluation for credit. Such guides include those published by the American Council on Education, the American Association of Collegiate Registrars and Admissions Officers, and the National Association of Foreign Student Affairs.

Courses completed with a passing grade at other duly accredited institutions are accepted for transfer as potentially creditable toward graduation requirements. Transfer grades of **D** are accepted only when the transfer student's cumulative grade point average is 2.0 or above. If students have a cumulative grade point average of 2.0 or above, the **D** grade is accepted the same as for *native students*.

Transfer students who desire to have coursework completed at international colleges or universities evaluated for transfer credit must submit an evaluation provided by an organization affiliated with The National Association of Credential Evaluation Services ([www.naces.org](http://www.naces.org)).

## TRANSIENT STUDENTS

### UNCONDITIONAL ADMISSION

Transfer students who attend another postsecondary institution and who seek credit for transfer to that parent institution may be admitted to Wallace Community College as transient students. Transient students must submit an *Application for Admission* and an official letter or *Transient Permission Form* from the parent institution certifying that the credits earned at Wallace Community College are accepted as part of their academic program. The

official letter or *Transient Permission Form* must be properly signed by the dean, registrar, and/or advisor at the parent institution and must contain the specific Wallace Community College course(s) students have been approved to take. Transient students are not required to file transcripts of previously earned credits at other postsecondary institutions. Transient students are not allowed conditional admission. The *Transient Permission Form* must be on file prior to registration for the first term.

## STUDENTS SEEKING READMISSION

Students returning to Wallace Community College after one or more terms of non-attendance (excluding summer term) are required to submit an *Application for Readmission* and official transcripts from all regionally or Council on Occupational Education accredited postsecondary institutions attended since the last date of attendance at Wallace Community College.

Returning students are eligible for readmission only if they are in good standing for the last term of attendance. Students who are not in good standing or who have not served designated suspension periods may request readmission by appeal to the Admissions and Academic Standards Committee.

## AUDIT STUDENTS

Students may apply for admission to credit courses on a non-credit basis as *auditors*. Auditors must meet the same admission requirements as regular students and must complete course prerequisites. Students may change from audit to credit or credit to audit only during the official drop and add period.

## ACCELERATED HIGH SCHOOL STUDENTS

Students are eligible for early admission if they desire to take courses for college credit only and if they meet **all** of the following criteria:

1. Successful completion of the 10th grade.
2. Completion of an *Application for Accelerated and Dual Enrollment, a Parent Permission Form, and the Statement of Eligibility for Dual Enrollment/Dual Credit and Accelerated High School Students* certifying that students have a minimum cumulative **B** average and recommending that they be admitted under this policy.
3. Enrollment only in postsecondary courses for which high school prerequisites have been completed (for example, students may not take English Composition until all required high school English courses have been completed). High School students must take the ACCUPLACER® exam and place in eligible courses.

#### 4. High school transcript.

Students may enroll in academic, career and technical, or health courses in accordance with guidelines of the Alabama Community College System.

Exceptions may be granted by the Chancellor of the Alabama Community College System for students documented as *gifted and talented* according to standards included in the *Alabama Administrative Code § 290-8-9.12*. Exceptions apply only to requirements 1 and 3 above.

This policy is applicable to students who are not attending public school, but who are enrolled in private school or church school pursuant to § 16-28-1 of the *Code of Alabama*, or who are receiving instruction from a private tutor pursuant to § 16-28-5 of the *Code of Alabama*.

Accelerated high school students who later enroll as regular students at Wallace Community College automatically receive credit for hours earned under this accelerated high school program if the credits are applicable toward their degree program. Students attending other colleges, however, must request in writing or online through myWCC that official transcripts be mailed to those institutions if they desire to receive credit earned through this program. **College credit earned through this program may not substitute for high school credit.**

### DUAL ENROLLMENT/DUAL CREDIT STUDENTS

Students are eligible for admission as dual enrollment/dual credit students if they desire to take courses for high school **and** college credit, if their school system has a signed Dual Enrollment agreement with Wallace Community College to participate in this program, and if they meet the following criteria:

1. Complete a Dual Enrollment Application Packet including an Application for Accelerated and Dual Enrollment, a Statement of Eligibility for Dual Enrollment/Dual Credit and Accelerated High School Students and a Parent Permission Form.
2. The Statement of Eligibility for Dual Enrollment/Dual Credit form must be signed by the student's high school principal and counselor and is verification of the student holding the required cumulative grade point average. The required cumulative grade point average for all academic and health sciences courses is a 2.5. The required cumulative grade point average for all other career technical courses is a 2.0.
3. Be in grades 10, 11, or 12 or have an exception granted by the Chancellor on recommendation of the high school principal and superintendent of education in accordance with Alabama Administrative Code 290-8-9.12 regarding gifted and talents students.

4. Take a state approved placement test unless students meet placement minimums with ACT scores.
5. Meet the admissions criteria of Wallace Community College including submission of state-issued photo ID and high school transcript. Students in career-technical programs of study must also submit their four-year career plan as well as the results of the KUDER assessment.
6. Students who meet the criteria for initial admission for a Dual Enrollment for Dual Credit program will maintain continuous eligibility so long as they earn a grade of C or better in all attempted college courses. Students who fail to meet this minimum grade requirement or who withdraw from a course will be suspended from the program for a minimum of one term. The one-term suspension may not be served during the summer. The student may not re-enroll until the suspension has been served. For re-entry, the student must reapply to the program and must meet the minimum grade point average requirement.

Students may enroll in academic transfer, career-technical or health education courses in accordance with guidelines of the Alabama Community College System.

Three semester credit hours at Wallace Community College are equal to one credit at the high school level in the same or related subject with the exception of English Composition. Both ENG101 and ENG102 must be successfully completed before getting a full high school English credit.

Dual Enrollment credit is transcribed conditionally until the student completes high school graduation requirements. Students must submit an official high school transcript upon graduation to finalize the awarding of college credit for dual enrollment courses.

### CORPORATE AND CONTINUING EDUCATION STUDENTS

For admission to Corporate and Continuing Education courses, students should refer to *General Information* preceding this section.

### HEALTH PROGRAMS STUDENTS

For admission to health programs, students must meet all requirements for general admission to the College. Certain health education programs may have additional standards for admission and progression. Students should refer to the *Instructional Programs* section in this catalog and/or contact the specific program director or chairperson for additional information.

### SENIOR ADULT SCHOLARSHIP PROGRAM STUDENTS

Students who are 60 years of age or older and who are eligible for the Senior Adult Scholarship program must meet institutional admission requirements.

## STUDENT ASSESSMENT

Wallace Community College requires a comprehensive assessment of students upon admission to the College and prior to enrollment in associate degree or certificate programs. Unless a student meets one of the exemptions listed below, all first-time students are assessed in the areas of English and mathematics through administration of the ACCUPLACER® and placed at the appropriate level as indicated by the assessment results. Students who are not satisfied with their placement in assigned developmental courses may retake the ACCUPLACER®. Students will be given a different version of the tests. Students must pay \$10 per subject to retake ACCUPLACER®. Testing must be completed in one session. Students testing into developmental courses must remain in those courses unless they satisfy requirements by retesting. Test scores are valid for a five-year period from the date of the original retest assessment. After five years, scores become invalid and students must retake. No fee is charged to retake if scores are invalid.

### EXEMPTIONS

Students are exempt from assessment requirements in a specific subject area if they meet **one** of the following criteria:

- Score 510 or above on the new SAT® mathematics and writing, or score 18 or above on ACT® English, or 18 or above on ACT® mathematics and enroll within **five** years of high school graduation.
- Possess an associate degree or higher.
- Transfer degree-creditable, college-level English or mathematics courses with a grade of *C* or better.
- Be a student who is enrolling for personal enrichment purposes only.
- Be enrolled in a particular short certificate program having no English, mathematics, or reading requirements.
- Have completed required developmental coursework at another Alabama Community College System institution within the last three years.
- Be an audit or transient student.
- Be able to provide documentation of assessment (ASSET®, ACCUPLACER®, or COMPASS®) within the last three years.

Students may enroll in college-level courses while enrolled in developmental courses only if the discipline is different from the discipline in which they score below the standard placement score. Students who score below the standard placement score of Wallace Community College are placed into a developmental course of instruction in a given discipline(s) and must remain in the discipline(s) until academic competencies are developed. Students enrolled in developmental courses in two or more of the discipline areas of English, mathematics, and will receive specialized advising focused on their unique academic needs.

## IN-STATE RESIDENCY

For information regarding determination of residency for in-state tuition rates, please refer to the *Tuition and Fees* section of this publication.

# Tuition, Fees, and Financial Aid

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## TUITION AND FEES

All students are required to pay tuition and fees according to dates published in registration schedules. Sponsored students whose tuition and fees are paid by agencies, such as Vocational Rehabilitation Services, Alabama Department of Veterans Affairs, and Title IV Grants, must have written authorization on file to be exempt from personal payment.

Students failing to pay at the appropriate time will have their registration voided and will have to repeat the entire registration process.

**Note: Tuition and fees at Wallace Community College are subject to change at the beginning of any term as a result of state budget proration and other factors beyond the control of the College.**

Semester Hours	In-State Tuition	Out-of-State Tuition	Facility Renewal Fee	Technology Fee	Bond Surety Fee	Special Building Fee	Total In-State Tuition	Total Out-of-State Tuition
1	\$129	\$258	\$9	\$9	\$1	\$8	\$156	\$285
2	258	516	18	18	2	16	312	570
3	387	774	27	27	3	24	468	855
4	516	1,032	36	36	4	32	624	1,140
5	645	1,290	45	45	5	40	780	1,425
6	774	1,548	54	54	6	48	936	1,710
7	903	1,806	63	63	7	56	1,092	1,995
8	1,032	2,064	72	72	8	64	1,248	2,280
9	1,161	2,322	81	81	9	72	1,404	2,565
10	1,290	2,580	90	90	10	80	1,560	2,850
11	1,419	2,838	99	99	11	88	1,716	3,135
12	1,548	3,096	108	108	12	96	1,872	3,420
13	1,677	3,354	117	117	13	104	2,028	3,705
14	1,806	3,612	126	126	14	112	2,184	3,990
15	1,935	3,870	135	135	15	120	2,340	4,275
16	2,064	4,128	144	144	16	128	2,496	4,560
17	2,193	4,386	153	153	17	136	2,652	4,845
18	2,322	4,644	162	162	18	144	2,808	5,130
19	2,451	4,902	171	171	19	152	2,964	5,415
<b>Total credit hours exceeding 19 must be approved by the Dean, Instructional Affairs.</b>								
20	2,580	5,160	180	180	20	160	3,120	5,700
21	2,709	5,418	189	189	21	168	3,276	5,985
22	2,838	5,676	198	198	22	176	3,432	6,270
23	2,967	5,934	207	207	23	184	3,588	6,555
24	3,096	6,192	216	216	24	192	3,744	6,840

### IN-STATE TUITION

In-state tuition is \$129 per semester hour.

### OUT-OF-STATE TUITION

Out-of-state tuition is two times the in-state tuition per credit hour. Wallace Community College allows in-state tuition for certain neighboring Florida and Georgia residents. Refer to *Qualifications for In-State Tuition* below for specific information.

### ONLINE TUITION

Tuition for online courses will be \$119 per credit hour. Regular fees apply to online courses. Out-of-state rates apply to internet classes.

## QUALIFICATIONS FOR IN-STATE TUITION

Students qualified to pay in-state tuition on the Wallace Campus in Dothan are Alabama residents; Georgia residents from Baker, Calhoun, Clay, Decatur, Early, Miller, Quitman, Randolph, and Seminole Counties; and Florida residents from Bay, Calhoun, Holmes, Jackson, Walton, and Washington Counties. Students qualified to pay in-state tuition on the Sparks Campus in Eufaula are Alabama residents and Georgia residents from Baker, Chattahoochee, Calhoun, Clay, Dougherty, Early, Marion, Miller, Muscogee, Quitman, Randolph, Stewart, Sumter, Terrell, and Webster Counties. Military personnel assigned to an active military installation in Alabama and their immediate family members also qualify for in-state tuition.

The following individuals shall be charged a rate of tuition not to exceed the in-state rate for tuition and fees purposes:

- A Veteran using educational assistance under either chapter 30 (Montgomery G.I. Bill – Active Duty Program) or chapter 33 (Post-9/11 G.I. Bill), of title 38, United States Code, who lives in Alabama while attending a school located in Alabama (regardless of his/her formal State of residence) and enrolls in the school within three years of discharge or release from a period of active duty service of 90 days or more.
- Anyone using transferred Post-9/11 GI Bill benefits (38 U.S.C. § 3319) who lives in Alabama while attending a school located in Alabama (regardless of his/her formal State of residence) and enrolls in the school within three years of the transferor's discharge or release from a period of active duty service of 90 days or more.
- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three year period following discharge or release as described above and must be using educational benefits under either chapter 30 or 33, of title 38, United States Code.
- Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in Alabama while attending a school located in Alabama (regardless of his/her formal State of residence).
- Anyone using transferred Post-9/11 G.I. Bill Benefits (38 U.S.C. § 3319) who lives in Alabama while attending a school located in Alabama (regardless of his/her formal state of residence) and the transferor is a member of the uniformed service who is serving on active duty.
- The policy shall be read to be amended as necessary to be compliant with the requirements of 38 U.S.C. 3679 as amended.

Other qualifying categories may be determined by the Admissions and Records Office.

## FEES

**Bond Surety Fee**—A fee of \$1 per credit hour per term is charged to reduce the cost of bond financing for the Alabama Community College System.

**Cap and Gown**—Students who participate in the graduation ceremony must order caps and gowns from either College Bookstore. This fee is subject to change. This fee is non-refundable.

**Challenge Examination**—A fee of \$50 is charged for challenge examinations listed in various program information sections throughout this catalog (but not to challenge placement in English, mathematics, or reading).

**Continuing Education and Special Interest Courses**—Fees vary according to the nature and length of the course.

**Facility Renewal**—A facility renewal fee of \$9 per credit hour per term is charged to provide funds for the improvement of facilities.

**Graduation**—The graduation fee is \$21.50 for diploma and cover. This fee is subject to change. This fee is non-refundable.

**International Student Insurance**—International students must purchase health and life insurance each term. Students must show proof of insurance to the College.

**Late Registration**—A fee of \$25 is charged to students who register on or after the first day of classes as stated in the College calendar.

**Returned Check**—A fee of \$30 is charged for each worthless check issued to the College. Students issuing worthless checks may be subject to class withdrawal for non-payment of tuition and fees. A returned check may be subject to collection through the Worthless Check Unit of the District Attorney's Office.

**Special Building**—A fee of \$8 per credit hour per term is charged to help defray the cost of financing new construction.

**Technology**—A fee of \$9 per credit hour per term is charged for acquisition and maintenance of technology and technological applications for students.

**Validation Examination**—A fee is charged for validation examinations listed in various program information sections throughout this catalog.

**Withdrawal**—An administrative fee of 5% of tuition and other institutional charges is assessed for each withdrawal within the period beginning the first day of class and ending at the end of the third week of class. The total amount charged for this service will not exceed \$100.

## FEES FOR HEALTH AND CAREER-TECHNICAL PROGRAMS

**Associate Degree Nursing Comprehensive Assessment**—Students enrolled in the Associate Degree Nursing program are charged a fee of \$250 each term of program enrollment to cover term-by-term and final comprehensive assessments as required by the *Statewide Nursing Progression Policy*.

**Background Screening**—Students enrolling in College health programs and specific career-technical programs are required to have comprehensive background checks through an approved vendor upon initial application approval and upon readmission following a break in enrollment. Initial background screens are \$45 for health programs and \$35 for career-technical programs. Updates for all programs are \$15 for each occurrence. Payment of the initial assessment and any update is made directly to the vendor. This screening is a required component of clinical agreements with health care facilities and industry partners in career-technical training.

**Emergency Medical Services Fisdap and Comprehensive Assessment**—Students enrolled in the Emergency Medical Services-Advanced EMT and/or Paramedic options are charged \$80 to establish an online student account for field data tracking and required clinical assignment reporting. Comprehensive testing through Limmer Creative for students in all program options, EMT, AEMT, and Paramedic, will incur one-time costs of \$35, \$26, and \$35, respectively.

**Practical Nursing Comprehensive Assessment Testing**—Students enrolled in the Practical Nursing program are charged a fee of \$174 each term of program enrollment to cover term-by-term and final comprehensive assessments as required by the *Statewide Nursing Progression Policy*.

**Physical Therapist Assistant Comprehensive Assessment**—Students enrolled in the Physical Therapist Assistant program are charged fees of \$50 to cover the Scorebuilders assessment in fourth semester of the program and \$80 for the FSBPT PEAT exams in the final (fifth) semester.

**Respiratory Therapist Comprehensive Assessment**—Students enrolled in the Respiratory Therapist program are charged annual fees of \$64 to cover the cost of the LindseyJones comprehensive NBRC Exam on-line practice and a one-time fee of \$170 to cover the costs of the NBRC Therapist Multiple-Choice Examination and the Clinical Simulation Examination comprehensive assessment tools.

**Student Liability Insurance**—Health program students enrolled in clinical and/or laboratory courses are charged a fee of \$21 per term for professional liability insurance and random substance abuse screening. These requirements are components of clinical agreements with health care facilities.

**Substance Abuse Screening**—Students enrolled in health programs are charged a fee of \$32 for substance abuse screening.

This screening is required upon initial program admission, readmission following a break in enrollment, and annually each fall semester. This screening is a required component of clinical agreements with health care facilities.

## TUITION REFUNDS

### WITHDRAWAL PROCEDURES

To be entitled to a refund of tuition and fees, students on both the Wallace and Sparks Campuses must officially withdraw by initiating the online withdrawal form. Students can access the online withdrawal form at:

[http://www.wallace.edu/admissions/registrars\\_office/withdrawal\\_procedures.aspx](http://www.wallace.edu/admissions/registrars_office/withdrawal_procedures.aspx).

### COMPLETE WITHDRAWAL

Students who officially withdraw and have never attended any class(es) are refunded the total tuition and other refundable fees. Students who officially withdraw and have attended class(es) are refunded tuition and refundable fees calculated from the actual date of withdrawal. Refunds are calculated based on the following schedule:

<u>Complete withdrawal</u>	<u>Refund</u>
During first week	75%
During second week	50%
During third week	25%
After end of third week	None

Refund check(s) are made payable to the student and mailed to the student's home address as recorded in the registration file. An administrative fee of 5% of tuition and other institutional charges is assessed for each withdrawal within the period beginning the first day of class and ending at the end of the third week of class. Financial Aid students are subject to the *Return of Unearned Aid, Responsibility of the Student* policy.

### PARTIAL WITHDRAWAL

Students who do not completely withdraw from the College but drop a class during the regular drop and add period are refunded the difference in tuition and fees paid and tuition and fees applicable to the reduced number of hours, including fees appropriate to the classes dropped. **No refund is due a student who partially withdraws after the official drop and add period.**

Students who have not attended class by the fifth class day of a term are removed from that class. Students who have not attended any classes by the fifth class day will have their registrations voided and will not be registered for that term. It is the student's responsibility to attend class. If an emergency should occur, Wallace Campus students are to contact the Office of the Director of Enrollment Services/Registrar at 334-556-2470, and Sparks

Campus students should contact the Student Affairs Office at 334-687-3543, Ext. 4282, prior to the fifth day of a term. Students at other College locations should contact the designated College official.

### ACTIVE DUTY MILITARY WITHDRAWAL

**Refund for Alabama National Guard and Reservists Call to Active Duty:** Students who are active members of the Alabama National Guard or reservists or who are active duty military who are called to active duty in the time of national crisis may receive a full tuition refund at the time of withdrawal. If a National Guard student is receiving Title IV funding, a recalculation must be performed as required by Federal Title IV regulations, which could result in less than a 100% refund.

### INELIGIBILITY FOR REFUND

Students who are withdrawn by the College for disciplinary reasons, non-payment of charges, or other similar reasons are not eligible for a refund.

## TITLE IV REFUNDS

### GENERAL

Wallace Community College is not an "attendance-taking" institution. The College does not require faculty members to record or maintain student attendance, except as required by federal guidelines. Two occasions are specifically noted when faculty are required to provide dates of student class attendance:

1. The US Department of Education requires that all students receiving Federal Financial Aid attend at least one session of each class in which they are enrolled. This is a condition of eligibility to receive federal funding. Faculty members must document that these students actually attended at least one session of each class.
2. The US Department of Education requires that in the event a student receives all "F" grades, and has not officially withdrawn from their classes, the institution must document that student's last date of attendance. Grades and last date of attendance must be maintained for a period established by the US DOE.

Failure to maintain such records could result in forfeiture of funds to the DOE.

When a Pell and/or SEOG grant recipient completely withdraws from the College, the Business Office must determine the amount of the grant(s) that the student earned as of the student's withdrawal date.

The student's date of withdrawal is either of the following dates:

1. The date, as determined by the College, that the student began the withdrawal process prescribed by the College.

2. The date, as determined by the College, that the student otherwise provided official notification to the College, in writing or verbally, of his or her intent to withdraw.

***Note:*** *If the student ceases attendance without providing official notification to the College, the midpoint of the payment period or the last date of an academically related activity in which the student participated is used as the date of withdrawal.*

#### **CALCULATION OF EARNED TITLE IV ASSISTANCE**

The amount of Title IV assistance earned by the student is calculated by dividing the number of days (total calendar days) attended by the total number of days (calendar days) in the payment period. The total number of calendar days in a payment period includes all days within the period, except scheduled breaks of at least five consecutive days, which are excluded from the total number of calendar days in a payment period and the number of calendar days completed in that period. If the student's withdrawal date occurs after 60% of the payment period, none of the Title IV aid has to be returned. Otherwise the College, the student, or both must return a portion.

#### **RETURN OF UNEARNED AID—RESPONSIBILITY OF THE COLLEGE**

The College must return the lesser of the amount of Title IV funds that is not earned by the student; or the amount of institutional charges that the student incurred for the payment period multiplied by the percentage of funds that was not earned. The percentage not earned is determined by subtracting the percentage of Title IV aid earned from 100%. Because of this requirement by the United States Department of Education, the College *Refund Policy* does not apply to students who receive Title IV assistance. If a student receives a Pell and/or SEOG grant, regardless of who actually paid the tuition and fees, the return or refund created by the withdrawal according to provisions will be made to the Pell and/or SEOG grant programs subject to the maximum amount of the award for the payment period. Therefore, no sponsoring agency that pays tuition and fees (for a student who receives Pell and/or SEOG grants) will receive a refund if the student withdraws from the College until all monies due the Pell and/or SEOG grant programs have been returned.

#### **RETURN OF UNEARNED AID—RESPONSIBILITY OF THE STUDENT**

The student will be held responsible for all unearned grant aid that the College is required to repay to the United States Department of Education. The initial amount of unearned Federal Student Aid due from the student is determined by subtracting the amount returned by the College from the total amount of unearned Title IV funds to be returned. This is called the initial amount due from the student. The amount of grant overpayment due from a student is limited to the amount by which the original grant overpayment exceeds half of the total Title IV grant funds disbursed and could have been disbursed to the student. If a student completely withdraws or ceases to attend all classes before completing 60%

of any term and has received Pell and/or SEOG grant funds—whether by check or charged tuition, fees, or books—and the College has to return any funds paid on behalf of the student, **the student is responsible for repaying funds to the College.**

#### **PELL WITHDRAWALS AND MINI TERMS**

A student who ceases to attend a class must provide written confirmation at the time of withdrawal that he or she will attend a mini term class that begins later in the same semester. This confirmation must be given to the business office at the time of withdrawal, even if the student has already registered for subsequent courses.

Without confirmation of future attendance, a school must assume a student who has ceased attendance is a withdrawal, and begin the Return of Title IV Funds process.

It is important that students enrolling in multiple mini-sessions withdraw from or drop a subsequent mini-session prior to completing the previous one if they do not intend to return. This will prevent the student from being subject to Return of Title IV Funds process.

### **OTHER REFUNDS**

#### **BOOKS AND SUPPLIES**

A student who drops or withdraws and has purchased returnable books and/or supplies from the College and returns the items with the original purchase receipt in new or unused condition during the first 10 calendar days of the term will receive a full refund. After the first 10 calendar days of the term, supplies are non-returnable regardless of condition.

### **FINANCIAL AID**

The primary purpose of student financial assistance programs at Wallace Community College is to assist students with meeting the cost of their education. All students are encouraged to apply. Eligibility for grants is based on financial need.

#### **APPLYING FOR FEDERAL FINANCIAL AID**

Wallace Community College awards financial assistance on a continuous basis for the entire year. Priority for limited campus-based programs (FWS, FSEOG, and ASAP) is given to students whose applications are completed prior to May 1 of each year.

**Students applying for financial aid must follow the steps below:**

1. Apply for admission and request an official high school transcript, GED® scores and certificates, and academic transcripts from other colleges previously attended.

2. Complete the *Free Application for Federal Student Aid* (FAFSA). Students may apply by **one** of three ways:
  - a. **FAFSA on the WEB (FOTW)**—Students are encouraged to use this online method for completing the application process by visiting the following site, [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
  - b. **Download the PDF version of the FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov), *FAFSA Filing Options***— Students can access the PDF, complete the form on the computer, and print it, or print the form and complete it by hand. This form must be mailed to the processing center.
  - c. **FAFSA (paper)**—Students and families can request up to three copies of the paper FAFSA by calling the Federal Student Aid Information Center toll free at 1-800-4-FED-AID.
3. Every student must complete the application process for federal student financial. The FAFSA should be completed each year as soon after October 1 as possible. Wallace Community College strongly recommends all students, parents, and spouses, if applicable to upload the income tax information to their FAFSA using the IRS Data Retrieval Tool.
4. Complete verification documents if selected. Students who are selected are notified of the documentation requirements by the college.

## ELIGIBILITY

To receive Title IV student financial assistance, a student must meet **all** of the following requirements:

1. Have financial need, which is determined by subtracting the expected family contribution from the cost of education.
2. Have a high school diploma, or a GED®.
3. Be enrolled as a regular student working toward a degree or certificate in an eligible program.
4. Maintain satisfactory academic progress.
5. Sign a statement of educational purpose and a certification statement on overpayment and default (both are found on the *Free Application for Federal Student Aid* [FAFSA]).
6. Be unconditionally admitted to Wallace Community College.
7. Be registered with Selective Service, if required.
8. Be a United States citizen or eligible non-citizen.

## VERIFICATION OF ELIGIBILITY

Federal regulations require that certain information on selected applications be verified. Students whose applications are selected by the United States Department of Education for verification are required to document the accuracy of application information, such as adjusted gross income, taxes paid, number of family members, untaxed income, and other information from tax transcripts, and any other documentation as requested by the Office of Financial Aid. Students cannot be certified as eligible for financial aid until the verification process has been completed.

## COURSE LOAD REQUIREMENT

To receive the amount of Pell Grant as indicated on the financial aid award letter, students must enroll for a full-time course load, which is a minimum of 12 semester credit hours each term. Pell Grant awards for students who enroll for fewer than 12 semester credit hours will be adjusted according to the student's registration status. Students enrolling in 9-11 semester credit hours are considered three-quarter time, 6-8 semester credit hours are half time, and 1-5 semester credit hours are less than half time.

## PAYMENT PROCEDURES

1. Students are paid based on their training time as of the end of the published drop and add period. Students who completely withdraw or drop out are subject to the College policy on Title IV refunds. (See *Title IV Refunds* section in this catalog.)
2. Students are not eligible for financial aid for classes they never attend.
3. Students who are withdrawn by the College for disciplinary reasons, non-payment of charges, or other similar reasons are subject to the College policy on Financial Aid return of Title IV funds.

Additional information regarding Title IV refunds is published in the *Tuition and Fees* section of this catalog.

## FINANCIAL AID OVERPAYMENT POLICY

In accordance with federal regulations (34 CFR 668.61), any financial aid overpayment made to a student must be repaid to the College to be refunded to the Title IV program from which the overpayment occurred.

## MINIMUM STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

### FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY

All students receiving financial aid under Title IV must meet the same standards of student progress applicable to all students at the institution. The following policy became effective Fall 2011 in order to meet the U.S. Department of Education regulations. This policy is more detailed and requires a semester by semester review, including summer. The terms “warning” and “probation” are now for the first time defined in the federal regulations.

#### Good Standing

To be in good standing, students must satisfy all of the following elements of the policy:

1. **Successful Completion Ratio:** Earn 67% or above of cumulative credits attempted, combining all Wallace College, credits and all transfer credits accepted into the students program of study (including all developmental/remedial credits);
2. **Cumulative Grade Point Average:** Earn a cumulative grade point average (cum GPA) as outlined in the Wallace College Standards of Academic Progress, based on the following indicated points in the students program of study:

12 – 21 semester credit hours	1.50	Cumulative GPA
22 – 32 semester credit hours	1.75	Cumulative GPA
33 or more semester credit hours	2.00	Cumulative GPA

This element will be monitored by the Registrar’s Office of the College. (See Grading System in the General Policies Section of the Catalog).

3. **Maximum Time Frame:** Graduate within 150% of the normal length for the student’s program, including all Wallace College attempted credits and all transfer credits accepted into the student’s program of study.

#### Successful Completion Ratio

This standard requires students to successfully complete (with letter grade of A, B, C, D and S) a minimum of 67 % of the total number of credits attempted. (For example, if the student has attempted a total of 30 credits, they must successfully complete 20 credits. [30 credits x .67 = 20 credits successfully completed]. Attempted credits include all credits in which the student is registered at the end of the add and drop period. Letter grades of F, W, WF, U, or I will not be considered as credits successfully completed or earned. Students who repeat a course for any reason should be aware that each time they enroll in a course it counts as an attempt, but only one attempt is considered earned. Repeated courses will have an impact on the ability to complete a program within the required maximum time frame.

#### Cumulative Grade Point Average (cum GPA)

Students are required to earn a cumulative grade point average (cum GPA) based on the following indicated points in their program of study:

12 – 21 semester credit hours	1.50 Cumulative GPA
22 – 32 semester credit hours	1.75 Cumulative GPA
33 or more semester credit hours	2.00 Cumulative GPA

#### Maximum Credit Review/Pace

Under this standard students must complete their degree or certificate within 150% of the program length, **including** all Wallace College attempted credits and all attempted transfer credits accepted into the student’s program of study. All attempted credits, including incomplete grades and repeats, are counted toward the 150 % maximum time frame. Students who change their education program or graduate and reapply to a new program must still adhere to the maximum credit policy. In other words, all of the students previous Wallace College-attempted credits and all attempted transfer credits will count toward the 150% time frame. Consideration will be given to students completing a second degree or certificate. The student will be allowed to continue to receive federal financial aid for 150% of the normal length of the second program of study minus hours transferred from the first program of study.

#### Financial Aid Warning

A student will be placed on warning when the following condition is not met:

- Successful Completion Ratio

Students can continue to receive financial aid while on warning, even though they are not in good standing, with the understanding that all the good standing criteria **must be met** at the end of the warning term or they will be suspended.

#### Financial Aid Suspension

A student who is not in Good Standing after the warning period will be ineligible for financial aid and will be placed on Financial Aid Suspension. Financial aid (which includes grants and work-study) cannot be received once suspension occurs. An appeal of suspension is allowed, and will be approved only in the cases of a documented exceptional personal circumstance beyond the control of the student. The first time a student is suspended and an appeal is approved for not meeting the overall completion rate and/or not earning the required cum GPA, the status will be changed to Probation. If the terms of Probation are not met, (see Financial Aid Probation) the student’s status will be returned to suspension and may not be appealed again.

#### Financial Aid Probation

If the student’s appeal of suspension is approved, the status of Probation is given for the next period of enrollment for **one final**

**opportunity** to demonstrate satisfactory academic progress. Students can continue to receive financial aid while on probation, even though they are not in Good Standing. Students on Probation will be reviewed at the end of the Probation semester to determine if they have returned to Good Standing. If, at the end of the Probation semester, they have not returned to Good Standing, but have met the terms of their Probation, they will continue on Probation for the subsequent semester of enrollment.

As part of probation status, the following conditions must be met:

- Students who are approved for Probation will be required to successfully earn at least 67% of all credits attempted during the Probation term and earn a 2.0 term GPA for the Probation term and in each subsequent semester of enrollment until they return to Good Standing.

### Administrative Review

The College reserves the right to conduct an Administrative Review on a case-by-case basis, when a student fails to meet the requirements of Probation. If a significant one-time unanticipated life changing event occurs while on Probation causing the student to withdraw from classes during a probationary semester. Request for an Administrative Review should be sent to the Financial Aid Office.

### Reinstatement from Financial Aid Suspension

Students who fail to maintain a successful completion rate and/or cumulative GPA while on Probation will be suspended from future financial aid and must return to Good Standing at their own expense prior to being eligible to receive financial aid in a future semester. Please note: Reinstatement does not pertain to the suspension for exceeding the maximum time frame (150%). Students are responsible for notifying the Financial Aid office when their grades are brought into compliance with the policy. Financial aid is not retroactively paid for any periods of enrollment during which the student is not eligible.

### Academic Suspension

When a student who is eligible for Title IV federal financial aid is suspended from Wallace Community College or other colleges, whether the student serves the suspension or is readmitted on appeal, the student is not eligible to receive financial aid for the duration of the suspension. The student remains ineligible to receive financial aid until he or she (1) meets the **cumulative grade point average** required for the number of credit hours attempted at the institution or (2) the grade point average for that term is 2.0 or above (based on at least 12 semester credit hours or above attempted at the institution during that term).

### Developmental/Remedial Courses

A student may receive financial aid for a maximum of 30 attempted developmental credits. A student who is enrolled in a developmental course may not enroll in the same course more than

three times and continue to receive financial aid. After the student has attempted 30 developmental/remedial credits, any additional developmental/remedial credits taken by the student will not be included in determining the enrollment status of the student for financial aid.

### Repeat Courses

The Department of Education recently published new regulations that affect students who repeat courses. The regulations prevent financial aid from paying for a course that has been passed and repeated more than one time. For a repeated course to be counted towards a student's enrollment status for financial aid purposes, he or she may only repeat a previously passed course once (a total of two attempts). The regulations also allow a student to receive financial aid to repeat any failed or withdrawn course. All repeated courses do affect financial aid satisfactory academic progress (completion ratio and maximum time frame) calculations.

### Non-Credit Courses

These courses are not eligible for Title IV assistance and do not satisfy requirements of any Title IV eligible academic program. As such, they are not considered in the Standards of Satisfactory Academic Progress.

### Prior Baccalaureate Degree

Students who have completed a baccalaureate or professional degree from an institution, regardless of whether the institution is unaccredited or a foreign school, are not eligible for federal or state grant funds.

### Program of Study

Students receiving financial assistance must be enrolled in a program of study that leads to a degree, certificate, or diploma.

### Financial Aid Appeal

Any student who has had eligibility to receive financial aid terminated may appeal this decision in writing to the Director of Financial Aid, who will advise the student regarding the proper procedures and provide assistance in achieving an equitable solution to the problem.

## **STUDENTS' RIGHTS AND RESPONSIBILITIES REGARDING FINANCIAL AID**

As a student, you have the right to know the following information regarding financial aid at Wallace Community College:

- Financial aid programs that are available.
- Educational programs and services that are available.

- Cost of attendance for programs.
- Application process for all financial aid programs, including deadlines.
- How financial aid recipients are selected.
- Procedures for appealing decisions made by Financial Aid staff members.
- How the College determines your financial need.
- How and when you will receive your financial aid funds.
- Wallace Community College refund policy.
- Job description and rate of pay for any job assigned under the Federal Work-Study program.
- How the College determines if you are making satisfactory academic progress and what happens if you are not.

**As a student, you have the following responsibilities:**

- Completing applications correctly and on time.
- Reading and understanding all materials sent to you from the Office of Financial Aid and other agencies.
- Keeping copies of all documents submitted to the Office of Financial Aid.
- Knowing and complying with the rules governing financial aid you receive.
- Providing all documentation and information requested by the Office of Financial Aid.
- Registering for the number of hours required for your financial aid disbursement.
- Maintaining satisfactory academic progress.
- Using financial aid only for expenses related to attending Wallace Community College.
- Checking your College student e-mail account for financial aid information.
- Keeping your e-mail and mailing addressees up to date with the College and other financial aid agencies.
- Informing the Office of Financial Aid of all colleges you are attending or have previously attended.

## FINANCIAL AID PROGRAMS

### ALABAMA STUDENT ASSISTANCE PROGRAM (ASAP)

This grant program is awarded only to Alabama residents. All applicants must complete the *Free Application for Federal Student Aid* (FAFSA). Priority goes to students with the lowest family contribution who also receive Pell Grant.

### FEDERAL PELL GRANT

Federal Pell Grants provide a foundation of financial aid to which other federal and non-federal sources of aid may be added. The amount of a Pell Grant is based on a family's financial circumstances. Students should complete the *Free Application for Federal Student Aid* (FAFSA) to apply for a Pell Grant. A Pell Grant is awarded for one academic year. The financial aid year begins with the fall semester and ends with the summer term. Students are paid only after all required documents are received, reviewed, and approved by the Office of Financial Aid. The U.S. Department of Education recently established new regulations which reduce the duration of the student's lifetime eligibility to receive Pell Grant from 18 full-time semesters (or its equivalent) to 12 full-time semesters (or its equivalent). This provision applies to all Federal Pell Grant eligible students effective 2012-2013.

### FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

The Federal Supplemental Educational Opportunity Grant is designed to assist students with exceptional financial need. Priority is given to Pell Grant recipients who apply early. Students should complete the *Free Application for Federal Student Aid* (FAFSA) to apply for a FSEOG Grant. Students who drop below half-time status (5 hours or fewer) or students who totally withdraw are not eligible for the award.

### FEDERAL WORK-STUDY (FWS)

Students who are selected for the Federal Work-Study program must be enrolled at least half time (6 hours). A student may work 10-19 hours per week. To apply, students should complete the *Free Application for Federal Student Aid* (FAFSA) and a Wallace Community College *Application for Federal Work-Study*.

## VETERANS' BENEFITS

The federal government and the State of Alabama have programs that provide financial assistance to veterans and their dependents. Wallace Community College believes that veterans are entitled to all benefits accrued through service to their country. The following information is given for those applying for veterans' benefits.

## ALABAMA GI DEPENDENTS' SCHOLARSHIP PROGRAM

This nationally renowned program was created by Act 633 and approved October 1947 by the Alabama Legislature. It is administered by the Alabama Department of Veterans Affairs and is governed by the Code of Alabama 1975, Section 31-6-1. The veteran must meet the qualifications listed below to establish eligibility of his/her dependents. A dependent is defined as a child, stepchild, spouse or the un-remarried widow (er) of the veteran.

**Military Service:** The veteran must have honorably served at least 90 days of continuous active federal military service or been honorably discharged by reason of service-connected disability after serving less than 90 days of continuous active federal military service.

**Disability Requirements:** Beginning July 31, 2017 veterans must be rated 40% or more due to service-connected disabilities or have held the qualifying rating at the time of death, be a former prisoner of war (POW), declared missing in action (MIA), died as the result of a service-connected disability rating or died while on active military service in the line of duty.

\*Veterans with a disability rating of 20-30% may qualify if the effective date of their disability rating is on or before July 31, 2017. This provision will expire on July 31, 2023.

\*Veterans whose disability rating is less than 20% prior to May 23, 2017 but who had a claim for compensation pending prior to that date which resulted in a final award by the United States Department of Veterans Affairs of at least 20% may be eligible if the dependent applies for benefits within six months of that final adjudication.

**Veteran Residency Requirements:** (Veterans must qualify under at least one of the following two requirements).

1. Permanent civilian resident for at least one year immediately prior to initial entry into federal active military service or any subsequent entry into federal active military service where a 12 month break in service occurred **AND one of the following:**

\* Current resident for at least two years immediately prior to the date of this application or date of veteran's death; or

\* Current resident who was discharged within the last 12 months; or

\* Filed a resident Alabama income tax return for the past 10 consecutive years.

2. Bona fide permanent resident for at least five years immediately prior to the date of this application or the date of the veteran's death. Applies to 100% permanent and total ratings only.

**Student Requirements:** As of July 31, 2017, Students applying for benefits for the first time must meet all of the following:

\* Must be a current resident of the state of Alabama at the time of application; and

\* Must complete a Free Application for Federal Student Aid (FAFSA) for each year that they are covered under the Alabama G.I. Dependent Scholarship Program; and

\* Must comply with Standards of Satisfactory Academic Progress (SAP) as defined by their education institution; and

\* Must complete a Family Educational Rights and Privacy Act (FERPA) release form for each educational institution that they attend to authorize the release of personally identifiable information required to determine continued eligibility and as required for necessary reporting.

**Student Entitlement:** Children and stepchildren of qualified veterans may receive five standard academic years (10 semesters) at any Alabama State-supported institution of higher learning or a prescribed course of study at any state-supported technical college to be used for undergraduate courses of study at the in-state tuition rate.

Spouses or un-remarried widow (er)s of a veteran rated as 100% permanently and totally disabled may also received five standard academic years (10 semesters) at any Alabama State-supported institution of higher learning or a prescribed course of study at any state-supported technical college to be used for undergraduate courses of study at the in-state tuition rate.

Spouses or un-remarried widow (er)s of a veteran rated 40-90% disabled are entitled to three standard academic years (6 semesters) at any Alabama State-supported institution of higher learning or a prescribed course of study at any state-supported technical college to be used for undergraduate courses of study at the in-state tuition rate.

Beginning with applications received at the Alabama Department Headquarters office with a postmark dated on or after July 31, 2017, tuition will be limited to the Department of Defense Tuition Assistance Cap (currently \$250 per semester hour) and required textbooks and applicable fees will be limited to a combined \$1,000 total per student for each semester. Schools may waive any overages of these charges at their discretion. All scholarships and grants must be applied to education expenses first (unless otherwise proscribed by state law) and the Alabama G.I. Dependent Scholarship Program will be applied for any applicable remaining charges pursuant to current state law.

**Please note:** Students who made application prior to Fall 2009 received a lower amount of awarded semesters and students who made application prior to Fall 2014 were not required to utilize benefits for undergraduate courses of study.

**Age Deadline:** The child or stepchild must initiate training under our program prior to his/her 26th birthday. In certain situations, a child or stepchild may be eligible for our program up to the age of

30. If the applicant is a stepchild, the veteran and the stepchild's parent must be legally married prior to the child's 19th birthday.

**Application Assistance:** The Alabama Department of Veterans Affairs maintains offices throughout the state which can furnish information and assist you in filing your application. To find your nearest Veterans Service Office, visit the Veterans Service Office Locator Page for contact options.

### **FOREVER GI BILL - HARRY W. COLMERY VETERANS EDUCATIONAL ASSISTANCE ACT**

The President signed into law the *Harry W. Colmery Veterans Educational Assistance Act* also known as the "Forever GI Bill," which will bring significant changes to Veterans education benefits. The law is named after the American Legion national commander who wrote the original GI Bill language in 1944, and will allow more Veterans to use the GI Bill and more time to use it. Some of the changes will go into effect immediately, most will not. The majority of the changes enhance or expand education benefits for Veterans, Servicemembers, Families and Survivors. **See our simple breakdowns to a portion of the provisions.**

Some new provisions that go into effect immediately include:

- The 15-year time limitation to use Post-9/11 GI Bill benefits is eliminated for Veterans who left active duty on or after January 1, 2013, children who became eligible for the *Fry Scholarship* on or after January 1, 2013, and all Fry scholarship eligible spouses.
- We are now authorized to restore benefits and provide relief to Veterans affected by school closures or disapprovals. Learn more and apply here.
- Reservists who had eligibility under the Reserve Educational Assistance Program (REAP) and lost it due to the program sunset provision will have that service credited toward the Post-9/11 GI Bill program. We are in the process of identifying the approximately 2,800 Reservists affected by this and will send them letters with instructions.
- Certain work-study is permanently authorized; previously it had to be re-approved by Congress every few years.
- Anyone eligible for GI Bill can use their benefits at an accredited independent study program at an area career and technical school, or a postsecondary vocational school providing postsecondary level education. There is no action for you to take here, as these programs will go through the normal course of approval by the appropriate State Approving Agency. Any new programs will be added to our GI Bill Comparison Tool.
- The VetSuccess on Campus program will be available to students across the country
- VA will help Veterans to more clearly identify schools that offer them priority enrollment

For detailed eligibility and application information, visit the Veterans Affairs Web site at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill), or call toll free at 1-888-442-4551 (1-888-GIBILL1).

### **SURVIVORS' AND DEPENDENTS' EDUCATIONAL ASSISTANCE PROGRAM (CHAPTER 35)**

This program provides financial aid for the education of dependent sons, daughters, and spouses of the following individuals:

1. Veterans who died or are permanently and totally disabled as a result of a service-connected disability arising out of active service in the Armed Forces.
2. Veterans who died from any cause while such service-connected disability was in existence.
3. Servicepersons missing in action or captured in the line of duty by a hostile force.
4. Servicepersons forcibly detained or interned in the line of duty by a foreign government or power.
5. A Servicemember who is hospitalized or receiving outpatient treatment for a service connected permanent and total disability and is likely to be discharged for that disability.

**Eligible dependents under this program must provide the following items:**

- Completed VA Form 22-5490, *Application for Survivors' and Dependents' Educational Assistance*. Applicants may also apply on VA's Web site at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill). For transfer students, a completed *Request for Change of Program or Place of Training* (Form 22-5495). If application or transfer is submitted online, proof of application must be presented to the Wallace Community College VA Office.
- Official grade transcripts from any colleges previously attended (submitted to the Admissions and Records Office).

***It is strongly suggested that Chapter 35 dependents begin their application process at their local Veterans Affairs Office.***

### **OLD GI BILL (VIETNAM ERA—CHAPTER 34)**

Benefits for veterans under the Old GI Bill were terminated December 31, 1989. Some benefits for these veterans were carried over to the new bill (Montgomery GI Bill, Chapter 30). Veterans who feel that they have some remaining eligibility under the Chapter 34 program should contact the Department of Veterans Affairs at 1-888-442-4551 (1-888-GIBILL).

### **VETERANS EDUCATIONAL ASSISTANCE PROGRAM (CHAPTER 32)**

To apply for benefits through the Veterans Educational Assistance Program, veterans with service beginning on or after January 1, 1977, through June 30, 1985, must provide the following items to apply for these benefits:

- Completed *Application for Educational Benefits* Form 22-1990), available in the Wallace Community College VA Office. For transfer students, a completed *Request for Change of Place of Training* (Form 22-1995). Applicants may also apply on VA's Web site at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill). If application or transfer is submitted online, proof of application must be presented to the Wallace Community College VA Office.
- Official grade transcripts from any colleges previously attended (submitted to the Admissions and Records Office).

### **MONTGOMERY GI BILL—ACTIVE DUTY EDUCATIONAL ASSISTANCE PROGRAM (CHAPTER 30)**

Certain veterans with an honorable discharge and servicepersons may qualify for the Montgomery GI Bill. Veterans under this program must provide the following items:

- Completed *Application for Educational Benefits* Form 22-1990), available in the Wallace Community College VA Office. For transfer students, a completed *Request for Change of Place of Training* (Form 22-1995). Applicants may also apply on VA's Web site at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill). If application or transfer is submitted online, proof of application must be presented to the Wallace Community College VA Office.
- Official grade transcripts from any colleges previously attended (submitted to the Admissions and Records Office)
- Certain Chapter 30 Veterans and their dependents are eligible for tuition at the in-state rate, regardless of their state of residence. Refer to the tuition and fee section of this catalog for qualifying information..

*Active duty or servicepersons complete VA Form 22-1990 only.*

### **MONTGOMERY GI BILL—SELECTED RESERVE EDUCATIONAL ASSISTANCE PROGRAM (CHAPTER 1606)**

Members of the National Guard or Selected Reserve who enlist, reenlist, or extend an enlistment in the National Guard or Selected Reserve so that the soldier has an obligation to serve for a period of not less than six years following the date of such action may qualify for Chapter 1606. Soldiers under this program must provide the following items:

- Completed *Application for Educational Benefits* Form 22-1990), available in the Wallace Community College VA Office. For transfer students, a completed *Request for Change of Place of Training* (Form 22-1995). Applicants may also apply on VA's Web site at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill). If application or transfer is submitted online, proof of application must be presented to the Wallace Community College VA Office.

- Official grade transcripts from any colleges previously attended (submitted to the Admissions and Records Office).

### **MONTGOMERY GI BILL—RESERVE EDUCATIONAL ASSISTANCE PROGRAM (CHAPTER 1607) (REAP)**

REAP provides educational assistance to members of the Reserve components called or ordered to active duty in response to a war or national emergency declared by the president or Congress.

#### **Change in REAP Eligibility**

The National Defense Authorization Act of 2016 ended REAP on November 25, 2015. Some individuals will remain eligible for REAP benefits until November 25, 2019, while others are no longer eligible for REAP benefits.

The Post-9/11 GI Bill in many ways has replaced REAP because it also provides educational assistance benefits for Reserve and National Guard members called to active duty on or after September 11, 2001, and in many cases provides a greater benefit than REAP.

VA is committed to ensuring that Reservists, National Guard members, and Veterans understand this change, and they are working to identify individuals who no longer have eligibility for REAP and inform them of potential eligibility to other benefit programs.

#### **This change affects beneficiaries differently:**

- **Current REAP beneficiaries**—Veterans who were attending an educational institution on November 24, 2015, or during the last semester, quarter, or term ending prior to that date, are eligible to continue to receive REAP benefits until November 25, 2019.
- **REAP beneficiaries not attending school**—Veterans who applied for REAP but were not attending an educational institution on November 24, 2015, or during the last semester, quarter, or term ending prior to that date, are no longer eligible to receive REAP benefits. You may be eligible to receive benefits under the Post-9/11 GI Bill.
- **New REAP applicants**—Veterans who have not enrolled in school and applied for REAP benefits prior to November 25, 2015, are no longer eligible for REAP benefits. However, in most cases, you will be eligible for the Post-9/11 GI Bill.

You may be eligible for Post-9/11 GI Bill benefits depending on the dates of your periods of service. If VA receives a new application for REAP on or after November 25, 2015, VA will evaluate your eligibility for all programs, including Post-9/11 GI Bill, and may award you benefits under a different program.

If you're using REAP but would like to learn how to make an irrevocable election to use the Post-9/11 GI Bill instead, please call us at 1-888-GIBILL-1 (7 a.m. – 6 p.m. CST Monday – Friday) to speak with an Education Call Center Agent.

### **ALABAMA NATIONAL GUARD EDUCATIONAL ASSISTANCE PROGRAM (ANGEAP)**

The Alabama National Guard Educational Assistance Program is a state student assistance program established by the Legislature of the State of Alabama and is designed to provide financial assistance to Alabama National Guard members who are residents of the State of Alabama and are enrolled in degree programs at accredited postsecondary institutions of higher learning located within the State of Alabama.

To be eligible for an Alabama National Guard Educational Assistance Program award the student must:

- 1) Be at least 17 years of age; and
- 2) Be an Alabama resident; and
- 3) Be an active member in good standing with the Alabama National Guard; and
- 4) Be a member of a federally recognized unit of the Alabama National Guard; and
- 5) Have completed basic training
- 6) Be enrolled in a certificate or degree program at an accredited college, university, community college, or technical college within the State of Alabama; and
- 7) Maintain a cumulative 2.00 GPA Undergraduate; 3.00 GPA Graduate at end of each semester; and
- 8) Must have the Free Application for Federal Student Aid (FAFSA) on file.

To complete the application, visit the website at <http://www.ache.alabama.gov/Content/Departments/StudentAsst/ANGEAP-Appl.pdf>.

The completed application, along with original receipts for tuition, fees, must be submitted to the Wallace Community College VA Office for further processing.

### **VOCATIONAL REHABILITATION (CHAPTER 31)**

Vocational rehabilitation is intended to help the service-disabled veteran become independent in daily living and, to the extent possible, select, prepare for, and secure employment that is compatible with his or her interests, abilities, physical capabilities, and goals. Under Chapter 31, the Department of Veterans Affairs pays the cost of required tuition, fees, books, equipment, and

supplies. The veteran also receives a monthly subsistence allowance.

***Interested students should contact the county Veterans Affairs Office or the regional Veterans Affairs Office at 1-800-827-1000.***

### **THE POST-9/11 GI BILL (CHAPTER 33)**

The Post-9/11 GI Bill is an education benefit program for individuals who served on active duty on or after September 11, 2001. Veterans and dependents under this program must provide the following items to the Wallace Community College VA Office:

- *Certificate of Eligibility* as issued by the Department of Veterans Affairs.
- Official grade transcripts from any colleges previously attended (submitted to the Admissions and Records Office).
- Certain Chapter 33 Veterans and their dependents are eligible for tuition at the in-state rate, regardless of their state of residence. Refer to the tuition and fee section of this catalog for qualifying information.

For detailed eligibility and application information, visit the Veterans Affairs Web site at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill), or call toll free at 1-888-442-4551 (1-888-GIBILL1).

### **MARINE GUNNERY SERGEANT JOHN DAVID FRY SCHOLARSHIP**

The Marine Gunnery Sergeant John David Fry Scholarship (Fry Scholarship) provides Post-9/11 GI Bill benefits to the children and surviving spouses of Servicemembers who died in the line of duty while on active duty after September 10, 2001. Eligible beneficiaries attending school may receive up to 36 months of benefits at the 100% level. Find out more information on payment rates. See our fact sheet which provides more detailed information.

#### **Eligibility**

Children and surviving spouses of an active duty member of the Armed Forces who died in the line of duty on or after September 11, 2001 are eligible for this benefit.

#### **Children**

Children are eligible as of their 18th birthday (unless they have already graduated high school). A child may be married or over 23 and still be eligible. If they became eligible before January 1, 2013 their eligibility ends on their 33rd birthday. The age limitation is removed if the child became eligible on or after January 1, 2013.

#### **Spouses**

Although surviving spouses do not have a time limit with which to use their benefits, they will lose eligibility to this benefit upon remarriage.

### **Fry and DEA Eligibility**

If you are eligible for both Fry Scholarship and DEA (Dependents Educational Assistance), you will be required to make an irrevocable election between the two programs when you apply. Dependents are not eligible to receive both DEA and the Fry Scholarship based on the same event (like a Servicemember dying in the line of duty) unless he or she is a child whose parent died prior to August 1, 2011. A child of a parent who died prior to August 1, 2011 may still be eligible for both benefits but he/she may only use one program at a time and combined benefits are capped at a total of 81 months of full-time training. In this situation the two benefit programs cannot be used concurrently.

### **Other Factors to Consider**

Surviving spouses are eligible to receive Dependency Indemnity Compensation (DIC) while using the Fry Scholarship. Children, over the age of 18, in receipt of DIC will relinquish DIC payments upon the start of using VA education benefits such as the Fry Scholarship.

For detailed eligibility and application information, visit the Veterans Affairs Web site at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill), or call toll free at 1-888-442-4551 (1-888-GIBILL1).

### **ALABAMA NATIONAL GUARD EDUCATIONAL ASSISTANCE PROGRAM (ANGEAP)**

The Alabama National Guard Educational Assistance Program is a state student assistance program established by the Legislature of the State of Alabama and is designed to provide financial assistance to Alabama National Guard members who are residents of the State of Alabama and are enrolled in degree programs at accredited postsecondary institutions of higher learning located within the State of Alabama.

To be eligible for an Alabama National Guard Educational Assistance Program award the student must:

- 1) Be at least 17 years of age; and
- 2) Be an Alabama resident; and
- 3) Be an active member in good standing with the Alabama National Guard; and
- 4) Be a member of a federally recognized unit of the Alabama National Guard; and
- 5) Have completed basic training
- 6) Be enrolled in a certificate or degree program at an accredited college, university, community college, or technical college within the State of Alabama; and
- 7) Maintain a cumulative 2.00 GPA Undergraduate; 3.00 GPA Graduate at end of each semester; and

- 8) Must have the Free Application for Federal Student Aid (FAFSA) on file.

To complete the application, visit the website at <http://www.ache.alabama.gov/Content/Departments/StudentAsst/ANGEAP-Appl.pdf>.

The completed application, along with original receipts for tuition, fees, must be submitted to the Wallace Community College VA Office for further processing.

## **TUITION ASSISTANCE (TA)**

### **Tuition Assistance Overview/Eligibility**

The Tuition Assistance (TA) program provides financial assistance for voluntary off-duty education programs in support of a Soldier's professional and personal self-development goals. TA is available for courses that are offered in the classroom or by distance learning and is part of an approved academic degree or certificate program. The courses must be offered by schools that are registered in GoArmyEd, are accredited by accrediting agencies that are recognized by the U.S. Department of Education and are signatories to the current Department of Defense Memorandum of Understanding (DOD MOU).

For academic programs, Associate's, Bachelor's, or Master's degree, TA may not be used for a lower or lateral degree program from the one the Soldier currently possesses. In addition to degree programs, TA is available to Soldiers to complete a high school diploma and to complete certificate programs. TA is not authorized for programs of study beyond a master's degree.

All eligible Soldiers will request TA through GoArmyEd.

By law, officers who use TA incurs a service obligation. Active Duty officers incur an Active Duty Service Obligation (ADSO) of two years, and Reserve Component officers incur a Reserve Duty Service Obligation (RDSO) of four years. The ADSO/RDSO is calculated from the date of completion of the last course for which TA was used.

Non-Army Service members must obtain TA through their branch of Service. This policy has been mutually agreed upon by all Services.

Further details on the provisions of TA are found in AR 621-5 and policy documents signed by the Director, Army Continuing Education System.

### **Tuition Assistance Rates/Fees**

The Department of Defense (DoD) has directed a uniform per semester hour cap of \$250 for tuition assistance (TA) and an annual ceiling of \$4,500. The Services are authorized to establish Service specific eligibility criteria to manage TA funds. The Army will pay 100 percent of tuition costs up to the DoD semester hour cap of \$250 per semester hour cap for up to 16 semester hours of TA funded courses per fiscal year. School fee charges of any type are no longer eligible for funding with TA.

Current Army policy limits TA to 130 semester hours of undergraduate credit or baccalaureate degree, whichever comes first and 39 semester hours of graduate credit or master's degree whichever comes first. The 39 semester hour limit applies to all credits taken after completion of a baccalaureate degree.

### **New Students Create GoArmyEd Account**

All TA for Active Duty, USAR, and ARNG Soldiers must be requested through GoArmyEd.com.

### **Tuition Assistance Procedures**

Soldiers' TA enrollment requests must be submitted and approved through [www.GoArmyEd.com](http://www.GoArmyEd.com) prior to the course start date; any enrollments requested on or after the class start date will be approved as Soldier funded.

TA is requested on a course-by-course basis, and each course must be part of an approved degree program.

GoArmyEd will notify the Soldier, whether the TA is approved or not. If the TA request is not approved, GoArmyEd will advise the Soldier of the reason and next steps.

All drops/withdrawals must take place through GoArmyEd. Soldiers who do not successfully complete a class will be required to repay the TA. Soldiers who are unable to successfully complete a class due to military reasons must request a Withdrawal for Military Reasons through GoArmyEd and complete all required steps to ensure that they will not be charged.

If the Soldier wishes to take a class with a school that does not participate in the electronic GoArmyEd class schedule, a TA Request Authorization form must be completed in GoArmyEd. The TA Request Authorization will be routed to an Army Education Counselor to be reviewed and approved. Soldiers should allow extra time for this. If the TA Request Authorization is approved, the Soldier will be notified by email. Soldiers must print the approved TA Request Authorization form in GoArmyEd, provide it to the school and enroll directly with the school.

Soldiers must acknowledge and electronically sign the TA Statement of Understanding (TA SOU) each quarter they wish to use TA.

Contact the Wallace College Registrar's office once TA approval has been issued each semester.

## **MY CAREER ADVANCEMENT ACCOUNT SCHOLARSHIP (MYCAA)**

The My Career Advancement Account Scholarship is a workforce development program that provides up to \$4,000 of tuition assistance to eligible military spouses. The scholarship assists military spouses in pursuing licenses, certificates, certifications or associate degrees necessary to gain employment in high-demand, high-growth portable career fields and occupations. Spouses may use their My Career Advancement Account Scholarship funds at any academic institution approved for participation in the scholarship.

Spouses of service members on active duty in pay grades E-1 to E-5, W-1 to W-2 and O-1 to O-2 who have successfully completed high school and have the ability to request tuition assistance while their military sponsor is on Title 10 military orders are eligible. Spouses married to members of the National Guard and reserves in these same pay grades are eligible.

Those who are not eligible include the following:

- Spouses who are married but legally separated (or under court order or statute of any state or U.S. territory) from a member of the armed forces on Title 10 orders
- Spouses whose National Guard or reserve military sponsor is in a warning orders or alert, post-deployment, demobilization or transition status
- Spouses married to a member of the Coast Guard

The My Career Advancement Account Scholarship pays tuition costs for education and training courses and examinations leading to an associate degree (excluding associate degrees in general studies, liberal arts and interdisciplinary studies that do not have a concentration). The scholarship also covers the costs for obtaining a license, certificate or certification at an accredited college, university or technical school in the United States or approved testing organization that expands employment or portable career opportunities for military spouses.

The My Career Advancement Account Scholarship will NOT pay for the following:

- Tuition for courses and examinations not included in the spouse's Education and Training Plan and courses already started or completed by the spouse
- Reimbursements of any kind
- Books, supplies, equipment, uniforms, computers and electronic devices of any kind
- Student activities, events and entertainment
- Prepayment or deposits for future courses, unless costs are part of a block of study
- School or college level entrance examinations, comprehensive exams and related preparatory courses
- Courses, tests or fees normally paid by an employer as part of a job training program
- Fees of any kind, including but not limited to registration fees, technology fees, parking fees, etc.
- Nonacademic credit or ungraded courses, including courses taken on an audit basis or as an internship,

practicum, apprenticeship or clinical supervision; also, nonacademic credit or ungraded orientation programs

- Courses taken more than one time, unless the My Career Advancement Account Scholarship has received a full refund from the school
- Academic credit by examination tests
- General studies, liberal arts and interdisciplinary associate degrees that do not have a concentration
- Personal enrichment courses (excluding academic credit or graded electives in an approved My Career Advancement

#### Account Scholarship Spouse Education and Training Plan

- Transportation, lodging, child care and medical services
- Course extensions (except for approved hardship waivers)
- Study-abroad programs (excluding programs of study offered by participating My Career Advancement Account Scholarship schools on overseas military installations)
- Private licenses (For example, a private pilot's license would not be covered because it is for recreational use, but a commercial pilot's license would be covered because it would be used for an occupation.)
- High school completion programs, including online high school completion programs
- Continuing education credits to maintain a standing in a professional organization

Spouses can visit the My Career Advancement Account Scholarship Spouse Portal online at <https://aiportal.acc.af.mil/mycaa> and provide the required Spouse Profile information. All scholarship participants are required to use DS Logon to access their accounts. Military spouses enrolled in the Defense Enrollment Eligibility Reporting System, or DEERS, are eligible for a DS Logon account. For information about creating a DS Logon premium account, access the How do I use DS Logon to create and access a My Career Advancement Account?

Contact the Wallace College Financial Aid Office once MyCAA approval has been issued each semester.

## REQUIRED STANDARDS OF SATISFACTORY ACADEMIC PROGRESS FOR VETERANS

To retain eligibility for veterans' benefits, all veterans must meet the same standards of student progress applicable to all students at the institution. (See *Grading System* in the *General Policies* section of this catalog for complete standards.)

## CERTIFICATION OF VETERANS

The following criteria are used for certifying veterans or eligible dependents for federal Department of Veterans Affairs (VA) benefits:

1. Certification is granted only for courses that are applicable to the declared program of study. Any deviation must be approved in writing.
2. Certification is granted only for hours required to complete the selected program of study, as published in students' applicable course catalog. Please note: students' course catalog is approved by the VA for VA training and certification.
3. Certification is not granted for audit or continuing education courses.
4. Remedial classes, based on placement test scores, can be certified to VA; however, **online and hybrid remedial classes cannot be certified to VA.**
5. Veterans and dependents must be recertified for education benefits each year at the beginning of each semester and when they reenter college after an interruption of their educational program.
6. Veterans who have received college credit at other institutions are certified only for courses necessary to complete the declared program of study at Wallace Community College. Veterans are required to have an official grade transcript in the Admissions and Records Office if they have attended any other college. **It is the veteran's responsibility to notify the Wallace Community College Veterans Affairs Office when the transcript has been received in the Admissions and Records Office.** Enrollment is certified to the VA for only two semesters until prior transcripts are received and evaluated by the Admissions and Records Office staff at Wallace Community College.
7. Benefits are paid on the credit hours listed below.  

Full time	=	12 or more semester hours
Three-quarter time	=	9-11 semester hours
Half time	=	6-8 semester hours
Part time	=	5 or fewer semester hours

Under certain circumstances, veterans and dependents can be paid at an accelerated rate for a lesser number of credit hours. This typically occurs during mini-terms and summer terms.

A veteran may, under certain circumstances, be awarded credit in Physical Education (PED) for prior military service. A copy of the veteran's DD Form 214 with honorable discharge must be submitted to the Registrar's Office for credit to be granted. Credit for military learning experiences may also be granted. Veterans should refer to the *General Policies* section of this catalog for the official policy.

*Eligibility is determined by the Department of Veterans Affairs.*

## ADVANCE PAY

Veterans and dependents utilizing Chapters 30, 35, 1606 and 1607 may also apply for advance pay. To be eligible for advance pay, veterans and dependents must submit their application and other documentation in accordance with the deadlines established each term by the Wallace Community College Office of Financial Aid. The advance payment is then mailed to the appropriate College location for delivery to the veteran on registration day. The advance payment includes an allowance for the portion of the month in which the school term begins as well as the next month's allowance. Veterans and dependents will not receive another check until the end of the third calendar month of enrollment. Advance pay is based on full-time enrollment. If the veteran and dependent change enrollment status to less than full time, the result is an overpayment which the veteran or dependent is responsible for resolving with the Department of Veterans Affairs.

For additional information about the full range of veterans' programs available through the Department of Veterans Affairs, veterans and dependents should contact their local Veterans Affairs Office, regional Veterans Affairs Office at 1-888-442-4551 (1-888-GIBILL), or the Wallace Community College Office of Financial Aid at 334-556-2469 or 334-556-2600 in Dothan or 334-687-3543, Ext. 4285 in Eufaula.

## PRIOR CREDIT

One of the criteria for approval of any school for Veterans' training is that it review prior credit and grant credit as appropriate to a VA student's current program. This is found in Title 38, Code of Federal Regulations, Sections 21.4253(d)(3) and 21.4254(C)(4). In essence, this requires every approved school to have and enforce a policy with regard to transfer courses, credits, and previous experience.

## MILITARY EDUCATION AND TRAINING RESOURCES

Military education and training should be evaluated for prior credit. Information needed to evaluate military education and training is available online.

## THE ACE MILITARY GUIDE

The ACE (American Council on Education) Military Guide (Guide to Evaluation of Educational Experiences in the Armed Services) is on the web at: <http://www.acenet.edu/news-room/Pages/Military-Guide-Online.aspx>

## MILITARY TRANSCRIPTS

Information about military Joint Services Transcripts and how transcripts may be requested by current and former members of the Army, Coast Guard, Marine Corps, and Navy can be found at: <https://jst.doded.mil/smart/signIn.do>.

## COMPLAINT POLICY FOR VETERAN AFFAIRS (VA) STUDENTS

Any complaint against the school should be routed through the VA GI Bill Feedback System by going to the following link: <http://www.benefits.va.gov/GIBILL/Feedback.asp>. The VA will then follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily.

## SCHOLARSHIPS

Wallace Community College has a limited number of institutional scholarships that are awarded primarily to students who excel academically, exhibit outstanding leadership skills, or possess talent in the area of music or the arts. Institutional scholarships are tuition and fee waivers that cover 100% of in-state tuition and mandatory fees, unless otherwise indicated. Scholarships are awarded for a one-year period. If conditions are met, a scholarship may be renewed for one and one-half times the length of the program in which the student originally enrolls not to exceed 82 semester credit hours total. (Some exceptions apply.) All students interested in applying for an institutional scholarship must also complete an *Application for Admission* to the College and the *Free Application for Federal Student Aid* (FAFSA). The scholarship application is now online and may be accessed on the Wallace website at [www.wallace.edu](http://www.wallace.edu) during the application period.

**Academic**—These scholarships are based on academic achievement. Eligible students must meet all high school graduation requirements and have and maintain a 3.0 grade point average.

**Allied Health and Nursing**—These scholarships are based on academic achievement for students enrolling in allied health and nursing programs. Eligible students must have and maintain a 3.0 grade point average.

**Athletic**—The College awards athletic scholarships for men's baseball and women's softball. Tuition is provided for one year and may be renewed for another year at the discretion of the athletic director and coach. Fees for each term of scholarship support are waived. Students receiving athletic scholarships must participate in and be declared eligible for the sport under which they signed the scholarship agreement. Interested students should contact the College Athletic Director.

**Leadership Development Program**—These scholarships are awarded to further the development of students' leadership philosophies through service learning opportunities and serving as official hosts/hostesses of the College. Eligible incoming students must have a 3.0 grade point average and maintain a 3.0 grade point average thereafter.

**Performing Arts**—These scholarships are awarded to talented students for participation in The Wallace Sound as well as in art and drama. Eligible students must have and maintain a 2.5 grade point average.

**Senior Citizens Waivers**—Students aged 60 or over may enroll in credit courses, tuition free, at Wallace Community College if space is available. Fees and other costs, including books, are paid by the senior adult student. Senior citizens granted a tuition waiver under the Senior Adult Scholarship program may receive such waiver only one time per course.

**Technical**—These scholarships are based on academic achievement in technical and general education courses as well as recommendations from high school teachers and counselors. Eligible students must have and maintain a 2.5 grade point average.

**Other**—Wallace Community College also offers a number of privately funded scholarships through external agencies and the two College Foundations. These scholarships may have specific requirements beyond those established by the College. Consideration is given to students who meet requirements set forth in the respective scholarship guidelines. For information about these scholarships, please contact the Office of Financial Aid. Information may also be obtained from the College Web site at [www.wallace.edu](http://www.wallace.edu).

## OTHER FORMS OF FINANCIAL ASSISTANCE

### STATE VOCATIONAL REHABILITATION

Students with certain disabilities that interfere with their ability to work or attend college may be eligible for assistance through the Alabama Department of Rehabilitation Services Office. Rehabilitation services may provide assistance with all costs associated with school attendance. For additional information, contact the Alabama Department of Rehabilitation Services Office.

### THE TRADE ADJUSTMENT ACT (TAA)

This Act was designed to assist individuals in returning to suitable employment after becoming unemployed as a result of increased foreign imports. The TAA provides funds for individual referral training if applicant meets all requirements. Interested applicants must contact the local state employment service to determine eligibility.

### WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

This Act was designed to provide training to individuals who are unemployed, underemployed, unskilled, or recently dislocated from a

job because of layoff or plant closure. Assistance through the WIA program includes tuition, fees, books, tools, and supplies. Eligibility for a daily training allowance is assessed on an individual basis. For information, contact the local state employment service in your home county.

## LOANS

Wallace Community College does not participate in the Federal Student Loan program; however, the Office of Financial Aid will process private student loans as requested by students. Priority certification dates may be set by the financial aid office to allow adequate time for processing.

For information regarding financial aid resources, contact the Wallace Community College Office of Financial Aid nearest you. For the Wallace Campus in Dothan, call 334-556-2476. For the Sparks Campus in Eufaula, call 334-687-3543, Ext. 4226, or visit the College Web site at [www.wallace.edu](http://www.wallace.edu).

# General Policies

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## GENERAL POLICIES

The information in this section of the catalog is included to acquaint students with general information, regulations, and policies of Wallace Community College. These general policies have been established to assist students in achieving smooth transitions in their educational endeavors.

### MAXIMUM AND MINIMUM COURSE LOADS

As a rule, the curriculum for all full-time students in any given term should include a minimum of 12 credit hours and a maximum of 19. Students enrolled in non-degree programs must carry the appropriate minimum contact hours to be considered full time. Students who desire to take more than 19 credit hours may do so only with special permission from the Dean, Instructional Affairs. Students are not allowed to pursue more than 24 credit hours during a single term. The normal student load is 15-18 credit hours. Students are strongly encouraged to work with their advisors to develop schedules that take maximum advantage of educational offerings and provide the best opportunities for success.

### CREDIT FOR NON-TRADITIONAL LEARNING

Wallace Community College awards credit for the following types of non-traditional learning: Advanced Placement (AP<sup>®</sup>); challenge and validation examinations; College-Level Examination Program (CLEP<sup>®</sup>); experiential, specialized, or occupational training; American College Testing-Proficiency Examinations Program (ACT/PEP); Defense Activity for Non-Traditional Education Support (DANTES); American Council of Education Program on Non-collegiate Sponsored Instruction (ACE PONSI/CREDIT); American Council of Education for Military Training (ACE/MILITARY); and professional certification, licensure, or registry. Awarding credit for non-traditional learning at Wallace Community College does not guarantee that other institutions will approve such action. This determination is made by the respective transfer institution.

No more than 25% of total credit required for any program may be awarded through non-traditional means. Credit awarded through non-traditional means is not applicable toward the minimum of 25% of semester hours that must be completed at the College to meet graduation requirements.

In assessing and documenting equivalent learning and qualified faculty members, the College may use recognized guides that aid in the evaluation for credit. Such guides include those published by the American Association of Collegiate Registrars and Admissions Officers, the American Council on Education, and the National Association of Foreign Student Affairs.

## ADVANCED PLACEMENT (AP<sup>®</sup>) CREDIT

Wallace Community College recognizes a number of Advanced Placement courses that are taken in high school and supplemented by satisfactory scores on National Examinations of the College Entrance Examination Board Advanced Placement Program.

With a score of 3 or higher students receive credit for a minimum of one course in the subject area corresponding to the test. Credit is awarded based on students' majors. Additional AP<sup>®</sup> credit in a single subject area may be awarded based on an evaluation of students' high school records and career goals. To apply for additional credit, students should contact a Student Affairs staff member at their primary learning location.

### CAREER AND TECHNICAL EDUCATION CREDIT AWARDED FOR ARTICULATION

Students completing courses in the approved Statewide Career and Technical Education Articulation Agreement will receive articulated credit to the Alabama Community College System institution of their choice offering the corresponding program of study. Performance or knowledge testing of secondary program graduates is not required as part of the articulation process. Refer to the ACCS website for the Statewide Articulation Procedural Guide (<https://www.accs.cc/index.cfm/workforce-development/career-technical-education/articulation-documents/>).

### CHALLENGE AND VALIDATION EXAMINATIONS

Credit for challenge and validation examinations is available for courses in certain programs or departments. Information regarding availability of these examinations appears with appropriate program descriptions throughout this catalog. Credit is awarded based on students' majors.

### COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP<sup>®</sup>) POLICY

Wallace Community College welcomes students from a wide variety of backgrounds and learning experiences. Many students come to the College with a firm grounding in many of the disciplines taught. The College recognizes students' prior learning by accepting a full range of College-Level Examination Program (CLEP<sup>®</sup>) exams, which measure mastery of college-level, introductory course content in a wide range of disciplines. Students who obtain the credit-granting score required can earn the credits and course exemptions listed below. The College may grant up to 25% of the total credit required for program completion.

<u>CLEP<sup>®</sup> Examination</u>	<u>Credit Granting Score</u>	<u>Credit Granted</u>	<u>Equivalent Course(s)</u>
<b>BUSINESS</b>			
Introductory Business Law	50	3 hours	BUS 263
Principles of Management	50	3 hours	BUS 275

### COMPOSITION AND LITERATURE

American Literature	50	6 hours	ENG 251, 252
Analyzing and Interpreting Literature	50	3 hours	ENG 102
English Literature	50	6 hours	ENG 261, 262
College Composition	50	3 hours	ENG 101
Humanities	50	3 hours	HUM 101

### FOREIGN LANGUAGE

Spanish Language, Level 1	50	6 hours	SPA 101, 102
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### HISTORY AND SOCIAL SCIENCES

American Government	50	3 hours	POL 211
History of the United States I: Early Colonization to 1887	50	3 hours	HIS 201
History of the United States II: 1865 to the Present	50	3 hours	HIS 202

### CLEP®

<u>Examination</u>	<u>Granting Score</u>	<u>Credit Granted</u>	<u>Equivalent Course(s)</u>
Human Growth and Development	50	3 hours	PSY 210
Introductory Psychology	50	3 hours	PSY 200
Introductory Sociology	50	3 hours	SOC 200
Principles of Macroeconomics	50	3 hours	ECO 231
Principles of Microeconomics	50	3 hours	ECO 232
Western Civilization I: Ancient Near East to 1648	50	3 hours	HIS 101
Western Civilization II: 1648 to the Present	50	3 hours	HIS 102

### MATHEMATICS AND SCIENCE

Biology	50	8 hours	BIO 103, 104
Calculus	50	4 hours	MTH 125
College Algebra	50	3 hours	MTH 100
College Mathematics	50	3 hours	MTH 116
Natural Sciences	50	4 hours	BIO 101
Precalculus	50	3 hours	MTH 113

CLEP® examinations are administered each month through Testing Services on the Wallace Campus in Dothan. Test dates and applications are available in Testing Services, Grimsley Hall, Room 125, or call 334-556-2296.

Wallace Community College accepts CLEP® credit awarded by other institutions only if College requirements regarding scores and other restrictions are met. The College cannot guarantee that other institutions of higher education will accept CLEP® credit awarded by Wallace Community College. Students should consult their institution's policy prior to taking a CLEP® examination.

### EXPERIENTIAL, SPECIALIZED, OR OCCUPATIONAL TRAINING

Credit may be awarded in certain programs for experiential, specialized, or occupational training that is relevant to a student's program of study. Students should consult information on programs in this catalog.

### MILITARY TRAINING

Military training is not recorded on transcripts until students have registered for their first term of work. **Any one** of the following credentials verifying completion of training is acceptable:

- Ace Joint Service Transcript
- Official transcript from the Community College of the Air Force

Credit is awarded based on students' majors and recommendations of the American Council on Education (ACE®) as outlined in the *Guide to the Evaluation of Educational Experiences in the Armed Services* if the College has equivalent courses. Recommendations for awarding credit are made by the Director of Enrollment Services/Registrar and approved by the Dean, Instructional Affairs.

### POLICE ACADEMY

Official certification of completion of Police Academy graduation must be provided to the College. Certification indicating date of graduation must be either an academic transcript from an accredited college or a letter on official letterhead from the Police Academy. On completion of 6-12 semester hours of approved Criminal Justice (CRJ) courses at Wallace Community College, students may be awarded credit for an equivalent number of CRJ hours to be determined by the program instructor.

### AWARDING CREDIT THROUGH PRIOR LEARNING ASSESSMENT

Prior Learning Assessment (PLA) is a means for a student to receive college level credit for experiential learning that took place in a non-traditional learning environment, such as on-the-job training, military training, professional development seminars, volunteerism, and experience in-field. Awarding of credit through PLA relies heavily on aligning knowledge and skills gained through experience with learning outcomes found in traditional courses of higher education.

### PROFESSIONAL CERTIFICATION, LICENSURE, OR REGISTRY

Credit may be awarded for professional certification, licensure, or registry that is relevant to the student's program of study. Documentation of such certification, licensure, or registry must be provided to the College for evaluation. Students should consult program descriptions for more information.

### SOPHOMORE STATUS

Students who have completed 33 or more semester credit hours have achieved sophomore status.

## GRADING SYSTEM

### GRADES

The following letter grades are assigned to courses for which students are registered:

## Quality

<u>Grade</u>	<u>Definition</u>	<u>Points</u>
A (90-100)	Excellent	4
B (80-89)	Good	3
C (70-79)	Average	2
D (60-69)	Poor <sup>1</sup>	1
F (below 60)	Failure	0
S	Satisfactory <sup>2</sup>	0
U	Unsatisfactory <sup>2</sup>	0
I	Incomplete <sup>3</sup>	0
IP	In Progress <sup>2</sup>	0
W	Official Withdrawal <sup>4</sup>	0
WF	Withdrawal, Failing <sup>3</sup>	0
AU	Audit <sup>4</sup>	0

<sup>1</sup> Although the grade of *D* is normally considered passing, Wallace Community College may require a higher grade in selected programs.

<sup>2</sup> Developmental and Corporate and Continuing Education courses only. (These courses are not calculated in the grade point average.)

<sup>3</sup> Credit course is averaged into the grade point average.

<sup>4</sup> Credit course is **not** averaged into the grade point average.

**Developmental Courses.** Courses numbered 0-99 carry institutional credit and are not applicable toward degree or certificate requirements.

**Incompletes.** An incomplete grade in a course (grade of *I*) indicates that students have **not** completed all assigned coursework or have not taken all class examinations. Students who receive a grade of *I* must complete the required work for removing incomplete grades no later than mid-term of the following term. Exceptions must be approved by the Dean, Instructional Affairs. Failure to clear an incomplete grade results in an assignment of a grade of *F* for the course. The grade of *I* is calculated as an *F* until it is removed. A grade of *I* cannot be removed by repeating the course because it must be counted against the hours attempted in the original term.

**Withdrawals.** If students desire to discontinue attendance after the drop and add period, they must withdraw during the designated withdrawal period, which begins the third day of class and ends one week prior to the beginning of final exams. **No withdrawals will be processed after this date.** A grade of *W* will be assigned.

**Auditing.** Students who desire to enroll in a course as auditors must meet the same admission requirements as regular students and complete course prerequisites. Auditors receive grades of *AU* for the course and are not required to take examinations. Credit hours are not averaged into the grade point average. Students may change from credit to audit or from audit to credit only during the drop and add period and may not change thereafter. Auditors must follow regular registration procedures and must pay tuition in accordance with regular tuition schedules. Classes taken for audit do not count toward credit hours earned.

**Continuing Education Units.** The Corporate and Continuing Education Department at Wallace Community College awards continuing education units (CEUs) to participants who satisfactorily complete quality, non-credit courses. One CEU is awarded for each 10 contact hours of active participation in such organized learning experiences. Minimum attendance and performance requirements for courses may vary depending on length and nature of the learning experience.

## QUALITY POINTS

The College uses a four-point grading system to evaluate student scholastic standing. The following quality points are assigned:

<u>Grade</u>	<u>Quality Points per Hour</u>
A	4
B	3
C	2
D	1
F	0
I	0
IP	0
AU	0
S	0
U	0
W	0
WF	0

Non-credit courses (developmental and Corporate and Continuing Education) do not count in calculating the grade point average.

Students' scholastic standings or grade point averages are obtained by dividing their total number of quality points by the total number of semester hours pursued. Any course for which students have previously registered may be repeated; however, a course may be counted only once toward fulfillment of credit hours for graduation.

## GRADE CHALLENGES

See *Student Academic Grievances* in the *Student Handbook* portion of this catalog.

## TERM GRADES

Term grades are available via the College Web site through myWCC. Information on how to access grades is published on the Wallace Community College home page at [www.wallace.edu](http://www.wallace.edu).

## DROPPING AND ADDING CLASSES

Students must drop or add classes during the designated drop and add period. Drop and add procedures originate with an academic counselor on the Wallace Campus or Student Affairs on the Sparks

Campus. After the drop and add period is over, students cannot add classes to their term schedules and can drop classes only by following withdrawal procedures under *Grading System*.

## NAME AND ADDRESS CHANGES

Students should report to one of the following College locations to file name and/or address changes: Enrollment Services on the Wallace Campus in Dothan or Student Services on the Sparks Campus in Eufaula. Address changes can be made through myWCC.

## CHANGES IN MAJOR OR CATALOG

Students should report to one of the following locations to report changes in major, catalog, and/or degree options: Enrollment Services on the Wallace Campus in Dothan or Student Services on the Sparks Campus in Eufaula.

## IDENTIFICATION VERIFICATION

Students are required to provide identification verification for every class in which they are enrolled. The only identification that is accepted is the Wallace Community College Student Photo Identification. Failure to provide identification will prevent the student from taking any quiz or exam.

## FINAL EXAMINATIONS

Examinations are required in all courses of study, and each individual course requires a **final** examination. Attendance at final exams is mandatory, and no student is allowed to exempt this requirement with the exception of deployed military personnel. Students who must miss a final exam have the responsibility of notifying the instructor prior to the exam and providing acceptable evidence regarding the cause of the absence when returning to the College.

Final exam schedules are issued by the Office of the Dean, Instructional Affairs, and other important information is provided in each course syllabus disseminated to students by faculty members at the beginning of each term. Any student who desires to schedule an exam at a time other than that published on the final exam schedule must receive approval from the Dean, Instructional Affairs.

## STANDARDS OF ACADEMIC PROGRESS

Standards of academic progress apply to all students unless **one** of the following exceptions exists:

1. Programs within the institution that are subject to external licensure, certification, and/or accreditation or that are fewer than four terms in length may have higher standards of academic progress than College standards of progress. Selected transfer students are placed on academic probation upon admission and must make the transition to these standards of academic progress.
2. Special standards of academic progress have been established for students enrolled in institutional credit courses awarding grades of *S* and *U* and for students who desire to remain eligible to receive Title IV financial aid.

## STANDARDS OF PROGRESS POLICY

The following grade point average levels are required for students according to the number of hours attempted at the College:

1. Students who have attempted 12-21 semester credit hours at the College must maintain a cumulative grade point average of 1.5.
2. Students who have attempted 22-32 semester credit hours at the College must maintain a cumulative grade point average of 1.75.
3. Students who have attempted 33 or more semester credit hours at the College must maintain a cumulative grade point average of 2.0.

## INTERVENTION FOR STUDENT SUCCESS

When students are placed on academic probation, academic suspension for one term **OR** one calendar year, College officials may provide intervention for students by taking such steps as imposing maximum course loads, requiring a study skills course, and/or prescribing other specific courses.

## APPLICATION OF STANDARDS OF PROGRESS

**Clear.** When the cumulative grade point average is at or above the grade point average required for the total number of credit hours attempted at the College, the student's status is CLEAR.

**Academic Probation.** When a student's cumulative grade point average is below the grade point average required for the number of credit hours attempted at the College, the student is placed on ACADEMIC PROBATION. When the cumulative grade point average of a student who is on ACADEMIC PROBATION remains below the grade point average required for the total number of credit hours attempted but the term grade point average is 2.0 or above, the student remains on ACADEMIC PROBATION. When the cumulative grade point average of a student is at or above the grade point average required for the total number of credit hours attempted, the student's status is CLEAR.

**Academic Suspension for One Term.** When the cumulative grade point average of a student who is on ACADEMIC PROBATION

remains below the grade point average required for the total number of hours attempted and the term grade point average is below 2.0, the student is suspended for one term. The transcript will read **SUSPENDED FOR ONE TERM**.

The student who is **SUSPENDED FOR ONE TERM** may appeal to the Admissions and Academic Standards Committee. If, after appeal, the student is readmitted without serving the suspension, the transcript will read **SUSPENDED—ONE TERM/READMITTED UPON APPEAL**. The student who is **READMITTED UPON APPEAL** reenters the institution on **ACADEMIC PROBATION**.

A student who returns to the College on **ACADEMIC PROBATION** after being suspended for one term (whether the student has served the suspension or has been readmitted on appeal) without having since achieved **CLEAR** academic status and whose cumulative grade point average falls below the level required for the total number of hours attempted at the College but whose term grade point average is 2.0 or above will remain on **ACADEMIC PROBATION** until the student achieves the required grade point average for the total number of hours attempted. When the cumulative grade point average is at or above the grade point average required for the total number of credit hours attempted at the College, the student's status is **CLEAR**.

**Academic Suspension for One Year.** A student who returns to the College on **ACADEMIC PROBATION** after being suspended for one term (whether the student served the suspension or was readmitted on appeal) without having since achieved **CLEAR** academic status and whose cumulative grade point average remains below the level required for the total number of hours attempted at the College and whose term grade point average is below 2.0 will be suspended for one calendar year. The transcript will read **SUSPENDED—ONE YEAR**. A student who serves a one-year suspension reenters the College on **ACADEMIC PROBATION**.

A student who is suspended for one year may appeal to the Admissions and Academic Standards Committee. If, after appeal, the student is readmitted without serving the one-year suspension, the transcript will read **SUSPENDED—ONE YEAR/READMITTED UPON APPEAL**. The student who is readmitted on appeal reenters the College on **ACADEMIC PROBATION**.

### **PROCESS OF APPEAL FOR READMISSION**

If students who declare *no contest* to the facts leading to suspension simply desire to request consideration for readmission, they may submit a request in writing for an appeal for readmission to the chairperson of the Admissions and Academic Standards Committee prior to the first day of the upcoming term following receipt of the notice of suspension. During the meeting of the Admissions and Academic Standards Committee, which will not be considered a due process hearing but rather a petition for readmission, students are given an opportunity to present a rationale and/or statement of mitigating circumstances in support of immediate readmission. The decision of the Admissions and

Academic Standards Committee and materials presented by students are placed in official College records. In addition, a copy of the written decision is provided to the student. Equity, reasonableness, and consistency are the standards by which such decisions are measured.

## **STANDARDS OF ACADEMIC PROGRESS— TRANSFER STUDENTS**

Transfer students who are admitted on **CLEAR** academic status are subject to the same standards of academic progress as *native students*. Transfer students are admitted on **CLEAR** academic status when the cumulative grade point average from the transfer institution is 2.0 or above. Grades accrued at other regionally or nationally accredited postsecondary institutions are not included in grade point average calculations.

Transfer students who are admitted on **ACADEMIC PROBATION** retain that status until they have attempted at least 12 semester credit hours at Wallace Community College. If, at the conclusion of the term in which students have attempted a total of 12 or more semester credit hours at the College, the Wallace Community College grade point average is below 1.5, students are suspended for one term. The transcript will read **SUSPENDED—ONE TERM**.

If, at the conclusion of the term in which transfer students admitted on **ACADEMIC PROBATION** have attempted a total of 12 or more semester credit hours at the College and the Wallace Community College cumulative grade point average is 1.5 or above, the student's status is **CLEAR**.

## **STANDARDS OF ACADEMIC PROGRESS— DEVELOPMENTAL COURSES**

Students who are enrolled in developmental courses and who receive a grade of **F** one term may not take the course a second term until they receive special academic advising. After the second term in which students receive a grade of **F** in the same course, they must appeal through the Admissions and Academic Standards Committee before being allowed to reenroll in the course.

## **ACADEMIC BANKRUPTCY**

Students may request forms for declaring academic bankruptcy from one of the following College locations: the Admissions and Records Office on the Wallace Campus in Dothan or the Student Services Office on the Sparks Campus in Eufaula. Students may declare academic bankruptcy under the following conditions:

1. Students may declare academic bankruptcy on all coursework taken during the one term, provided they have taken a minimum of 12 semester credit hours of coursework

at the College since the academic bankruptcy term occurred. A grade of “C”, “S”, or higher is required in each course in 12 semester credit hours in the post-bankruptcy period. None of the coursework taken, even hours completed satisfactorily during the term for which academic bankruptcy is declared, is disregarded in the cumulative grade point average and will not be used to fulfill degree requirements. Developmental courses successfully completed during a period of academic bankruptcy can be used to fulfill prerequisites.

When academic bankruptcy is declared, the term ACADEMIC BANKRUPTCY is reflected on the transcript for each term affected. The transcript will reflect the term of its implementation and will read ACADEMIC BANKRUPTCY IMPLEMENTED.

**Students may declare academic bankruptcy only once.** Implementation of academic bankruptcy at the College does not guarantee that other institutions will approve such action. This determination is made by the respective transfer institution.

## COURSE FORGIVENESS

If students repeat a course, the last grade awarded (excluding a grade of *W*) replaces the previous grade in computing the cumulative grade point average. The grade point average during the term in which the course was first attempted will not be affected. When a course is repeated more than once, all grades for the course, excluding the first grade, are used to compute the cumulative grade point average. Official records at Wallace Community College will list each course in which students have enrolled. Course forgiveness will be implemented automatically after the course(s) have been repeated.

Implementation of course forgiveness at the College does not guarantee that other institutions will approve such action. This determination is made by the respective transfer institution.

NOTE: STUDENTS SHOULD CHECK FINANCIAL AID REGULATIONS REGARDING REPETITION OF COURSES.

## TRANSIENT AUTHORIZATION

Students who have been officially admitted to Wallace Community College and who are in good standing may earn credit as transient students at other regionally or nationally accredited postsecondary institutions. Approval forms must be obtained from the Admissions and Records Office on the Wallace Campus in Dothan or the Student Services Office on the Sparks Campus in Eufaula **prior to enrollment at another institution**. Students who attend other colleges as transients must request that official transcripts of credits earned be mailed to the appropriate Wallace Community College location they are attending.

## TRANSCRIPTS OF RECORDS

*The Family Educational Rights and Privacy Act of 1974*, as amended (FERPA), also known as the *Buckley Amendment* (PL93-380), will apply to the handling of student records at Wallace Community College. Transcripts must be requested in writing or online through myWCC. There is no charge for this service. Transcript request forms are available from one of the following College locations: the Admissions and Records Office on the Wallace Campus in Dothan, the Student Services Office on the Sparks Campus in Eufaula, or from the College Web site at [www.wallace.edu/admissions/registrar\\_office.aspx](http://www.wallace.edu/admissions/registrar_office.aspx).

In compliance with FERPA, Wallace Community College does not release transcripts from the College except when students submit written requests or online through myWCC. Students or former students who desire transcripts of their records must write or request online through myWCC, well in advance of the time the transcript is needed, to the Director of Enrollment Services/Registrar, giving student number, date of birth, dates of attendance, and name and address of the institution or person to whom the records should be sent. Students must state **all** names that may have been entered on their records. Students may secure unofficial transcripts (stamped ISSUED TO STUDENT), but official transcripts are sent only to colleges or organizations. Official transcripts cannot be hand delivered unless specifically requested by the College or organization receiving the transcript. These transcripts are stamped ISSUED TO STUDENT.

Wallace Community College does not issue copies of transcripts from another school. Transcripts are not issued to students who have failed in some way to complete admission requirements. **Advance notice of 72 hours is required on all transcript requests.**

## ATTENDANCE POLICY

All students are expected to attend all scheduled class meetings and laboratory sessions for their courses. Students should recognize the academic responsibilities inherent in their college career, especially those of timely arrival and attendance of all classes. The grades of students who miss scheduled exams, unscheduled quizzes, and deadlines for turning in assigned projects or scheduled group projects may be negatively affected by their absence.

Class attendance policies are in effect from the first scheduled class meeting. Faculty members will ensure that their attendance policies are in course syllabi provided to their students. Also in those course syllabi, or in additional handouts, faculty members will clearly state to students the penalties for absences.

Because of unique circumstances (timing, equipment availability, or faculty schedules) not all missed examinations, quizzes, laboratory work, or projects can be made up. Individual faculty members will make decisions regarding excused absences.

Examples of excused absences include serious illness, a death in the student's immediate family, military obligations, or official College business.

Attendance policies applicable to a specific instructional program may be more restrictive than the College policy. These policies may be influenced by external agencies that oversee curricula in those programs and provide certification, licensure, or registry opportunities for students and graduates.

Students who do not want to continue attending classes are urged to initiate the withdrawal process. It is the student's responsibility to withdraw from individual courses or from the College; however, at mid-term, faculty members will identify students who have apparently ceased attendance but have not completed the withdrawal process. Students in courses that meet at least twice per week will be reported if they have missed more than five consecutive class meetings before mid-term. Students in courses that meet once per week will be reported if they have missed more than 3 consecutive class meetings before mid-term. These students will be removed from the courses as an unofficial withdrawal and assigned a grade of *W*. Such students may petition the faculty members for reentry into the courses and will be returned to the course rolls only with the approval of the faculty members. In addition, students will be responsible for repaying any portion of unearned financial aid that results from their withdrawals.

Likewise, students who cease to attend classes after mid-term but do not initiate the withdrawal process will also be negatively affected by their actions. These students will be considered to have unofficially withdrawn from their courses and will receive failing grades for all assignments missed. If these students have not completed the withdrawal process by the established withdrawal deadline, they will receive a failing grade for the courses. Faculty members will assign a grade of *WF* to such students when they submit final course grades. These students also will be responsible for repayment of any unearned financial aid as a result of their failure to attend. Students who receive a grade of *WF* as a result of instructor error will have the opportunity to petition the instructor's decision. Otherwise, the grade of *WF* is final.

Students with legitimate concerns may appeal the actions of faculty members by following the procedures outlined under *Student Academic Grievances* of the *Student Handbook* section of this catalog.

## STUDENT IDENTITY VERIFICATION

All instructors will verify each student's identity by a Wallace Community College Student Photo Identification **prior to the first quiz or exam**. No other form of photo identification will be accepted. Wallace Community College Student Photo Identifications are available on the Wallace Campus in the Bookstore during normal business hours and in the LRC during the evening hours. Identifications are available in the Receptionist Area in the Administration Building on the Sparks Campus.

## DEGREES

The College awards associate in arts, associate in science, and associate in applied science degrees. The associate in arts (AA) and associate in science (AS) degree programs are designed for students planning to transfer to a senior institution to pursue a course of study in liberal arts, the sciences, or a specialized professional field. These degree programs require completion of a minimum of 60 semester credit hours, but no more than 64 semester credit hours, in an approved program of study and are awarded to students completing a planned *University-Parallel Program* and the *General Education Program* outlined in this catalog.

The associate in applied science (AAS) degree is designed for students planning to seek employment based on competencies and skills attained through AAS degree programs of study. Although not designed to meet the needs of students who will transfer to senior institutions, some portions of AAS degree programs may do so. This degree is composed of 60-76 semester credit hours.

## DEGREE REQUIREMENTS

To fulfill degree requirements, students must meet the following criteria:

1. Satisfactorily complete a minimum of 60 semester hours of college credit in an approved program of study, including prescribed general education courses.
2. Earn a 2.0 cumulative grade point average in **all** courses attempted at the College. Calculation of the grade point average for graduation will not include grades earned in developmental courses. A course may be counted only once for the purposes of meeting graduation requirements.
3. Complete at least 25% of the semester credit hours required for the degree at Wallace Community College.
4. Transfer into Wallace Community College only credit hours that represent coursework relevant to the degree, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the undergraduate degree programs of the College. In assessing and documenting equivalent learning and qualified faculty members, the College may use recognized guides that aid in the evaluation for credit. Such guides include those published by the American Association of Collegiate Registrars and Admissions Officers, the American Council of Education, and the National Association of Foreign Student Affairs.
5. Submit a formal application for graduation by mid-term of the term prior to graduation. Graduation applications are available at the following locations: Admissions and Records Office on the Wallace Campus in Dothan or the Student

Services Office on the Sparks Campus in Eufaula and online at [www.wallace.edu/admissions/registrars\\_office.aspx](http://www.wallace.edu/admissions/registrars_office.aspx).

6. Fulfill all financial obligations to the College.
7. Meet graduation requirements for the appropriate catalog. Students are guided by the Wallace Community College catalog in effect their first term of enrollment as long as they maintain continuous enrollment (except summer term). Students may elect to be guided by a new catalog during their continuous enrollment period. Breaking continuous enrollment will result in students being guided by the catalog in effect the term they reenroll. Students who change majors will be guided by the catalog in effect at the time the new major is declared.

## PROGRAM AND SHORT CERTIFICATES

Wallace Community College awards certificates for programs below the degree level designed for students who plan to seek employment based on competencies and skills attained through these programs of study. Program certificates require at least 30 semester credit hours but no more than 60. Short certificates are awarded for programs equal to or less than 29 semester hours and contain at least 9 semester credit hours. Information regarding the length of certificate programs appears with the appropriate instructional programs throughout this catalog.

## CERTIFICATE REQUIREMENTS

Students must meet the following criteria:

1. Satisfactorily complete an approved program of study.
2. Earn a 2.0 cumulative grade point average in **all** courses attempted at the College. Calculation of the grade point average for graduation will not include grades earned in institutional credit courses. All grades in repeated courses are averaged into the grade point average; however, a course may be counted only once for purposes of meeting graduation requirements.
3. Complete at least 25% of the program's required semester credit hours at Wallace Community College.
4. Transfer into Wallace Community College only credit hours that represent coursework relevant to the certificate, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in certificate programs at the College. In assessing and documenting equivalent learning and qualified faculty members, the College may use recognized guides that aid in the evaluation for credit. Such guides include those published by the American Association of Collegiate Registrars and

Admissions Officers, the American Council of Education, and the National Association of Foreign Student Affairs.

5. Submit a formal application for graduation by mid-term of the term prior to graduation. Graduation applications are available at the following locations: the Admissions and Records Office on the Wallace Campus in Dothan or the Student Services Office on the Sparks Campus in Eufaula and online at [www.wallace.edu/admissions/registrars\\_office.aspx](http://www.wallace.edu/admissions/registrars_office.aspx).
6. Fulfill all financial obligations to the College.
7. Meet graduation requirements for the appropriate catalog. Students are guided by the Wallace Community College catalog in effect their first term of enrollment as long as they maintain continuous enrollment (except summer term). Students may elect to be guided by a new catalog during their continuous enrollment period. Breaking continuous enrollment will result in students being guided by the catalog in effect the term they reenroll.

## HONORS AND RECOGNITIONS

### GRADUATION HONORS FOR DEGREES

Superior academic achievement by graduating students is recognized by the following designations on transcripts:

- Graduation with Highest Honor (Summa Cum Laude)—3.90 to 4.0 grade point average
- Graduation with High Honor (Magna Cum Laude)—3.70 to 3.89 grade point average
- Graduation with Honor (Cum Laude)—3.50 to 3.69 grade point average

**Note:** Calculation of the grade point average for graduation honors is identical to the method used to calculate the grade point average to fulfill graduation requirements for the degree being earned. In addition, to be eligible for a graduation honor, students must have completed a minimum of 24 semester credit hours at the College.

### GRADUATION HONORS FOR CERTIFICATES

Students earning certificates are recognized by the following designation on transcripts:

- Graduation with Distinction—3.50 to 4.0 grade point average

**Note:** Calculation of the grade point average for graduation honors for certificates is identical to the method used to calculate the grade point average to fulfill graduation requirements for the degree being earned. In addition, to be eligible for a

*graduation honor, students must have completed a minimum of 24 semester credit hours at the College.*

**Calculation of graduation honors is based on the grade point average of the last term prior to the graduation term.**

### DEAN'S LIST

The Dean's List is compiled at the end of each term. Requirements for the Dean's List are listed below:

1. Receive a grade point average of 3.5 or above but below a 4.0 for the term.
2. Complete a minimum of 12 semester hours of college level coursework. (Developmental courses will not count toward the minimum course load requirement.)

### PRESIDENT'S LIST

The President's List is compiled at the end of each term. Requirements for the President's List are listed below:

1. Receive a grade point average of 4.0 for the term.
2. Complete a minimum of 12 semester hours of college-level coursework. (Developmental courses will not count toward the minimum course load requirement.)

## SPECIAL RECOGNITIONS

### ALL-USA AND ALL-ALABAMA ACADEMIC TEAMS

Students are nominated for the All-USA and All-Alabama Academic Teams by Wallace Community College faculty and staff members. Winning students participate in national and statewide recognition ceremonies sponsored annually by the American Association of Community Colleges and the Alabama Community College System.

### HONORS DAY CONVOCATIONS

Outstanding students in each program of study at Wallace Community College are recognized at annual Honors Day Convocations held at each campus during spring semester. In addition to outstanding students from each program, outstanding student leaders and athletes, students selected for *Who's Who Among Students in American Colleges and Universities*, and students receiving scholarships to four-year colleges and universities are honored. The President's Award is given to the most outstanding graduating student of the College and is awarded at the Honors Day Convocation.

### PRESIDENT'S AWARD

The President's Award is given to a graduating sophomore selected by a committee of faculty and staff members as the most outstanding student at the College. Recipients are selected not only for their academic achievements but also for their leadership and community and campus involvements.

### WHO'S WHO IN AMERICAN COLLEGES AND UNIVERSITIES

Students at Wallace Community College are chosen annually to be included in *Who's Who Among Students in American Colleges and Universities*. Qualifications include academic achievement, community service, leadership, and participation in extracurricular activities. Names of students selected by a faculty committee appear in the national publication *Who's Who Among Students in American Colleges and Universities*.

## CAREER READINESS CERTIFICATE

In cooperation with the Governor's Office and the Office of Workforce Development, Alabama's two-year colleges are helping to implement the *National Career Readiness Certificate™ (NCRC®)*. The NCRC is based on the ACT WorkKeys® assessment process in three areas: Applied Math, Workplace Documents, and Graphic Literacy.

The NCRC is a standardized, portable credentials document, recognized across state lines and industry sectors, that signifies to an employer that an individual has achieved the academic and problem-solving skills necessary for success in the workplace. Alabama has adopted a four-tiered credential:

#### **Bronze—WorkKeys® Level 3**

Core employability skills for approximately 35% of the jobs in ACT's database.

#### **Silver—WorkKeys® Level 4**

Core employability skills for approximately 67% of the jobs in ACT's database.

#### **Gold—WorkKeys® Level 5**

Core employability skills for approximately 93% of the jobs in ACT's database.

#### **Platinum—WorkKeys® Level 6 and Above**

Core employability skills for approximately 99% of the jobs in ACT's database.

The *National Career Readiness Certificate™* is awarded to students when they successfully complete ORI 104—WorkKeys® Assessment and Advisement.

# Educational Options

## In this section...

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## EDUCATIONAL OPTIONS

### PROGRAMS OF STUDY

Wallace Community College is authorized to award associate in arts, associate in science, and associate in applied science degrees as well as certificates in career, technical, and occupational programs. These degrees and certificates are obtained by students successfully completing a series of courses called a *program of study*.

The primary objective of Wallace Community College is to meet the needs of students. These needs most often are met by degrees and certificates offered by the College; however, the following list illustrates the entire array of options available to the student. In choosing options, students should consult with their faculty advisors or meet with their counselors.

- OPTION I.      **Associate in Arts Degree.** Students MUST complete the general education requirements identified on the following page and 23 hours of electives from departmental course offerings.
- OPTION II.     **Associate in Science Degree.** Students MUST complete the general education requirements identified on the following page and 23 hours of additional approved credits from departmental course offerings.
- OPTION III.    **Associate in Applied Science Degree.** Students MUST complete requirements of a specific program outlined in this catalog.
- OPTION IV.     **Certificates.** Students MUST complete requirements of a specific program outlined in this catalog.
- OPTION V.      **Non-Degree Academic Transfer.** Students MAY complete general education requirements and electives from departmental course offerings.
- OPTION VI.     **Non-Degree Technical Transfer.** Students MAY complete courses in technical programs outlined in this catalog.
- OPTION VII.    **Selected Enrichment Courses** (personal interest and job enhancement). Students MAY select courses from all departmental course offerings provided all prerequisites have been met.

## MODES OF DELIVERY

Wallace Community College delivers courses and programs in a variety of formats at a number of locations. Courses may be taught in lecture format, as laboratory performance classes, as seminars, as independent study, or as hybrid online classes. Faculty members use the Internet to enhance content and instruction in all courses, making student access to the Internet important to success. With an advisor's assistance, each student may choose any delivery mode or location that fits his or her needs, schedule, and abilities.

### GENERAL EDUCATION COURSES AND OUTCOMES

The faculty and staff of Wallace Community College are committed to enhancing student development through a variety of learning experiences while attending the College. This commitment includes maintaining the highest form of instruction that promotes success after graduation as students transfer to a four-year university or enter the workplace. The general education courses of the College provide the knowledge, skills, and values essential to all academic disciplines. These courses expose students to commonly recognized areas of knowledge, introduce students to diverse subject areas, and equip students with skills essential and necessary for careers and lifelong learning.

All Wallace Community College graduates will demonstrate the following competencies:

**Critical Thinking.** The ability to analyze problems by differentiating fact from opinions, using evidence from diverse sources effectively, and using sound reasoning to specify multiple solutions and their consequences.

**Effective Communication.** The ability to effectively convey thought in a clear, well-organized manner to persuade, inform, and exchange ideas in academic, work, and community settings.

**Quantitative Literacy (Reasoning) or Numeracy.** The ability to identify, analyze, and solve problems that are quantitative in nature.

**Scientific and Technological Effectiveness.** The ability to use processes, procedures, data, or evidence to solve problems and make effective decisions, using the appropriate technology effectively for informational, academic, personal, and professional needs.

**Problem-Solving and Decision-Making Based on Knowledge of the Individual and Society.** The ability to apply self-assessment, awareness, and reflection strategies to interpersonal, work, community, career, and educational pathways, respectfully engaging with other cultures in an effort to understand them.

## TRANSFER CREDITS

Students completing courses that have been approved for the General Education curriculum and are appropriate to their majors and/or degrees can transfer these courses with credit applicable to their degree programs among two- and four-year colleges and universities in Alabama. Students are responsible for maintaining contact with their transfer institution to assure transfer of credit without loss of hours.

Students are responsible for becoming familiar with requirements of their programs of study. All students are encouraged to declare a major field of study as soon as possible so they can be assigned advisors. Failure to do so may result in a delay in completing degree requirements.

## UNDECIDED TRANSFER STUDENTS

Students entering college without having chosen a major or a transfer institution will have a special need for counselors and advisors at Wallace Community College. These professionals can help students determine their career strengths and interests, select majors, and (if an advanced degree is desired) identify upper-division institutions for program continuance.

Students with undecided majors are strongly encouraged to talk with a counselor or advisor from the first meeting at orientation and begin to make the right decisions as early in their postsecondary careers as possible. Counselors and advisors will help students select courses that are generally accepted nationwide as part of a core curriculum while they explore career options; however, students will benefit most from time spent at Wallace Community College once they identify a major and, if appropriate, a transfer institution. Counselors and advisors can only assure acceptability of courses for degrees awarded by Wallace Community College. It is the student's responsibility to check with their transfer institution to ensure applicability of courses toward their planned educational goals; however, if students adhere to the courses outlined in their degree programs that have been approved statewide, transferability to two- and four-year colleges and universities in Alabama is assured.

Wallace Community College is committed to helping students attain their goals in postsecondary education. Students must assist in this effort by choosing a career path on which to build a solid educational program.

## FACULTY ADVISING

Faculty members are available throughout each term to advise students about courses, programs, and careers and to assist them individually with their coursework and other appropriate concerns. This communication with the faculty provides students with many opportunities for both personal and educational advising. To encourage students to take advantage of these opportunities, faculty members post schedules reflecting their office hours and announce this information to their classes.

Every effort is made to ensure that the courses and programs described in this catalog are offered to students in an appropriate and reasonable sequence. Students should be aware, however, that admission to the College or registration for a given term does not guarantee the availability of a specific course or program of courses that may be under review for continuance. Course and program availability is determined by student demand, instructor availability, and the program review process of the College.

## UNIVERSITY-PARALLEL PROGRAMS

Programs leading to an associate in arts (AA) or an associate in science (AS) degree are referred to as *university-parallel programs*. Students interested in preparing to transfer to a four-year college or university to pursue a bachelor of arts or bachelor of science degree in any field may do so at Wallace Community College. Faculty advisors will use the *STARS Guide* to work with students to develop a plan to transfer to any public four-year institution in Alabama, and they will assist students in planning programs for institutions outside Alabama.

The AA and AS degrees require a maximum of 64 semester hours of credit for completion. These degrees are essentially planned sets of general education courses that make up the first half of a four-year baccalaureate degree. Majors are defined by the institution to which the student transfers; however, AA and AS degree students are assigned to advisors on the basis of an intended major indicated by the individual student.

**It is the student's responsibility to become familiar with the requirements of the senior institution to which he or she plans to transfer.** A student planning to transfer should follow a prescribed transfer program to prevent loss of credit when transferring. Students should consult with their faculty advisors or counselors before registering.

## INSTRUCTIONAL DIVISIONS

### ACADEMIC

**English Communications.** This division offers instruction in English and Reading to support the General Education curriculum for students pursuing the associate in arts, associate in science, associate in applied science, and certificate credentials. The division's instruction in composition and literature also meets the needs of students planning to transfer to four-year institutions. In addition, the division offers instruction in creative writing courses to maximize the academic and career pursuits of students.

**Fine Arts.** This division offers instruction in Art, Music, Speech, and Theater to support the General Studies curriculum for students pursuing the associate in arts, associate in science, associate in applied science, and certificate credentials and to fulfill the needs of students majoring in Art, Music, Communications, and Theater.

In addition, the division is home to The Wallace Sound, the College choral ensemble, which produces two theater productions yearly and displays student and faculty art on the campus and in the community.

**Humanities, Behavioral and Social Sciences.** This division offers instruction in Anthropology, Geography, History, Philosophy, Political Science, Psychology, Religion, Sociology, and Spanish to support the General Studies curriculum for students pursuing the associate in arts, associate in science, associate in applied science, and certificate credentials.

**Mathematics and Computer Information Science.** This division offers instruction in Computer Information Science and Mathematics to support the General Studies curriculum for students pursuing the associate in arts, associate in science, associate in applied science, and certificate credentials. In addition, the division also sponsors the annual Tri-States Mathematics and Computer Science Olympiad.

**Natural Sciences.** This division offers instruction in Biology, Chemistry, Physical Science, and Physics to support the General Studies curriculum for students pursuing the associate in arts, associate in science, and associate in applied science credentials. Sponsorship of the annual Science Decathlon is also a function of this division.

**Transitional Studies Division.** This division offers instruction in developmental English, mathematics, and reading and supports a tutoring laboratory to assist students in building skills that are the foundation of academic and career success.

## CAREER AND TECHNICAL

While the primary focus of career and technical programs is to prepare students for immediate employment following graduation, the division also offers instruction in programs to assist in meeting the needs of students planning to transfer to four-year institutions to pursue a major that requires career or technical courses. Included in the career and technical division are Air Conditioning and Refrigeration, Applied Engineering Technology, Automotive Technology, Business Technologies, Child Development, Salon and Spa Management, Esthetics Technology, Nail Technology, Criminal Justice, Electrical Technology, Engineering Graphics and Animation, and Welding Technology. Each of these programs includes theory-based classroom instruction and laboratory components where students are provided with hand-on experiences. In addition, some programs include special topic, co-op, and internship components. Graduates of career and technical programs are prepared for entry level positions in the career field for which they trained and many are eligible to make application for program appropriate certifications.

**Correctional Education.** Several career and technical programs are offered to incarcerated students located at Easterling Correctional Facility and Ventress Correctional Facility that leads to short certificates in Air Conditioning and Refrigeration, Cabinetmaking, Electrical Technology, Engineering Graphics and Animation, Masonry, and Small Engine Repair.

## HEALTH SCIENCES

**Allied Health.** In addition to its major focus on Allied Health professions leading to immediate employment, this division offers instruction in Health Education to assist in meeting the needs of students planning to transfer to four-year institutions to pursue a major that requires health courses. Included in the allied health-related programs are EMT, Advanced EMT, and Paramedic concentrations in Emergency Medical Services; Medical Assisting, with concentrations in Medical Assisting and Phlebotomy; Physical Therapist Assistant; Radiologic Technology; and Respiratory Therapist. Each of these programs includes laboratory components where students receive hands-on experiences and clinical experiences in health care facilities as well as theory-based instruction in the classroom. Graduates of allied health programs are eligible to make application to sit for applicable national registry and/or licensure exams appropriate for their field of study.

**Associate Degree Nursing.** This division prepares students for immediate employment through a nursing program leading to the associate in applied science degree. Instruction includes laboratory components where students receive hands-on experiences and clinical experiences in health care facilities as well as theory-based instruction in the classroom. Graduates of the division are eligible to make application to a respective state board of nursing to sit for the *National Council Licensure Examination for Registered Nurses* (NCLEX-RN) exam to become Registered Nurses.

**Practical Nursing.** This division prepares students for immediate employment through a nursing program leading to a certificate. Instruction includes laboratory components where students receive hands-on experiences and clinical experiences in health care facilities as well as theory-based instruction in the classroom. Graduates of the division are eligible to make application to a respective state board of nursing to sit for the *National Council Licensure Examination for Practical Nurses* (NCLEX-PN) exam to become Licensed Practical Nurses.

## DEGREE REQUIREMENTS

### ASSOCIATE IN ARTS DEGREE AND ASSOCIATE IN SCIENCE DEGREE

The **associate in arts degree** and **associate in science degree** are designed for students who plan to transfer to senior institutions and are conferred by the College as official recognition for successful completion of a prescribed program of study in an appropriate university-parallel track.

<u>Requirements</u>	<u>Credit Hours</u>
<b>AREA I: Written Composition</b>	<b>6</b>
<sup>1</sup> ENG 101-102 English Composition I-II	6
<b>AREA II: Humanities and Fine Arts</b>	<b>12</b>
SPH 106 Fundamentals of Oral Communication <b>OR</b>	

SPH 107 Fundamentals of Public Speaking	3
<sup>2,3</sup> Literature	3
<sup>2</sup> Fine Arts	3
Humanities or Fine Arts	3

**AREA III: Natural Sciences and Mathematics 11**

<sup>6</sup> MTH 110 Finite Math, or higher level course for AA degree	
<sup>6</sup> MTH 112 Precalculus Algebra, or higher level courses for AS degree	3
Natural Sciences, which include laboratory experiences	8

**AREA IV: History, Social and Behavioral Sciences 12**

<sup>2,3</sup> History	3
<sup>4</sup> History, Social and Behavioral Sciences	9

**Minimum General Education Requirements 41**

**AREA V: Pre-Professional, Pre-Major, and Elective Courses 19-23**

<sup>5</sup> CIS 146 Microcomputer Applications	3
<sup>7</sup> ORI 101 Orientation to College <b>OR</b>	
ORI 105 Orientation and Student Success	1-3

**Maximum Program Semester Credit Hours 64**

<sup>1</sup> Entrance is determined by ASSET®/ACCUPLACER® placement exam score. A score of 5 or above on ACCUPLACER® is required for entrance into ENG 101.

<sup>2</sup> Must complete 3 semester hours in Literature, Fine Arts, and History.

<sup>3</sup> Must complete a 6-semester-hour sequence either in Literature or in History.

<sup>4</sup> At least 6 semester hours from Social and Behavioral Sciences.

<sup>5</sup> Students who fail to demonstrate adequate competency in Computer Science by passing a computer competency exam must take CIS 146.

<sup>6</sup> Entrance is determined by ACT® score or by ASSET® or ACCUPLACER® placement exam scores in numerical skills and algebra.

<sup>7</sup> ORI 101 or ORI 105 or transfer credit for an orientation to college course is required for all students.

In addition to the general education requirements described above, students must complete the appropriate university-parallel program. Students should check with their transfer institutions to assure applicability of courses toward their planned majors. Respective programs of study for baccalaureate degrees at Alabama public universities range from 120 to 128 semester credit hours in length. Dependent on the total hours allocated for bachelor's degrees, institutions in the Alabama Community College System will only be authorized to provide 50% of that total (60-64).

**ASSOCIATE IN APPLIED SCIENCE DEGREE**

The **associate in applied science degree** is an undergraduate award designed for students who plan to specialize in business, technical, semi-professional, and supervisory fields that are career-oriented or, in selected fields, to transfer to a senior institution. Although many of the courses in these programs transfer to four-year colleges and universities, their primary intent is to prepare students for immediate employment after successful completion of a two-year program of study.

**Requirements Credit Hours**

**AREA I: Written and Oral Communications 6**

<sup>1</sup> ENG 101 English Composition I	3
SPH 106 Fundamentals of Oral Communication <b>OR</b>	
SPH 107 Fundamentals of Public Speaking	3

**AREA II: Literature, Fine Arts, and Humanities 3**

Choose from ART, HUM, MUS, PHL, REL, THR, or English Literature courses

**AREA III: Natural Sciences, Mathematics, and Computer Science 9-11**

<sup>2</sup> CIS course	3
<sup>3</sup> MTH course as prescribed by program	3
Additional hours may be chosen from BIO, CHM, CIS, MTH, PHS, or PHY courses	3-5

***Note: Students enrolled as majors in health-related disciplines for which the AAS degree is awarded must take BIO 103 as the prerequisite for BIO 201, 202, and 220 or pass the validated Alabama Community College System Biology Placement Examination.***

**AREA IV: History, Social and Behavioral Sciences 3-6**

Choose from degree-applicable ANT, ECO, GEO, HIS, POL, PSY, or SOC courses.

**General Education Requirements 21-26**

**AREA V: Career and Technical Courses and Electives 37-55**

<sup>4</sup> ORI 101 Orientation to College <b>OR</b>	
ORI 105 Orientation and Student Success	1-3
<sup>5</sup> ORI 104 WorkKeys® Assessment and Advisement	1

**Courses appropriate to degree requirements, technical specialty requirements, core courses, and electives 37-55**

***Note: Students planning programs of study for which the AAS does not represent the terminal degree and for which national or regional programmatic licensure and certification are required should integrate general studies transfer courses whenever possible.***

**Maximum Program Semester Credit Hours 76**

- <sup>1</sup> Entrance is determined by ASSET® or ACCUPLACER® placement exam score. A score of 5 or above on ACCUPLACER® is required for entrance into ENG 101.
- <sup>2</sup> Students who fail to demonstrate adequate competency in computer science by passing a computer competency exam must take CIS 146.
- <sup>3</sup> Entrance is determined by ACT® score or by ASSET® or ACCUPLACER® placement exam scores in numerical skills and algebra.
- <sup>4</sup> ORI 101 or ORI 105 or transfer credit for an orientation to college course is required for all students.
- <sup>5</sup> Required for AAS degree and program completion.

Students may earn an **associate in applied science degree** in the following programs:

<u>Program</u>	<u>Page</u>
Air Conditioning/Refrigeration	91
Applied Engineering Technology	111
Industrial Systems Technology Concentration	112
Nuclear Systems Technology Concentration	112
Automotive Technology	94
Business Technologies	95
Accounting Technology Concentration	96
Business Computer Applications Concentration	96
Office Administration Concentration	96
Supervisory Management Concentration	96
Child Development	99
Computer Information Science	101
Computer Programming Concentration	102
Cyber Security Concentration	105
Microcomputer Specialist Concentration	102
Criminal Justice	104
Forensic Investigation Concentration	104
Law Enforcement Concentration	104
Electrical Technology	108
Engineering Graphics and Animation	109
Architectural Graphics Concentration	111
Engineering Graphics Concentration	112
3-D Design and Animation Concentration	
Emergency Medical Services	109
Medical Assisting	114
Nursing, Associate Degree	116
Physical Therapist Assistant	125
Radiologic Technology	129
Respiratory Therapist	132

## CERTIFICATES

Certificate programs are designed to give students specific skills in a particular curriculum and require less time to complete than degree programs. If students later desire to pursue a degree, all courses within the certificate in a program in which a degree is offered will apply toward the degree.

### PROGRAM CERTIFICATES (Greater Than 29 Hours)

<u>Requirements</u>	<u>Credit Hours</u>
<b>AREA I: Written and Oral Communications</b>	<b>3-6</b>
COM may be substituted only in system-wide, non-degree eligible programs. SPC may be substituted only in system-wide non-degree eligible programs.	
<b>AREA II: Literature, Fine Arts, and Humanities</b>	<b>0</b>
<b>AREA III: Natural Sciences, Mathematics, and Computer Science</b>	<b>3-6</b>
Prescribed requirements are distributed in Computer Science, Mathematics, or Science. One Computer Science course, demonstrated computer literacy skills, or successful completion of a discipline-specific course that clearly integrates computer proficiencies is required. MAH may be substituted only in system-wide, non-degree eligible programs. DPT may be substituted only in system-wide, non-degree eligible programs.	
<b>AREA IV: History, Social and Behavioral Sciences</b>	<b>0</b>
<b>General Education Requirements</b>	<b>6-12</b>
ORI 101 Orientation to College <b>OR</b>	
ORI 105 Orientation and Student Success	1-3
<b>OR</b>	
ORT 100 Orientation for Career Students	1
ORI 104 WorkKeys® Assessment and Advisement	1
<b>AREA V: Maximum Technical Concentration and Electives</b>	<b>46</b>
These courses are appropriate to degree requirements, occupational or technical specialty requirements, core courses, and electives.	
<b>Maximum Program Semester Credit Hours</b>	<b>60</b>

The following programs offer a certificate:

<u>Program</u>	<u>Page</u>
Air Conditioning/Refrigeration	100
Automotive Technology	104
Child Development	109
Salon and Spa Management	110
Emergency Medical Services—Paramedic	116
Engineering Graphics and Animation	120
Practical Nursing	130
Welding Technology	143

**SHORT CERTIFICATES**  
(Less Than or Equal to 29 Hours)

<u>Requirements</u>	<u>Credit Hours</u>
<b>AREA I: Written Composition</b> One technical writing course is recommended.	<b>0-3</b>
<b>AREA II: Literature, Fine Arts, and Humanities</b>	<b>0</b>
<b>AREA III: Natural Sciences, Mathematics, and Computer Science</b>	<b>0-3</b>
<b>AREA IV: History, Social and Behavioral Sciences</b>	<b>0</b>
<b>AREA V: Maximum Technical Concentration and Electives</b>	<b>29</b>
<b>Maximum Program Semester Credit Hours</b>	<b>29</b>

The following programs offer a **short certificate**:

<u>Program</u>	<u>Page</u>
Air Conditioning/Refrigeration	100
Automotive Technology	104
Cabinetmaking	107
Child Development	107
Nail Technology	112
Electrical Technology	115
Emergency Medical Technician	115
Advanced Emergency Medical Technician	117
Engineering Graphics and Animation	118
Applied Engineering Technology	101
Masonry	121
Paramedic	116
Phlebotomy	121
Small Engine Repair	143
Welding Technology	143

*The policies and procedures in this catalog are subject to change resulting from actions of the Alabama Community College System Board of Trustees, Federal and State legislative actions, and changes in levels of financial support provided by Federal and State agencies. Wallace Community College intends to deliver the courses, offer the programs, and provide the services described in this document unless circumstances require adjustments. Wallace Community College faculty and staff will communicate changes when they occur.*



# Instructional Programs

## In this section...

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AGSC stands for the Alabama Articulation and General Studies Committee. The AGSC was created in March of 1994 by the State Legislature through ACT 94-202. The AGSC was created to simplify the transfer of course credit between public institutions of higher education. To accomplish this task, the AGSC has developed and implemented a statewide general studies and articulation program that facilitates the transferability of coursework among all Alabama public colleges and universities.

The AGSC transfer guide (*STARS Guide*) for each public transfer institution in the State of Alabama should be used and is readily available on the Internet by going to [www.wallace.edu](http://www.wallace.edu) and clicking on *STARS Guide System* under the quick links or at <http://stars.troy.edu>. From *STARS*, students can print a transfer guide for their major and enter into a binding contract with the transfer institution in their program of study. The contract is not binding on the student but is binding on the transfer institution, provided that the student does not change majors and takes the courses listed on the transfer guide.

## UNIVERSITY-PARALLEL PROGRAMS

### Wallace Community College Alabama General Studies Committee (AGSC) Approved Common Core Courses

#### AREA I: WRITTEN COMPOSITION (6 Credit Hours)

- ENG 101 English Composition I
- ENG 102 English Composition II

#### AREA II: HUMANITIES AND FINE ARTS (12 Credit Hours)

##### \*Literature (3-6 credit hours)

- ENG 251 American Literature I
- ENG 252 American Literature II **OR**
- ENG 261 English Literature I
- ENG 262 English Literature II **OR**
- ENG 271 World Literature I
- ENG 272 World Literature II

##### Fine Arts (3 credit hours)

- ART 100 Art Appreciation
- ART 203 Art History I
- ART 204 Art History II
- MUS 101 Music Appreciation
- THR 120 Theatre Appreciation
- THR 126 Introduction to Theatre

##### Speech (3 credit hours)

- SPH 106 Fundamentals of Oral Communication
- SPH 107 Fundamentals of Public Speaking

##### Humanities and Additional Fine Arts (0-3 credit hours)

- HUM 101 Introduction to Humanities I
- HUM 102 Introduction to Humanities II
- PHL 106 Introduction to Philosophy
- PHL 206 Ethics and Society
- REL 100 History of World Religions
- REL 151 Survey of the Old Testament
- REL 152 Survey of the New Testament
- SPA 101 Introductory Spanish I
- SPA 102 Introductory Spanish II

#### AREA III: NATURAL SCIENCES AND MATHEMATICS (11 Credit Hours)

##### Natural Sciences (8 credit hours)

- BIO 103 Principles of Biology I
- BIO 104 Principles of Biology II
- CHM 111 College Chemistry I
- CHM 112 College Chemistry II
- PHS 111 Physical Science I
- PHS 112 Physical Science II
- PHY 201 General Physics I
- PHY 202 General Physics II
- PHY 205 Recitation in General Physics I (Trigonometry-Based)
- PHY 206 Recitation in General Physics II (Trigonometry-Based)
- PHY 213 General Physics w/Calculus I
- PHY 214 General Physics w/Calculus II

- PHY 216 Recitation in General Physics I (Calculus-Based)
- PHY 217 Recitation in General Physics II (Calculus-Based)

##### Mathematics (3-4 credit hours)

- MTH 110 Finite Mathematics
- MTH 112 Precalculus Algebra
- MTH 113 Precalculus Trigonometry
- MTH 115 Precalculus Algebra and Trigonometry
- MTH 120 Calculus and Its Applications
- MTH 125 Calculus I
- MTH 126 Calculus II
- MTH 227 Calculus III
- MTH 237 Linear Algebra
- MTH 238 Applied Differential Equations I

#### AREA IV: HISTORY, SOCIAL AND BEHAVIORAL SCIENCES (12 Credit Hours)

##### \*History (3-6 credit hours)

- HIS 101 Western Civilization I
- HIS 102 Western Civilization II **OR**
- HIS 121 World History I
- HIS 122 World History II **OR**
- HIS 201 United States History I
- HIS 202 United States History II

##### \*\*Social and Behavioral Sciences (6-9 credit hours)

- ANT 200 Introduction to Anthropology
- ECO 231 Macroeconomics
- ECO 232 Microeconomics
- GEO 100 World Regional Geography
- POL 211 American National Government
- PSY 200 General Psychology
- PSY 210 Human Growth and Development
- SOC 200 Introduction to Sociology

*\*As a part of the General Studies Core Curriculum, students must complete a six-hour sequence either in Literature or in History.*

*\*\*No more than 6 hours of History may be taken for AREA IV.*

#### AREA V: PRE-PROFESSIONAL, PRE-MAJOR, AND ELECTIVE COURSES (19-23 Credit Hours)

Courses taken in AREA V provide students with the knowledge and experiences in their chosen major or area of concentration. The course requirements listed within AREA V of each program of study should be used as a guide and may vary depending on the transfer institution. For guidance with identifying specific course requirements in the major or minor, the student should refer to the transfer institution's Area V page of the *STARS Guide*.

**GENERAL STUDIES**  
*Associate in Science Degree*

This plan of study was developed as a guideline for students who have not selected a specific area of concentration but plan to transfer to an Alabama public four-year institution and pursue a **bachelor of science degree**. Students are encouraged to select a major and identify their transfer institution early in their college experience. The program emphasizes a strong background in the arts and sciences. Upon completion of courses listed below, the transcript will reflect either an AA or AS degree without reference to the specific program of study.

<b>Area I: Written Composition</b>	<b>6</b>
ENG 101 English Composition I	3
ENG 102 English Composition II	3
<b>Area II: Humanities and Fine Arts</b>	<b>12</b>
<i>*Literature</i>	3-6
Choose from ENG 251, 252, 261, 262, 271, 272	
<i>Fine Arts</i>	3
Choose one from ART 100, 203, 204; MUS 101; THR 120, 126	
<i>Speech</i>	3
SPH 106 or 107	
<i>Humanities and Additional Fine Arts</i>	0-3
Choose from HUM 101, 102; PHL 206; REL 100, 151, 152; SPA 101, 102	
<b>Area III: Natural Sciences and Mathematics</b>	<b>11</b>
<i>Natural Sciences</i>	8
Choose from BIO 103, 104; CHM 111, 112; PHS 111, 112; PHY 201, 202, 213, 214	
<i>Mathematics</i>	3-4
MTH 112 or more advanced	
<b>Area IV: History, Social and Behavioral Sciences</b>	<b>12</b>
<i>*History</i>	3-6
Choose from HIS 101, 102, 121, 122, 201, 202	
<i>Social and Behavioral Sciences</i>	6-9
Choose from ANT 200; ECO 231, 232; GEO 100; POL 211; PSY 200, 210; SOC 200	
<b>Area V: Pre-Professional, Pre-Major, and Elective Courses</b>	<b>19-23</b>
ORI 101 or 105	1-3
CIS 146	3
General Electives	15-19

\*Must complete a 6-semester-hour sequence in Literature or History.

NOTE: Once a major has been selected, students should contact Enrollment Services personnel and complete a Change in Major Form so they can be assigned a major-specific advisor who can assist them in selecting appropriate electives. They should also reference and print the appropriate *STARS Guide*.

**LIBERAL ARTS**  
*Associate in Arts Degree*

This plan of study was developed as a guideline for students who have not selected a specific area of concentration but plan to transfer to an Alabama public four-year institution and pursue a **bachelor of arts degree**. Students are encouraged to select a major and identify their transfer institution early in their college experience. The program emphasizes a strong background in the arts and sciences. Upon completion of courses listed below, the transcript will reflect either an AA or AS degree without reference to the specific program of study.

<b>Area I: Written Composition</b>	<b>6</b>
ENG 101 English Composition I	3
ENG 102 English Composition II	3
<b>Area II: Humanities and Fine Arts</b>	<b>12</b>
<i>*Literature</i>	3-6
Choose from ENG 251, 252, 261, 262, 271, 272	
<i>Fine Arts</i>	3
Choose one from ART 100, 203, 204; MUS 101; THR 120, 126	
<i>Speech</i>	3
SPH 106 or 107	
<i>Humanities and Additional Fine Arts</i>	0-3
Choose from HUM 101, 102; PHL 206; REL 100, 151, 152; SPA 101, 102	
<b>Area III: Natural Sciences and Mathematics</b>	<b>11</b>
<i>Natural Sciences</i>	8
Choose from BIO 103, 104; CHM 111, 112; PHS 111, 112; PHY 201, 202, 213, 214	
<i>Mathematics</i>	3-4
MTH 110 or more advanced	
<b>Area IV: History, Social and Behavioral Sciences</b>	<b>12</b>
<i>*History</i>	3-6
Choose from HIS 101, 102, 121, 122, 201, 202	
<i>Social and Behavioral Sciences</i>	6-9
Choose from ANT 200; ECO 231, 232; GEO 100; POL 211; PSY 200, 210; SOC 200	
<b>Area V: Pre-Professional, Pre-Major, and Elective Courses</b>	<b>19-23</b>
ORI 101 or 105	1-3
CIS 146	3
General Electives	15-19

\*Must complete a 6-semester-hour sequence in Literature or History.

NOTE: Once a major has been selected, students should contact Enrollment Services personnel and complete a Change in Major Form so they can be assigned a major-specific advisor who can assist them in selecting appropriate electives. They should also reference and print the appropriate *STARS Guide*.

**Aerospace Engineering**  
*Associate in Science*

This plan of study was developed as a guideline for students who plan to transfer to an Alabama public four-year institution and pursue a degree in Aerospace Engineering. Students who plan to transfer to an out-of-state or private institution should consult that institution and plan their program of study in consultation with engineering faculty advisors and/or counselors. Some courses in this program are not available at all College locations. Upon completion of courses listed below, the transcript will reflect either an AA or AS degree without reference to the specific program of study.

<b>Area I: Written Composition</b>	<b>6</b>
ENG 101 English Composition I	3
ENG 102 English Composition II	3
<b>Area II: Humanities and Fine Arts</b>	<b>9</b>
<i>*Literature</i>	3-6
Choose from ENG 251, 252, 261, 262, 271, 272	
<i>Fine Arts</i>	3
Choose from ART 100, 203, 204; MUS 101	
<i>Speech</i>	3
SPH 106 or 107 ( <i>Selecting SPH 106-107 will meet associate degree requirement.</i> )	
<b>**Humanities and Additional Fine Arts</b>	0-3
Choose from HUM 101, 102; PHL 206; REL 100, 151, 152; SPA 101, 102	
<b>Area III: Natural Sciences and Mathematics</b>	<b>11</b>
<i>Natural Sciences</i>	8
PHY 213-214 General Physics I-II with Calculus	
<i>Mathematics</i>	4
MTH 125 Calculus I	
<b>Area IV: History, Social and Behavioral Sciences</b>	<b>9</b>
<i>*History</i>	3-6
Choose from HIS 101, 102, 121, 122, 201, 202	
<b>**Social and Behavioral Sciences</b>	3-6
Choose from ANT 200; ECO 231, 232; GEO 100; POL 211; PSY 200, 210; SOC 200	
<b>Area V: Pre-Professional, Pre-Major, and Elective Courses</b>	<b>19-23</b>
***ORI 101 or 105	1-3
***CIS 146	3
<b>**Electives as Determined by Transfer Institution</b>	12-16
Choose from CHM 111; CIS 251; MTH 126, 227, 237, 238	

\*Must complete a 6-semester-hour sequence in Literature or History.

\*\*Some 4-year institutions require a specific course or courses in the indicated areas. Check the *STARS Guide* Area V page of your intended transfer institution for additional guidance. Transfer credits may not exceed 50% of those required for the 4-year degree.

\*\*\*Indicated courses may not be included in the *STARS Articulation Guide* but are applicable toward the associate degree.

NOTE: 12 semester hours in Areas II and IV are required for the associate degree.

**Agriculture—Agricultural Economics**  
**(Auburn University Only)**  
*Associate in Science*

This plan of study was developed as a guideline for students who plan to transfer to Auburn University and pursue a degree in Agricultural Economics. Students who plan to transfer to an out-of-state or private institution should consult that institution and plan their program of study in consultation with agriculture faculty advisors and/or counselors. This program is available on the Sparks and Wallace Campuses. Upon completion of courses listed below, the transcript will reflect either an AA or AS degree without reference to the specific program of study.

<b>Area I: Written Composition</b>	<b>6</b>
ENG 101 English Composition I	3
ENG 102 English Composition II	3
<b>Area II: Humanities and Fine Arts</b>	<b>12</b>
<i>*Literature</i>	3-6
Choose from ENG 251, 252, 261, 262, 271, 272	
<i>Fine Arts</i>	3
Choose from ART 100, 203, 204; MUS 101	
<i>Speech</i>	3
SPH 106 or 107	
<b>Humanities and Additional Fine Arts</b>	3
Choose from SPA 101, 102; HUM 101, 102; *PHL 206; REL 100, 151, 152; SPH 106 or 107 ( <i>Selecting SPH 106 or 107 will meet associate degree requirement.</i> )	
<b>Area III: Natural Sciences and Mathematics</b>	<b>11</b>
<i>Natural Sciences</i>	8
BIO 103-104 Principles of Biology I-II	
<i>Mathematics</i>	3
MTH 120 Calculus and Its Applications	
<b>Area IV: History, Social and Behavioral Sciences</b>	<b>12</b>
<i>*History</i>	3-6
Choose from HIS 101, 102, 121, 122, 201, 202	
<b>Social and Behavioral Sciences</b>	3-6
Choose at least one from ANT 200; GEO 100; POL 211; PSY 200, 210; SOC 200**	
ECO 232 Principles of Microeconomics	3
<b>Area V: Pre-Professional, Pre-Major, and Elective Courses</b>	<b>19-23</b>
***ORI 101 or 105	1-3
Program Electives	18
BUS 241, 242; CIS 146; ECO 231	
( <i>Selecting CIS 146 also meets associate degree requirement.</i> )	

\*Must complete a 6-semester-hour sequence in Literature or History.

\*\*Recommended course by Auburn University.

\*\*\*Indicated course is not included in the *STARS Articulation Guide* but is applicable toward the associate degree.

## Agriculture—Agronomy and Soils

(Auburn University Only)

*Associate in Science*

This plan of study was developed as a guideline for students who plan to transfer to Auburn University and pursue a degree in Agronomy and Soils. Students who plan to transfer to an out-of-state or private institution should consult that institution and plan their program of study in consultation with agriculture faculty advisors and/or counselors. Some courses in this program are not available at all College locations. Upon completion of courses listed below, the transcript will reflect either an AA or AS degree without reference to the specific program of study.

### Area I: Written Composition 6

ENG 101 English Composition I	3
ENG 102 English Composition II	3

### Area II: Humanities and Fine Arts 12

#### \*Literature 3-6

Choose from ENG 251, 252, 261, 262, 271, 272

#### Fine Arts 3

Choose from ART 100, 203, 204; MUS 101

#### Speech 3

SPH 106 or 107

#### \*\*Humanities and Additional Fine Arts 3

Choose from HUM 101, 102; PHL 206;

REL 100, 151, 152; SPA 101, 102

### Area III: Natural Sciences and Mathematics 11

#### Natural Sciences 8

CHM 111-112 College Chemistry I-II

#### Mathematics 3

MTH 113 Precalculus Trigonometry

### Area IV: History, Social and Behavioral Sciences 12

#### \*History 3-6

Choose from HIS 101, 102, 121, 122, 201, 202

#### Social and Behavioral Sciences 3-6

Choose at least one course from ANT 200; PSY 200, 210; SOC 200; remaining hours may be chosen from ECO 231 or POL 211

ECO 232 Principles of Microeconomics 3

### Area V: Pre-Professional, Pre-major, and Elective Courses 19-23

\*\*\*ORI 101 or 105 1-3

#### \*\*Electives as Determined by Transfer Institution 18

Choose from BIO 103, 104; CHM 221; CIS 146;

MTH 125; PHY 201

(Selecting CIS 146 will meet associate degree requirement.)

\*Must complete a 6-semester-hour sequence in Literature or History.

\*\*Individual tracks require a specific course or courses in the indicated areas. Check the *STARS Guide* and Auburn University's Area V page for additional guidance. Transfer credits may not exceed 50% of those required for the 4-year degree.

\*\*\*Indicated course is not included in the *STARS Articulation Guide* but is applicable toward the associate degree.

NOTE: PHY 201 is required for the Science track.

## Agriculture—Animal and Dairy Science

*Associate in Science*

This plan of study was developed as a guideline for students who plan to transfer to an Alabama public four-year institution and pursue a degree in Animal Science. Students who plan to transfer to an out-of-state or private institution should consult that institution and plan their program of study in consultation with agriculture faculty advisors and/or counselors. Some courses in this program may not be available at all College locations. Upon completion of courses listed below, the transcript will reflect either an AA or AS degree without reference to the specific program of study.

### Area I: Written Composition 6

ENG 101 English Composition I	3
ENG 102 English Composition II	3

### Area II: Humanities and Fine Arts 12

#### \*Literature 3-6

Choose from ENG 251, 252, 261, 262, 271, 272

#### Fine Arts 3

Choose from ART 100, 203, 204; MUS 101

#### Speech 3

SPH 106 or 107

#### \*\*Humanities and Additional Fine Arts 3

Choose from HUM 101, 102; PHL 206;

REL 100, 151, 152; SPA 101, 102; SPH 106 or 107

(Selecting SPH 106 or 107 will meet associate degree requirement.)

### Area III: Natural Sciences and Mathematics 11

#### Natural Sciences 8

BIO 103-104 Principles of Biology I-II

#### Mathematics 3

MTH 113 Precalculus Trigonometry

### Area IV: History, Social and Behavioral Sciences 12

#### \*History 3-6

Choose from HIS 101, 102, 121, 122, 201, 202

#### \*\*Social and Behavioral Sciences 6-9

Choose from ANT 200, ECO 231, 232; GEO 100;

POL 211; PSY 200, 210; SOC 200

### Area V: Pre-Professional, Pre-major, and Elective Courses 19-23

\*\*\*ORI 101 or 105 1-3

#### \*\*Electives as Determined by Transfer Institution 15-19

Choose from CHM 111, 112; CIS 146; PHY 201

(Selecting CIS 146 will meet associate degree requirement.)

\*Must complete a 6-semester-hour sequence in Literature or History.

\*\*Program options and institutions may require a specific course or courses in the indicated areas. Check *STARS Guide* including the Area V page of your intended transfer institution for additional guidance. Transfer credits may not exceed 50% of those required for the 4-year degree.

\*\*\*Indicated course is not included in the *STARS Articulation Guide* but is applicable toward the associate degree.

## Agriculture—Poultry Science 2+2 Option

(Auburn University Only)

*Associate in Science*

This plan of study was developed as a guideline for students who plan to transfer to an Alabama public four-year institution and pursue a degree in Poultry Science. Students who plan to transfer to an out-of-state or private institution should consult that institution and plan their program of study in consultation with agriculture faculty advisors and/or counselors. Some courses in this program may not be available at all College locations. Upon completion of courses listed below, the transcript will reflect either an AA or AS degree without reference to the specific program of study.

<b>Area I: Written Composition</b>	<b>6</b>
ENG 101 English Composition I	3
ENG 102 English Composition II	3
<b>Area II: Humanities and Fine Arts</b>	<b>12</b>
<i>*Literature</i>	3-6
Choose from ENG 251, 252, 261, 262, 271, 272	
<i>Fine Arts</i>	3
Choose from ART 100, 203, 204; MUS 101	
<i>Speech</i>	3
SPH 106 or 107	
<i>**Humanities and Additional Fine Arts</i>	0-3
Choose from HUM 101, 102; PHL 206; REL 100, 151, 152; SPA 101, 102	
<b>Area III: Natural Sciences and Mathematics</b>	<b>11</b>
<i>Natural Sciences</i>	8
BIO 103-104 Principles of Biology I-II	
<i>Mathematics</i>	3-4
MTH 113 Precalculus Trigonometry***	
*** <i>Students majoring in the Food Science option should take MTH 125 Calculus I</i>	
<b>Area IV: History, Social and Behavioral Sciences</b>	<b>12</b>
<i>*History</i>	3-6
Choose from HIS 101, 102, 121, 122, 201, 202	
<i>Economic</i>	3
ECO 232 Principles of Microeconomics	
<i>Social and Behavioral Sciences</i>	3
Choose from ANT 200, GEO 100; PSY200, 210; SOC 200	
<i>*Remaining hours in Area IV</i>	0-3
Choose from ECO 231, POL 200, POL 211	
<b>Area V: Pre-Professional, Pre-major, and Elective Courses</b>	<b>19-23</b>
AGP 130 Poultry Production	4
**ORI 101 or 105	1-3
**CIS 146 Microcomputer Applications	3
CHM 111 College Chemistry I	4
CHM 112 College Chemistry II	4
CHM 221 Organic Chemistry I	4
PHY 201 General Physics - Trigonometry Based	4
MTH 265 Elementary Statistics	3

\*Must complete a 6-semester-hour sequence in Literature or History.

\*\*Indicated course is not included in the *STARS Articulation Guide* but is applicable toward the associate degree.

## Architecture

(Auburn University Only)

*Associate in Science*

This plan of study was developed as a guideline for students who plan to transfer to Auburn University and pursue a degree in Architecture. Students who plan to transfer to an out-of-state or private institution should consult that institution and plan their program of study in consultation with architecture faculty advisors and/or counselors. Some courses in this program are not available at all College locations. Upon completion of courses listed below, the transcript will reflect either an AA or AS degree without reference to the specific program of study.

<b>Area I: Written Composition</b>	<b>6</b>
ENG 101 English Composition I	3
ENG 102 English Composition II	3
<b>Area II: Humanities and Fine Arts</b>	<b>12</b>
<i>*Literature</i>	3-6
Choose from ENG 251, 252, 261, 262, 271, 272	
<i>Fine Arts</i>	3
Choose from ART 100, 203, 204; MUS 101	
<i>Humanities and Additional Fine Arts</i>	3
Choose from HUM 101, 102; **PHL 206; REL 100, 151, 152; SPA 101, 102; SPH 106 or 107 ( <i>Selecting SPH 106 or 107 will also meet associate degree requirement.</i> )	
<b>Area III: Natural Sciences and Mathematics</b>	<b>12</b>
<i>Natural Sciences</i>	4
Choose from BIO 103; CHM 111; PHS 111, 112; PHY 202, 213	
PHY 201 General Physics I—Trigonometry-Based	4
<i>Mathematics</i>	4
MTH 125 Calculus I	
<b>Area IV: History, Social and Behavioral Science</b>	<b>12</b>
<i>*History</i>	3-6
Choose from HIS 101, 102, 121, 122, 201, 202	
<i>Social and Behavioral Sciences</i>	6-9
Choose from ANT 200; ECO 231, 232; GEO 100; POL 211; PSY 200, 210; SOC 200	
<b>Area V: Pre-Professional, Pre-major, and Elective Courses</b>	<b>18-22</b>
***ORI 101 or 105	1-3
***CIS 146	3
CIS 207, 208	6
*ENG or HIS to complete a sequence in both	3
***Electives to complete degree requirements	5
<b>*Must complete a 6-semester-hour sequence in Literature and History.</b>	
<b>**Strongly recommended by Auburn University. Transferring students are strongly encouraged to contact the Student Services Office in the College of Architecture, Design and Construction to clarify questions about academic requirements and policies.</b>	
<b>***Indicated courses are not included in the <i>STARS Articulation Guide</i> but are applicable toward the associate degree.</b>	

NOTE: Transferring students will not be permitted to take any Industrial Design classes until they have completed the two Design courses taught only in the summer semester. Therefore, it is strongly recommended that transferring students submit an application to transfer for a summer semester.

**Art—Studio and Art Education**  
*Associate in Arts or Science*

This plan of study was developed as a guideline for students who plan to transfer to an Alabama public four-year institution and pursue a degree in Art or Art Education. Students who plan to transfer to an out-of-state or private institution should consult that institution and plan their program of study in consultation with art faculty advisors and/or counselors. Some courses in this program are not available at all College locations. Upon completion of courses listed below, the transcript will reflect either an AA or AS degree without reference to the specific program of study.

<b>Area I: Written Composition</b>	<b>6</b>
ENG 101 English Composition I	3
ENG 102 English Composition II	3
<b>Area II: Humanities and Fine Arts</b>	<b>12</b>
<i>*Literature</i>	3-6
Choose from ENG 251, 252, 261, 262, 271, 272	
<i>Fine Arts</i>	3
Choose from ART 100, 203, 204; MUS 101	
<i>**Humanities and Additional Fine Arts</i>	3
Choose from HUM 101, 102; PHL 206; REL 100, 151, 152; SPA 101, 102; SPH 106 or 107 ( <i>Selecting SPH 106 or 107 will meet associate and education degree requirement.</i> )	
<b>Area III: Natural Sciences and Mathematics</b>	<b>11</b>
<i>**Natural Sciences</i>	8
Choose from BIO 103, 104; CHM 111, 112; PHS 111, 112; PHY 201, 202, 213, 214	
<i>Mathematics</i>	3-4
<i>**MTH 110 or 112 or more advanced based on placement or ACT® scores</i>	
<b>Area IV: History, Social and Behavioral Sciences</b>	<b>12</b>
<i>*History</i>	3-6
Choose from HIS 101, 102, 121, 122, 201, 202	
<i>**Social and Behavioral Sciences</i>	6-9
Choose from ANT 200; ECO 231, 232; GEO 100; POL 211; PSY 200, 210; SOC 200	
<b>*Area V: Pre-Professional, Pre-major, and Elective Courses</b>	<b>19-23</b>
<i>***ORI 101 or 105</i>	1-3
<i>***CIS 146</i>	3
<i>Program Electives</i>	15-19
<i>**Choose from ART 113, 114, 121, 127, 203, 204</i>	

\*Must complete a 6-semester-hour sequence in Literature or History.

\*\*Some 4-year institutions require a specific course or courses in the indicated areas. Check the *STARS Guide* and Area V page of your intended transfer institution for additional guidance. Transfer credits may not exceed 50% of those required for the 4-year degree.

\*\*\*Indicated courses may not be included in the *STARS Articulation Guide* but are applicable toward the associate degree.

**Biology and Biology Education**  
*Associate in Science*

This plan of study was developed as a guideline for students who plan to transfer to an Alabama public four-year institution and pursue a degree in Biology. It is also appropriate for those seeking a degree in secondary education with a biology concentration. Students who plan to transfer to an out-of-state or private institution should consult that institution and plan their program of study in consultation with biology faculty advisors and/or counselors. Some courses in this program may not be available at all College locations. Upon completion of courses listed below, the transcript will reflect either an AA or AS degree without reference to the specific program of study.

<b>Area I: Written Composition</b>	<b>6</b>
ENG 101 English Composition I	3
ENG 102 English Composition II	3
<b>Area II: Humanities and Fine Arts</b>	<b>12</b>
<i>*Literature</i>	3-6
Choose from ENG 251, 252, 261, 262, 271, 272	
<i>Fine Arts</i>	3
Choose from ART 100, 203, 204; MUS 101	
<i>**Humanities and Additional Fine Arts</i>	0-3
Choose from HUM 101, 102; PHL 206; REL 100, 151, 152; SPA 101, 102; SPH 106 or 107 ( <i>Selecting SPH 106 or 107 will meet associate degree and education requirement.</i> )	
<b>Area III: Natural Sciences and Mathematics</b>	<b>11</b>
<i>Natural Sciences</i>	8
BIO 103-104 Principles of Biology I-II	
<i>Mathematics</i>	3-4
<i>**MTH 112 or more advanced</i>	
<b>Area IV: History, Social and Behavioral Sciences</b>	<b>12</b>
<i>*History</i>	3-6
Choose from HIS 101, 102, 121, 122, 201, 202	
<i>**Social and Behavioral Sciences</i>	6-9
Choose from ANT 200; ECO 231, 232; GEO 100; POL 211; PSY 200, 210; SOC 200	
<b>Area V: Pre-Professional, Pre-Major, and Elective Courses</b>	<b>19-23</b>
<i>***ORI 101 or 105</i>	1-3
<i>***CIS 146</i>	3
CHM 111-112	8
<i>**Electives as Determined by Transfer Institution</i>	5-9

\*Must complete a 6-semester-hour sequence in Literature or History.

\*\*Some 4-year institutions require a specific course or courses in the indicated areas. Check the *STARS Guide* and Area V page of your intended transfer institution for additional guidance. Transfer credits may not exceed 50% of those required for the 4-year degree.

\*\*\*Indicated courses may not be included in the *STARS Articulation Guide* but are applicable toward the associate degree.

**Bio-Systems Engineering**  
(Auburn University Only)  
*Associate in Science*

This plan of study was developed as a guideline for students who plan to transfer to Auburn University and pursue a degree in Bio-Systems Engineering. Students who plan to transfer to an out-of-state or private institution should consult that institution and plan their program of study in consultation with engineering faculty advisors and/or counselors. Some courses in this program are not available at all College locations. Upon completion of courses listed below, the transcript will reflect either an AA or AS degree without reference to the specific program of study.

<b>Area I: Written Composition</b>	<b>6</b>
ENG 101 English Composition I	3
ENG 102 English Composition II	3
<b>Area II: Humanities and Fine Arts</b>	<b>12</b>
<i>Literature</i>	6
Choose from ENG 251-252, 261-262, 271-272	
<i>Fine Arts</i>	3
Choose from ART 100, 203, 204; MUS 101	
<b>Area III: Natural Sciences and Mathematics</b>	<b>11</b>
<i>Natural Sciences</i>	8
CHM 111 and PHY 201	
<i>Mathematics</i>	3
MTH 125 Calculus I	
<b>Area IV: History, Social and Behavioral Sciences</b>	<b>12</b>
<i>History</i>	6
Choose from HIS 101-102, 121-122, 201-202	
<i>Social and Behavioral Sciences</i>	3
Choose from ANT 200; ECO 231-232; POL 211; PSY 200, 210; SOC 200	
<b>Area V: Pre-Professional, Pre-Major, and Elective Courses</b>	<b>19-23</b>
**ORI 101 or 105	1-3
**CIS 146	3
**SPH106 or 107	3
MTH 126, 227	6
BIO 103	3
*Additional Electives to Meet AS Degree Requirements	2

\*PHL 106 must be taken on transfer to complete Auburn University's Area II requirements.

\*\*Indicated courses are not included in the *STARS Articulation Guide* but are applicable toward the associate degree.

**Business—Accounting,  
Management, and Marketing**  
*Associate in Science*

This plan of study was developed as a guideline for students who plan to transfer to an Alabama public four-year institution and pursue a degree in one of the business disciplines (Accounting, Banking and Finance, Management, Marketing). Students who plan to transfer to an out-of-state or private institution should consult that institution and plan their program of study in consultation with business faculty advisors and/or counselors. This program is available on the Sparks and Wallace Campuses. Upon completion of courses listed below, the transcript will reflect either an AA or AS degree without reference to the specific program of study.

<b>Area I: Written Composition</b>	<b>6</b>
ENG 101 English Composition I	3
ENG 102 English Composition II	3
<b>Area II: Humanities and Fine Arts</b>	<b>12</b>
<i>Literature</i>	6
Choose from ENG 251-252, 261-262, 271-272	
<i>*Fine Arts</i>	3
Choose from ART 100, 203, 204; MUS 101	
<i>*Humanities and Additional Fine Arts</i>	0-3
Choose from HUM 101, 102; PHL 206; REL 100,151,152; SPA 101, 102; SPH 106 or 107 ( <i>Selecting SPH 106 or 107 will meet associate degree requirement.</i> )	
<b>Area III: Natural Sciences and Mathematics</b>	<b>11</b>
<i>*Natural Sciences</i>	8
Choose from BIO 103, 104; CHM 111, 112; PHS 111, 112; PHY 201, 202, 202, 213, 214	
<i>Mathematics</i>	3-4
*MTH 112 or more advanced based on placement scores	
<b>Area IV: History, Social and Behavioral Sciences</b>	<b>12</b>
<i>History</i>	3
Choose from HIS 101, 102, 121, 122, 201, 202	
<i>Social and Behavioral Sciences</i>	9
Choose from ANT 200; ECO 231, 232; PSY 200; SOC 200	
<b>Area V: Pre-Professional, Pre-Major, and Elective Courses</b>	<b>19-23</b>
**ORI 101 or 105	1-3
<i>Electives as Determined by Transfer Institution</i>	18-22
Choose from *BUS 241, 242, 263, 271; CIS 146, 147; MTH 120, 125	

\*Some 4-year institutions require a specific course or courses in the indicated areas. Check the *STARS Guide* and Area V page of your intended transfer institution for additional guidance. Transfer credits may not exceed 50% of those required for the 4-year degree.

\*\*Indicated courses may not be included in the *STARS Articulation Guide* but are applicable toward the associate degree.

## Chemical Engineering

### *Associate in Science*

This plan of study was developed as a guideline for students who plan to transfer to an Alabama public four-year institution and pursue a degree in Chemical Engineering. Students who plan to transfer to an out-of-state or private institution should consult that institution and plan their program of study in consultation with engineering faculty advisors and/or counselors. Some courses in this program are not available at all College locations. Upon completion of courses listed below, the transcript will reflect either an AA or AS degree without reference to the specific program of study.

<b>Area I: Written Composition</b>	<b>6</b>
ENG 101 English Composition I	3
ENG 102 English Composition II	3
<b>Area II: Humanities and Fine Arts</b>	<b>9</b>
<i>*Literature</i>	3-6
Choose from ENG 251, 252, 261, 262, 271, 272	
<i>Fine Arts</i>	3
Choose from ART 100, 203, 204; MUS 101	
<b>**Humanities and Additional Fine Arts</b>	3-6
Choose from HUM 101, 102; PHL 206; REL 100, 151, 152; SPA 101, 102; SPH 106 or 107 ( <i>Selecting SPH 106 or 107 will meet associate degree requirement.</i> )	
<b>Area III: Natural Sciences and Mathematics</b>	<b>11</b>
<i>Natural Sciences</i>	8
PHY 213-214 General Physics I-II with Calculus	
<i>Mathematics</i>	4
MTH 125 Calculus I	
<b>Area IV: History, Social and Behavioral Sciences</b>	<b>9</b>
<i>*History</i>	3-6
Choose from HIS 101, 102, 121, 122, 201, 202	
<b>**Social and Behavioral Sciences</b>	3-6
Choose from ANT 200; ECO 231, 232; GEO 100; POL 211; PSY 200, 210; SOC 200	
<b>Area V: Pre-Professional, Pre-Major, and Elective Courses</b>	<b>19-23</b>
***ORI 101 or 105	1-3
***CIS 146	3
<b>**Electives as Determined by Transfer Institution</b>	12-16
Choose from CHM 111-112, 221-222; MTH 126, 227, 238	

\*Must complete a 6-semester-hour sequence in Literature or History.

\*\*Some 4-year institutions require a specific course or courses in the indicated areas. Check the *STARS Guide* Area V page of your intended transfer institution for additional guidance. Transfer credits may not exceed 50% of those required for the 4-year degree.

\*\*\*Indicated courses are not included in the *STARS Articulation Guide* but are applicable toward the associate degree.

NOTE: 12 semester hours in Areas II and IV are required for the associate degree.

## Chemistry

### *Associate in Science*

This plan of study was developed as a guideline for students who plan to transfer to an Alabama public four-year institution and pursue a degree in Chemistry. Students who plan to transfer to an out-of-state or private institution should consult that institution and plan their program of study in consultation with chemistry faculty advisors and/or counselors. Some courses in this program are not available at all College locations. Upon completion of courses listed below, the transcript will reflect either an AA or AS degree without reference to the specific program of study.

<b>Area I: Written Composition</b>	<b>6</b>
ENG 101 English Composition I	3
ENG 102 English Composition II	3
<b>Area II: Humanities and Fine Arts</b>	<b>12</b>
<i>*Literature</i>	3-6
Choose from ENG 251, 252, 261, 262, 271, 272	
<i>Fine Arts</i>	3
Choose from ART 100, 203, 204; MUS 101	
<b>**Humanities and Additional Fine Arts</b>	0-3
Choose from HUM 101, 102; PHL 206; REL 100, 151, 152; SPA 101, 102; SPH 106 or 107 ( <i>Selecting SPH 106 or 107 will meet associate degree requirement.</i> )	
<b>Area III: Natural Sciences and Mathematics</b>	<b>12</b>
<i>Natural Sciences</i>	8
CHM 111-112 College Chemistry I-II	
<i>Mathematics</i>	4
MTH 125 Calculus I	
<b>Area IV: History, Social and Behavioral Sciences</b>	<b>12</b>
<i>*History</i>	3-6
Choose from HIS 101, 102, 121, 122, 201, 202	
<b>**Social and Behavioral Sciences</b>	6-9
Choose from ANT 200; ECO 231, 232; GEO 100; POL 211; PSY 200, 210; SOC 200	
<b>Area V: Pre-Professional, Pre-Major, and Elective Courses</b>	<b>18-22</b>
***ORI 101 or 105	1-3
***CIS 146	3
PHY 201-202, PHY 213-214; MTH 126	12
Electives as Determined by Transfer Institution	2-5

\*Must complete a 6-semester-hour sequence in Literature or History.

\*\*Some 4-year institutions require a specific course or courses in the indicated areas. Check the *STARS Guide* and Area V page of your intended transfer institution for additional guidance. Transfer credits may not exceed 50% of those required for the 4-year degree.

\*\*\*Indicated courses may not be included in the *STARS Articulation Guide* but are applicable toward the associate degree.

## Chemistry Education

### *Associate in Science*

This plan of study was developed as a guideline for students who plan to transfer to an Alabama public four-year institution and pursue a degree in Secondary Education—Chemistry. Students who plan to transfer to an out-of-state or private institution should consult that institution and plan their program of study in consultation with chemistry faculty advisors and/or counselors. Some courses in this program are not available at all College locations. Upon completion of courses listed below, the transcript will reflect either an AA or AS degree without reference to the specific program of study.

<b>Area I: Written Composition</b>	<b>6</b>
ENG 101 English Composition I	3
ENG 102 English Composition II	3
<b>Area II: Humanities and Fine Arts</b>	<b>12</b>
<i>*Literature</i>	3-6
Choose from ENG 251, 252, 261, 262, 271, 272	
<i>Speech</i>	3
SPH 106 or 107	
<i>**Fine Arts</i>	3
Choose from ART 100, 203, 204; MUS 101	
<i>**Humanities and Additional Fine Arts</i>	0-3
Choose from **HIS 256; HUM 101, 102; PHL 206; REL 100, 151, 152; SPA 101, 102	
<b>Area III: Natural Sciences and Mathematics</b>	<b>12</b>
<i>Natural Sciences</i>	8
CHM 111-112 College Chemistry I-II	
<i>Mathematics</i>	4
MTH 125 Calculus I	
<b>Area IV: History, Social and Behavioral Sciences</b>	<b>12</b>
<i>*History</i>	3-6
Choose from HIS 101, 102, 121, 122, 201, 202	
<i>**Social and Behavioral Sciences</i>	6-9
Choose from ANT 200; ECO 231, 232; GEO 100; POL 211; PSY 200, 210; SOC 200	
<b>Area V: Pre-Professional, Pre-Major, and Elective Courses</b>	<b>18-22</b>
***ORI 101 or 105	1-3
***CIS 146	3
PHY 201-202, PHY 213-214; MTH 126	12
Electives as Determined by Transfer Institution	2-6

\*Must complete a 6-semester-hour sequence in Literature or History.

\*\*Some 4-year institutions require a specific course or courses in the indicated areas. Some courses may be applicable to a limited number of institutions. Check the *STARS Guide* and Area V page of your intended transfer institution for additional guidance. Transfer credits may not exceed 50% of those required for the 4-year degree.

\*\*\*Indicated courses may not be included in the *STARS Articulation Guide* but are applicable toward the associate degree.

## Civil Engineering

### *Associate in Science*

This plan of study was developed as a guideline for students who plan to transfer to an Alabama public four-year institution and pursue a degree in Civil Engineering. Students who plan to transfer to an out-of-state or private institution should consult that institution and plan their program of study in consultation with engineering faculty advisors and/or counselors. Some courses in this program are not available at all College locations. Upon completion of courses listed below, the transcript will reflect either an AA or AS degree without reference to the specific program of study.

<b>Area I: Written Composition</b>	<b>6</b>
ENG 101 English Composition I	3
ENG 102 English Composition II	3
<b>Area II: Humanities and Fine Arts</b>	<b>9</b>
<i>*Literature</i>	3-6
Choose from ENG 251, 252, 261, 262, 271, 272	
<i>Fine Arts</i>	3
Choose from ART 100, 203, 204; MUS 101	
<i>**Humanities and Additional Fine Arts</i>	0-3
Choose from HUM 101, 102; PHL 206; REL 100, 151, 152; SPA 101, 102; SPH 106 or 107 ( <i>Selecting SPH 106 or 107 will meet associate degree requirement.</i> )	
<b>Area III: Natural Sciences and Mathematics</b>	<b>11</b>
<i>Natural Sciences</i>	8
PHY 213-214 General Physics I-II with Calculus	
<i>Mathematics</i>	4
MTH 125 Calculus I	
<b>Area IV: History, Social and Behavioral Sciences</b>	<b>9</b>
<i>*History</i>	3-6
Choose from HIS 101, 102, 121, 122, 201, 202	
<i>**Social and Behavioral Sciences</i>	3-6
Choose from ANT 200; ECO 231-232; GEO 100; POL 211; PSY 200, 210; SOC 200	
<b>Area V: Pre-Professional, Pre-Major, and Elective Courses</b>	<b>19-23</b>
***ORI 101 or 105	1-3
***CIS 146	3
<i>**Electives as Determined by Transfer Institution</i>	12-16
Choose from CHM 111-112; CIS 251 or 231; MTH 126, 227, 238	

\*Must complete a 6-semester-hour sequence in Literature or History.

\*\*Some 4-year institutions require a specific course or courses in the indicated areas. Check the *STARS Guide* Area V page of your intended transfer institution for additional guidance. Transfer credits may not exceed 50% of those required for the 4-year degree.

\*\*\*Indicated courses are not included in the *STARS Articulation Guide* but are applicable toward the associate degree.

NOTE: 12 semester hours in Areas II and IV are required for the associate degree.

## Computer Engineering

### *Associate in Science*

This plan of study was developed as a guideline for students who plan to transfer to an Alabama public four-year institution and pursue a degree in Computer Engineering. Students who plan to transfer to an out-of-state or private institution should consult that institution and plan their program of study in consultation with engineering faculty advisors and/or counselors. Some courses in this program are not available at all College locations. Upon completion of courses listed below, the transcript will reflect either an AA or AS degree without reference to the specific program of study.

<b>Area I:</b>	<b>Written Composition</b>	<b>6</b>
	ENG 101 English Composition I	3
	ENG 102 English Composition II	3

<b>Area II:</b>	<b>Humanities and Fine Arts</b>	<b>9</b>
	<i>*Literature</i>	3-6
	Choose from ENG 251, 252, 261, 262, 271, 272	
	<i>Fine Arts</i>	3
	Choose from ART 100, 203, 204; MUS 101	
	<b>**Humanities and Additional Fine Arts</b>	0-3
	Choose from HUM 101, 102; PHL 206; REL 100, 151, 152; SPA 101, 102; SPH 106 or 107 ( <i>Selecting SPH 106 or 107 will meet associate degree requirement.</i> )	

<b>Area III:</b>	<b>Natural Sciences and Mathematics</b>	<b>11</b>
	<i>Natural Sciences</i>	8
	PHY 213-214 General Physics I-II with Calculus	
	<i>Mathematics</i>	4
	MTH 125 Calculus I	

<b>Area IV:</b>	<b>History, Social and Behavioral Sciences</b>	<b>9</b>
	<i>*History</i>	3-6
	Choose from HIS 101, 102, 121, 122, 201, 202	
	<b>**Social and Behavioral Sciences</b>	3-6
	Choose from ANT 200, ECO 231, 232; GEO 100; POL 211; PSY 200, 210; SOC 200	

<b>Area V:</b>	<b>Pre-Professional, Pre-Major, and Elective Courses</b>	<b>19-23</b>
	***ORI 101 or 105	1-3
	***CIS 146	3
	<b>**Electives as Determined by Transfer Institution</b>	12-16
	Choose from CHM 111; CIS 251; MTH 126, 227, 238	

\*Must complete a 6-semester-hour sequence in Literature or History.

\*\*Some 4-year institutions require a specific course or courses in the indicated areas. Check the *STARS Guide* Area V page of your intended transfer institution for additional guidance. Transfer credits may not exceed 50% of those required for the 4-year degree.

\*\*\*Indicated courses are not included in the *STARS Articulation Guide* but are applicable toward the associate degree.

NOTE: 12 semester hours in Areas II and IV are required for the associate degree.

## Computer Science

### *Associate in Science*

This plan of study was developed as a guideline for students who plan to transfer to an Alabama public four-year institution and pursue a degree in Computer Science or Computer Information Science. Students who plan to transfer to an out-of-state or private institution should consult that institution and plan their program of study in consultation with computer science faculty advisors and/or counselors. Some courses in this program may not be available at all College locations. Upon completion of courses listed below, the transcript will reflect either an AA or AS degree without reference to the specific program of study.

<b>Area I:</b>	<b>Written Composition</b>	<b>6</b>
	ENG 101 English Composition I	3
	ENG 102 English Composition II	3

<b>Area II:</b>	<b>Humanities and Fine Arts</b>	<b>12</b>
	<i>*Literature</i>	3-6
	Choose from ENG 251, 252, 261, 262, 271, 272	
	<b>**Fine Arts</b>	3
	Choose from ART 100, 203, 204; MUS 101	
	<b>**Humanities and Additional Fine Arts</b>	0-3
	Choose from HUM 101, 102; PHL 206; REL 100, 151, 152; SPA 101, 102; SPH 106 or 107 ( <i>Selecting SPH 106 or 107 will meet associate degree requirement.</i> )	

<b>Area III:</b>	<b>Natural Sciences and Mathematics</b>	<b>11</b>
	<i>Natural Sciences</i>	8
	Choose a sequence of BIO 103-104; CHM 111-112; or PHS 111-112; PHY 201-202 or **PHY 213-214	
	<i>Mathematics</i>	3-4
	*MTH 112 or more advanced based on placement scores	

<b>Area IV:</b>	<b>History, Social and Behavioral Sciences</b>	<b>12</b>
	<i>*History</i>	3-6
	Choose from HIS 101, 102, 121, 122, 201, 202	
	<b>**Social and Behavioral Sciences</b>	6-9
	Choose from ANT 200, ECO 231, 232; GEO 100; POL 211; PSY 200, 210; SOC 200	

<b>Area V:</b>	<b>Pre-Professional, Pre-Major, and Elective Courses</b>	<b>19-23</b>
	***ORI 101 or 105	1-3
	***CIS 146	3
	**CIS 251 or 285; MTH 113, 125, 126	14
	**Other Electives	1-5

\*Must complete a 6-semester-hour sequence in Literature or History.

\*\*Some 4-year institutions require a specific course or courses in the indicated areas. Check the *STARS Guide* and Area V page of your intended transfer institution for additional guidance. Transfer credits may not exceed 50% of those required for the 4-year degree.

\*\*\*Indicated courses may not be included in the *STARS Articulation Guide* but are applicable toward the associate degree.

## Computer Science Engineering

### *Associate in Science*

This plan of study was developed as a guideline for students who plan to transfer to an Alabama public four-year institution and pursue a degree in Computer Science Engineering. Students who plan to transfer to an out-of-state or private institution should consult that institution and plan their program of study in consultation with engineering faculty advisors and/or counselors. Some courses in this program are not available at all College locations. Upon completion of courses listed below, the transcript will reflect either an AA or AS degree without reference to the specific program of study.

<b>Area I: Written Composition</b>	<b>6</b>
ENG 101 English Composition I	3
ENG 102 English Composition II	3
<b>Area II: Humanities and Fine Arts</b>	<b>9</b>
<i>*Literature</i>	3-6
Choose from ENG 251, 252, 261, 262, 271, 272	
<i>Fine Arts</i>	3
Choose from ART 100, 203, 204; MUS 101	
<i>**Humanities and Additional Fine Arts</i>	0-3
Choose from HUM 101, 102; PHL 206; REL 100, 151, 152; SPA 101, 102; SPH 106 or 107 ( <i>Selecting SPH 106 or 107 will meet associate degree requirement.</i> )	
<b>Area III: Natural Sciences and Mathematics</b>	<b>11</b>
<i>Natural Sciences</i>	8
PHY 213-214 General Physics I-II with Calculus	
<i>Mathematics</i>	4
MTH 125 Calculus I	
<b>Area IV: History, Social and Behavioral Sciences</b>	<b>9</b>
<i>*History</i>	3-6
Choose from HIS 101, 102, 121, 122, 201, or 202	
<i>**Social and Behavioral Sciences</i>	3-6
Choose from ANT 200; ECO 231, 232; POL 211; PSY 200, 210; SOC 200	
<b>Area V: Pre-Professional, Pre-Major, and Elective Courses</b>	<b>19-23</b>
***ORI 101 or 105	1-3
***CIS 146	3
<i>**Electives as Determined by Transfer Institution</i>	12-16
Choose from CIS 251; MTH 126, 227, 237; and a lab science	

\*Must complete a 6-semester-hour sequence in Literature or History.

\*\*Some 4-year institutions require a specific course or courses in the indicated areas. Check the *STARS Guide* Area V page of your intended transfer institution for additional guidance. Transfer credits may not exceed 50% of those required for the 4-year degree.

\*\*\*Indicated courses are not included in the *STARS Articulation Guide* but are applicable toward the associate degree.

NOTE: 12 semester hours in Areas II and IV are required for the associate degree.

## Criminal Justice

### *Associate in Arts or Science*

This plan of study was developed as a guideline for students who plan to transfer to an Alabama public four-year institution and pursue a degree in Criminal Justice. Students who plan to transfer to an out-of-state or private institution should consult that institution and plan their program of study in consultation with criminal justice faculty advisors and/or counselors. This program is available on the Sparks and Wallace Campuses. Upon completion of courses listed below, the transcript will reflect either an AA or AS degree without reference to the specific program of study.

<b>Area I: Written Composition</b>	<b>6</b>
ENG 101 English Composition I	3
ENG 102 English Composition II	3
<b>Area II: Humanities and Fine Arts</b>	<b>12</b>
<i>*Literature</i>	3-6
Choose from ENG 251, 252, 261, 262, 271, 272	
<i>**Fine Arts</i>	3
Choose from ART 100, 203, 204; MUS 101	
<i>**Humanities and Additional Fine Arts</i>	0-3
Choose from HUM 101, 102; PHL 206; REL 100, 151, 152; SPA 101, 102; SPH 106 or 107 ( <i>Selecting SPH 106 or 107 will meet associate degree requirement.</i> )	
<b>Area III: Natural Sciences and Mathematics</b>	<b>11</b>
<i>Natural Sciences</i>	8
Choose from BIO 103, 104; CHM 111, 112; PHS 111, 112; PHY 201, 202, 213, 214	
<i>Mathematics</i>	3-4
**MTH 110 (AA) or MTH 112 (AS) or more advanced	
<b>Area IV: History, Social and Behavioral Sciences</b>	<b>12</b>
<i>*History</i>	3-6
Choose from HIS 101, 102, 121, 122, 201, 202	
<i>**Social and Behavioral Sciences</i>	6-9
Choose from ANT 200; ECO 231, 232; GEO 100; POL 211; PSY 200, 210; SOC 200	
<b>Area V: Pre-Professional, Pre-Major, and Elective Courses</b>	<b>19-23</b>
***ORI 101 or 105	1-3
CIS 146; CRJ 100, 150	9
<i>**Electives as Determined by Transfer Institution</i>	9-13

\*Must complete a 6-semester-hour sequence in Literature or History.

\*\*Some 4-year institutions require a specific course or courses in the indicated areas. Check the *STARS Guide* and Area V page of your intended transfer institution for additional guidance. Transfer credits may not exceed 50% of those required for the 4-year degree.

\*\*\*Indicated course may not be included in the *STARS Articulation Guide* but is applicable toward the associate degree.

## Economics

### Associate in Science

This plan of study was developed as a guideline for students who plan to transfer to an Alabama public four-year institution and pursue a degree in Economics. Students who plan to transfer to an out-of-state or private institution should consult that institution and plan their program of study in consultation with economics faculty advisors and/or counselors. Some courses in this program may not be available at all College locations. Upon completion of courses listed below, the transcript will reflect either an AA or AS degree without reference to the specific program of study.

<b>Area I: Written Composition</b>	<b>6</b>
ENG 101 English Composition I	3
ENG 102 English Composition II	3
<b>Area II: Humanities and Fine Arts</b>	<b>12</b>
<i>*Literature</i>	3-6
Choose from ENG 251, 252, 261, 262, 271, 272	
<i>**Fine Arts</i>	3
Choose from ART 100, 203, 204; MUS 101	
<i>**Humanities and Additional Fine Arts</i>	0-3
Choose from HUM 101, 102; PHL 206; REL 100, 151, 152; SPA 101, 102; SPH 106 or 107 (Selecting SPH 106 or 107 will meet associate degree requirement.)	
<b>Area III: Natural Sciences and Mathematics</b>	<b>11</b>
<i>Natural Sciences</i>	8
<i>**Choose a sequence of BIO 103-104; CHM 111-112; PHS 111-112; PHY 201-202; PHY 213-214</i>	
<i>Mathematics</i>	3-4
MTH 112 or more advanced based on placement scores	
<b>Area IV: History, Social and Behavioral Sciences</b>	<b>12</b>
<i>*History</i>	3-6
Choose from HIS 101, 102, 121, 122, 201, 202	
<i>Social and Behavioral Sciences</i>	6-9
Choose from ANT 200; ECO 231, 232; POL 211; PSY 200; SOC 200	
<b>Area V: Pre-Professional, Pre-Major, and Elective Courses</b>	<b>19-23</b>
<i>***ORI 101 or 105</i>	1-3
<i>***CIS 146</i>	3
<i>**MTH 113 or higher</i>	3-4
SPA 101, 102	6
<i>Electives</i>	6-9
<i>**Choose from ANT 200; PHL 206; POL 211; SOC 200</i>	

\*Must complete a 6-semester-hour sequence in Literature or History.

\*\*Some 4-year institutions require a specific course or courses in the indicated areas. Check the *STARS Guide* and Area V page of your intended transfer institution for additional guidance. Transfer credits may not exceed 50% of those required for the 4-year degree.

\*\*\*Indicated courses may not be included in the *STARS Articulation Guide* but are applicable toward the associate degree.

## Elementary or Early Childhood Education

### Associate in Arts or Science

This plan of study was developed as a guideline for students who plan to transfer to an Alabama public four-year institution and pursue a degree in Elementary or Early Childhood Education. Students who plan to transfer to an out-of-state or private institution should consult that institution and plan their program of study in consultation with education faculty advisors and/or counselors. This program is available on the Sparks and Wallace Campuses. Upon completion of courses listed below, the transcript will reflect either an AA or AS degree without reference to the specific program of study.

<b>Area I: Written Composition</b>	<b>6</b>
ENG 101 English Composition I	3
ENG 102 English Composition II	3
<b>Area II: Humanities and Fine Arts</b>	<b>12</b>
<i>**Literature</i>	3-6
Choose from ENG 251, 252, 261, 262, 271, 272	
<i>**Fine Arts</i>	3
Choose from ART 100, 203, 204; MUS 101	
<i>Speech</i>	3
SPH 106 or 107	
<i>**Humanities and Additional Fine Arts</i>	0-3
Choose from **HIS 256; HUM 101, 102; PHL 206; REL 100, 151, 152; SPA 101, 102	
<b>Area III: Natural Sciences and Mathematics</b>	<b>11</b>
<i>**Natural Sciences</i>	4
Choose from BIO 104; CHM 111, 112; PHS 111, 112; PHY 201, 202, 202, 213, 214 BIO 103 Principles of Biology I	4
<i>Mathematics</i>	3-4
<i>**MTH 110 or more advanced based on placement scores</i>	
<b>Area IV: History, Social and Behavioral Sciences</b>	<b>12</b>
<i>*History</i>	3-6
Choose from HIS 101, 102, 121, 122, 201, 202	
<i>**Social and Behavioral Sciences</i>	6-9
Choose from ANT 200, ECO 231, 232; GEO 100; POL 211; PSY 200, 210; SOC 200	
<b>Area V: Pre-Professional, Pre-Major, and Elective Courses</b>	<b>19-23</b>
ORI 101 or 105	1-3
CIS 146	3
<i>**Natural Sciences Elective</i>	4
<i>**Mathematics Electives</i>	9
Choose from MTH 112, 113, 120, 125, 126, 127, 231, 232	
<i>**Electives as Determined by Transfer Institution</i>	2-6
*Must complete a 6-semester-hour sequence in Literature or History.	

\*\*Some 4-year institutions require a specific course or courses in the indicated areas. Some courses may be applicable to a limited number of institutions. Print the *STARS Guide* and Area V page of your intended transfer institution for additional guidance because the colleges are very specific in their requirements to meet No Child Left Behind mandates. Transfer credits may not exceed 50% of those required for the 4-year degree.

**Electrical Engineering**  
*Associate in Science*

This plan of study was developed as a guideline for students who plan to transfer to an Alabama public four-year institution and pursue a degree in Electrical Engineering. Students who plan to transfer to an out-of-state or private institution should consult that institution and plan their program of study in consultation with engineering faculty advisors and/or counselors. Some courses in this program are not available at all College locations. Upon completion of courses listed below, the transcript will reflect either an AA or AS degree without reference to the specific program of study.

<b>Area I: Written Composition</b>	<b>6</b>
ENG 101 English Composition I	
ENG 102 English Composition II	3
<b>Area II: Humanities and Fine Arts</b>	<b>9</b>
<i>*Literature</i>	3-6
Choose from ENG 251, 252, 261, 262, 271, 272	
<i>Fine Arts</i>	3
Choose from ART 100, 203, 204; MUS 101	
<b>**Humanities and Additional Fine Arts</b>	0-3
Choose from HUM 101, 102; PHL 206; REL 100, 151, 152; SPA 101, 102; SPH 106 or 107 ( <i>Selecting SPH 106 or 107 will meet associate degree requirement.</i> )	
<b>Area III: Natural Sciences and Mathematics</b>	<b>11</b>
<i>Natural Sciences</i>	8
PHY 213-214 General Physics I-II with Calculus	
<i>Mathematics</i>	4
MTH 125 Calculus I	
<b>Area IV: History, Social and Behavioral Sciences</b>	<b>9</b>
<i>History</i>	3-6
Choose from HIS 101, 102, 121, 122, 201, 202	
<b>**Social and Behavioral Sciences</b>	3-6
Choose from ANT 200; ECO 231, 232; GEO 100; POL 211; PSY 200, 210; SOC 200	
<b>Area V: Pre-Professional, Pre-Major, and Elective Courses</b>	<b>19-23</b>
***ORI 101 or 105	1-3
***CIS 146	3
<b>**Electives as Determined by Transfer Institution</b>	12-16
Choose from CHM 111, CIS 251; MTH 126, 227, 237, 238	

\*Must complete a 6-semester-hour sequence in Literature or History.

\*\*Some 4-year institutions require a specific course or courses in the indicated areas. Check the *STARS Guide* Area V page of your intended transfer institution for additional guidance. Transfer credits may not exceed 50% of those required for the 4-year degree.

\*\*\*Indicated courses are not included in the *STARS Articulation Guide* but are applicable toward the associate degree.

NOTE: 12 semester hours in Areas II and IV are required for the associate degree.

**English**  
*Associate in Arts or Science*

This plan of study was developed as a guideline for students who plan to transfer to an Alabama public four-year institution and pursue a degree in English. Students who plan to transfer to an out-of-state or private institution should consult that institution and plan their program of study in consultation with English faculty advisors and/or counselors. This program is available on the Sparks and Wallace campuses. Upon completion of courses listed below, the transcript will reflect either an AA or AS degree without reference to the specific program of study.

<b>Area I: Written Composition</b>	<b>6</b>
ENG 101 English Composition I	3
ENG 102 English Composition II	3
<b>Area II: Humanities and Fine Arts</b>	<b>12</b>
<i>Literature</i>	6
Choose from ENG 251-252, 261-262, 271-272	
<i>*Fine Arts</i>	3
Choose from ART 100, 203, 204; MUS 101	
<b>*Humanities and Additional Fine Arts</b>	0-3
Choose from HUM 101, 102; PHL 206; REL 100, 151, 152; SPA 101, 102; SPH 106 or 107 ( <i>Selecting SPH 106 or 107 will meet associate degree requirement.</i> )	
<b>Area III: Natural Sciences and Mathematics</b>	<b>11</b>
<i>Natural Sciences</i>	8
Choose from BIO 103, 104; CHM 111, 112; PHS 111, 112; PHY 201, 202, 213, 214	
<i>Mathematics</i>	3-4
MTH 110 or 112 or more advanced based on placement or ACT® scores)	
<b>Area IV: History, Social and Behavioral Sciences</b>	<b>12</b>
<i>History</i>	3-6
Choose from HIS 101, 102, 121, 122, 201, 202	
<b>*Social and Behavioral Sciences</b>	6-9
Choose from ANT 200; ECO 231, 232; GEO 100; POL 211; PSY 200, 210; SOC 200	
<b>Area V: Pre-Professional, Pre-Major, and Elective Courses</b>	<b>19-23</b>
**ORI 101 or 105	1-3
**CIS 146	3
*Electives as Determined by Transfer Institution	15-19

\*Some 4-year institutions require a specific course or courses in the indicated areas. Check the *STARS Guide* and Area V page of your intended transfer institution for additional guidance. Transfer credits may not exceed 50% of those required for the 4-year degree.

\*\*Indicated courses may not be included in the *STARS Articulation Guide* but are applicable toward the associate degree.

**English/Language Arts Education**  
*Associate in Arts or Science*

This plan of study was developed as a guideline for students who plan to transfer to an Alabama public four-year institution and pursue a degree in Secondary Education—English/Language Arts. Students who plan to transfer to an out-of-state or private institution should consult that institution and plan their program of study in consultation with English faculty advisors and/or counselors. This program is available on the Sparks and Wallace Campuses. Upon completion of courses listed below, the transcript will reflect either an AA or AS degree without reference to the specific program of study.

<b>Area I: Written Composition</b>	<b>6</b>
ENG 101 English Composition I	3
ENG 102 English Composition II	3
<b>Area II: Humanities and Fine Arts</b>	<b>12</b>
<i>Literature</i>	6
ENG 261-262 English Literature I-II	
<i>*Fine Arts</i>	3
**Choose from ART 100, 203, 204; MUS 101	
<i>Speech</i>	3
SPH 106 or 107	
<b>Area III: Natural Sciences and Mathematics</b>	<b>11</b>
<i>Natural Sciences</i>	8
Choose from BIO 103, 104; CHM 111, 112; PHS 111, 112; PHY 201, 202, 213, 214	
<i>Mathematics</i>	3-4
MTH 110 or 112 or more advanced based on placement or ACT® scores	
<b>Area IV: History, Social and Behavioral Sciences</b>	<b>12</b>
<i>History</i>	3-6
Choose from HIS 101, 102, 121, 122, 201, 202	
<i>Social and Behavioral Sciences</i>	6-9
Choose from ANT 200; ECO 231, 232; GEO 100; POL 211; PSY 200, 210; SOC 200	
<b>Area V: Pre-Professional, Pre-Major, and Elective Courses</b>	<b>19-23</b>
**ORI 101 or 105	1-3
**CIS 146	3
<i>Literature Electives</i>	9-12
Choose from ENG 251, 252, 271, 272	
Electives as Determined by Transfer Institution	5-11

\*THR 120 or 126 must be taken on transfer to complete Area II requirements of the transfer institution.

\*\*Indicated courses may not be included in the *STARS Articulation Guide* but are applicable toward the associate degree.

**Forestry**  
**(Auburn University Only)**  
*Associate in Science*

This plan of study was developed as a guideline for students who plan to transfer to Auburn University and pursue a degree in Forestry. Students who plan to transfer to an out-of-state or private institution should consult that institution and plan their program of study in consultation with forestry faculty advisors and/or counselors. Some courses in this program are not available at all College locations. Upon completion of courses listed below, the transcript will reflect either an AA or AS degree without reference to the specific program of study.

<b>Area I: Written Composition</b>	<b>6</b>
ENG 101 English Composition I	3
ENG 102 English Composition II	3
<b>Area II: Humanities and Fine Arts</b>	<b>12</b>
<i>Literature</i>	6
Choose from ENG 251-252, 261-262, 271-272	
<i>Fine Arts</i>	3
Choose from ART 100, 203, 204; MUS 101	
<i>Humanities</i>	
PHL 206 Ethics and Society	3
<b>Area III: Natural Sciences and Mathematics</b>	<b>11</b>
<i>Natural Sciences</i>	8
BIO 103-104 Principles of Biology I-II	
<i>Mathematics</i>	3-4
MTH 125 or more advanced	
<b>Area IV: History, Social and Behavioral Sciences</b>	<b>6</b>
<i>History</i>	6
Choose from HIS 101-102, 121-122, 201-202	
<i>Social and Behavioral Sciences</i>	6
Choose from ANT 200; ECO 231; GEO 100; POL 211; PSY 200, 210; SOC 200	
ECO 232 Principles of Microeconomics	3
<b>*Area V: Pre-Professional, Pre-Major, and Elective Courses</b>	<b>19-23</b>
**ORI 101 or 105	1-3
**CIS 146	3
SPH 106 or 107	3
Choose from BUS 271, MTH 265	3
Choose from BUS 241; PHY 201, 213; or CHM 111-112	3 8

\*Transfer credits may not exceed 50% of those required for the 4-year degree.

\*\*Indicated courses are not included in the *STARS Articulation Guide* but are applicable toward the associate degree.

## General Science Education

### *Associate in Science*

This plan of study was developed as a guideline for students who plan to transfer to an Alabama public four-year institution and pursue a degree in Secondary Education—General Science. Students who plan to transfer to an out-of-state or private institution should consult that institution and plan their program of study in consultation with science faculty advisors and/or counselors. Some courses in this program may not be available at all College locations. Upon completion of courses listed below, the transcript will reflect either an AA or AS degree without reference to the specific program of study.

<b>Area I: Written Composition</b>	<b>6</b>
ENG 101 English Composition I	3
ENG 102 English Composition II	3
<b>Area II: Humanities and Fine Arts</b>	<b>12</b>
<i>*Literature</i>	3-6
Choose from ENG 251, 252, 261, 262, 271, 272	
<i>**Fine Arts</i>	3
Choose from ART 100, 203, 204; MUS 101	
<i>Speech</i>	3
SPH 106 Fundamental of Oral Communication	
<i>**Humanities and Additional Fine Arts</i>	0-3
Choose from HUM 101, 102; PHL 206; REL 100, 151, 152; SPA 101, 102	
<b>Area III: Natural Sciences and Mathematics</b>	<b>11</b>
<i>Natural Sciences</i>	8
BIO 103-104 Principles of Biology I-II	
<i>Mathematics</i>	3-4
<i>**MTH 115 (or 112-113) or MTH 125 based on placement or ACT® scores</i>	
<b>Area IV: History, Social and Behavioral Sciences</b>	<b>12</b>
<i>*History</i>	3-6
Choose from HIS 101, 102, 121, 122, 201, 202	
<i>**Social and Behavioral Sciences</i>	6-9
Choose from ANT 200; ECO 231, 232; GEO 100; POL 211; PSY 200, 210; SOC 200	
<b>Area V: Pre-Professional, Pre-Major, and Elective Courses</b>	<b>19-23</b>
<i>***ORI 101 or 105</i>	1-3
<i>***CIS 146</i>	3
CHM 111-112	8
Choose from PHY 201, 213	4
Electives as Determined by Transfer Institution	3-7

\*Must complete a 6-semester-hour sequence in Literature or History.

\*\*Some 4-year institutions require a specific course or courses in the indicated areas. Some courses may be applicable to a limited number of institutions. Check the *STARS Guide* and Area V page of your intended transfer institution for additional guidance. Transfer credits may not exceed 50% of those required for the 4-year degree.

\*\*\*Indicated courses may not be included in the *STARS Articulation Guide* but are applicable toward the associate degree.

## Health Education

### *Associate in Arts or Science*

This plan of study was developed as a guideline for students who plan to transfer to an Alabama public four-year institution and pursue a degree in Health Education. Students who plan to transfer to an out-of-state or private institution should consult that institution and plan their program of study in consultation with health faculty advisors and/or counselors. Some courses in this program may not be available at all College locations. Upon completion of courses listed below, the transcript will reflect either an AA or AS degree without reference to the specific program of study.

<b>Area I: Written Composition</b>	<b>6</b>
ENG 101 English Composition I	3
ENG 102 English Composition II	3
<b>Area II: Humanities and Fine Arts</b>	<b>12</b>
<i>*Literature</i>	3-6
Choose from ENG 251, 252, 261, 262, 271, 272	
<i>**Fine Arts</i>	3
Choose from ART 100, 203, 204; MUS 101	
<i>Speech</i>	3
SPH 106 or 107	
<i>**Humanities and Additional Fine Arts</i>	0-3
Choose from HUM 101, 102; PHL 206; REL 100, 151, 152; SPA 101, 102	
<b>Area III: Natural Sciences and Mathematics</b>	<b>11</b>
<i>Natural Sciences</i>	8
Choose from BIO 103, 104; CHM 111, 112; PHS 111, 112; PHY 201, 202, 213, 214	
<i>Mathematics</i>	3
MTH 110 or 112	
<b>Area IV: History, Social and Behavioral Sciences</b>	<b>12</b>
<i>*History</i>	3-6
Choose from HIS 101, 102, 121, 122, 201, 202	
<i>**Social and Behavioral Sciences</i>	6-9
Choose from ANT 200; ECO 231, 232; GEO 100; POL 211; PSY 200, 210; SOC 200	
<b>*Area V: Pre-Professional, Pre-Major, and Elective Courses</b>	<b>19-23</b>
<i>***ORI 101 or 105</i>	1-3
<i>***CIS 146</i>	3
BIO 201; HED 224, 231	10
<i>**Electives as Determined by Transfer Institution</i>	5-9

\*Must complete a 6-semester-hour sequence in Literature or History.

\*\*Some 4-year institutions require a specific course or courses in the indicated areas. Check the *STARS Guide* and Area V page of your intended transfer institution for additional guidance. Transfer credits may not exceed 50% of those required for the 4-year degree.

\*\*\*Indicated courses may not be included in the *STARS Articulation Guide* but are applicable toward the associate degree.

## History

### Associate in Arts or Science

This plan of study was developed as a guideline for students who plan to transfer to an Alabama public four-year institution and pursue a degree in History. Students who plan to transfer to an out-of-state or private institution should consult that institution and plan their program of study in consultation with history faculty advisors and/or counselors. This program is available on the Sparks and Wallace Campuses. Upon completion of courses listed below, the transcript will reflect either an AA or AS degree without reference to the specific program of study.

<b>Area I: Written Composition</b>	<b>6</b>
ENG 101 English Composition I	3
ENG 102 English Composition II	3
<b>Area II: Humanities and Fine Arts</b>	<b>12</b>
<i>Literature</i>	3-6
Choose from ENG 251, 252, 261, 262, 271, 272	
<i>*Fine Arts</i>	3
Choose from ART 100, 203, 204; MUS 101	
<i>*Humanities and Additional Fine Arts</i>	0-3
Choose from HUM 101, 102; PHL 206; REL 100, 151, 152; SPA 101, 102; SPH 106 or 107 ( <i>Selecting SPH 106 or 107 will meet associate degree requirement.</i> )	
<b>Area III: Natural Sciences and Mathematics</b>	<b>11</b>
<i>*Natural Sciences</i>	8
Choose from BIO 103, 104; CHM 111, 112; PHS 111, 112; PHY 201, 202, 213, 214	
<i>Mathematics</i>	3
MTH 110 or 112	
<b>Area IV: History, Social and Behavioral Sciences</b>	<b>12</b>
<i>History</i>	6
Choose from HIS 101-102, or 121-122 or 201-202	
<i>*Social and Behavioral Sciences</i>	6
Choose from ANT 200; ECO 231, 232; GEO 100; POL 211; PSY 200, 210; SOC 200	
<b>Area V: Pre-Professional, Pre-Major, and Elective Courses</b>	<b>19-23</b>
**ORI 101 or 105	1-3
**CIS 146	3
History (2nd Sequence)	6
*Electives as Determined by Transfer Institution	9-13

\*Must complete a 6-semester-hour sequence in Literature or History.

\*\*Some 4-year institutions require a specific course or courses in the indicated areas. Check the *STARS Guide* and Area V page of your intended transfer institution for additional guidance. Transfer credits may not exceed 50% of those required for the 4-year degree.

\*\*\*Indicated courses may not be included in the *STARS Articulation Guide* but are applicable toward the associate degree.

## History Education

### Associate in Arts or Science

This plan of study was developed as a guideline for students who plan to transfer to an Alabama public four-year institution and pursue a degree in Secondary Education—History. Students who plan to transfer to an out-of-state or private institution should consult that institution and plan their program of study in consultation with history faculty advisors and/or counselors. This program is available on the Sparks and Wallace Campuses. Upon completion of courses listed below, the transcript will reflect either an AA or AS degree without reference to the specific program of study.

<b>Area I: Written Composition</b>	<b>6</b>
ENG 101 English Composition I	3
ENG 102 English Composition II	3
<b>Area II: Humanities and Fine Arts</b>	<b>12</b>
<i>*Literature</i>	3-6
Choose from ENG 251, 252, 261, 262, 271, 272	
<i>*Fine Arts</i>	3
Choose from ART 100, 203, 204, MUS 101	
<i>Speech</i>	3
SPH 106 or 107	
<i>*Humanities and Additional Fine Arts</i>	0-3
Choose from HIS 256; HUM 101, 102; PHL 206; REL 100, 151, 152; SPA 101, 102	
<b>Area III: Natural Sciences and Mathematics</b>	<b>11</b>
<i>Natural Sciences</i>	8
Choose from BIO 103, 104; CHM 111, 112; PHS 111, 112; PHY 201, 202, 213, 214	
<i>Mathematics</i>	3
MTH 110 or 112	
<b>Area IV: History, Social and Behavioral Sciences</b>	<b>12</b>
<i>History</i>	6
Choose from HIS 101-102, 121-122, 201-202	
<i>*Social and Behavioral Sciences</i>	6-9
Choose from ANT 200; ECO 231, 232; GEO 100; POL 211; PSY 200, 210; SOC 200	
<b>Area V: Pre-Professional, Pre-Major, and Elective Courses</b>	<b>19-23</b>
**ORI 101 or 105	1-3
**CIS 146	3
History (2nd Sequence)	6
*Electives as Determined by Transfer Institution	9-13

\*Some 4-year institutions require a specific course or courses in the indicated areas. Some courses may be applicable to a limited number of institutions. Check the *STARS Guide* and Area V page of your intended transfer institution for additional guidance. Transfer credits may not exceed 50% of those required for the 4-year degree.

\*\*Indicated courses may not be included in the *STARS Articulation Guide* but are applicable toward the associate degree.

\*\*\*HIS 299—Directed Studies in History is a suggested elective that is not included in the *STARS Articulation Guide*.

**Horticulture**  
(Auburn University Only)  
*Associate in Science*

This plan of study was developed as a guideline for students who plan to transfer to Auburn University and pursue a degree in Horticulture. Students who plan to transfer to an out-of-state or private institution should consult that institution and plan their program of study in consultation with horticulture faculty advisors and/or counselors. Some courses in this program may not be available at all College locations. Upon completion of courses listed below, the transcript will reflect either an AA or AS degree without reference to the specific program of study.

**Area I: Written Composition 6**

- ENG 101 English Composition I 3
- ENG 102 English Composition II 3

**Area II: Humanities and Fine Arts 12**

- \*Literature 3-6**  
(Must complete a 6-semester-hour sequence either in Literature or History)
- Fine Arts 3**  
Choose from ART 100, 203, 204; MUS 101
- Speech 3**  
\*\*SPH 106 or 107
- Humanities 3**  
\*\*PHL 206 Ethics in Society

**Area III: Natural Sciences and Mathematics 11**

- Natural Sciences 8**  
BIO 103-104 Principles of Biology I-II
- Mathematics 3-4**  
MTH 113 or more advanced based on placement or ACT® scores

**Area IV: History, Social and Behavioral Sciences 12**

- \*History 3-6**  
Choose from HIS 101, 102, 121, 122, 201, 202  
(Must complete a 6-semester-hour sequence either in Literature or History)
- Social and Behavioral Sciences 6-9**  
Choose at least one from ANT 200; GEO 100; PSY 200, 210; SOC 200  
Another may be chosen from ECO 231; POL 211  
ECO 232 Principles of Microeconomics 3

**\*\*Area V: Pre-Professional, Pre-Major, and Elective Courses 19-23**

- \*\*\*ORI 101 or 105 1-3
- CHM 111; CIS 146 10
- Fruit and Vegetable Track:**  
Select from BUS 241, 242; CHM 112
- Landscape Horticulture Track:** SPA 101
- Nursery and Greenhouse Science Track:**  
Select from BUS 241, 242; SPA 101

\*Must complete a 6-semester-hour sequence in Literature or History

\*\*Refer to the STARS Articulation Guide and Auburn University's Area V page for additional information.

\*\*\*Required for the associate degree; not specified in AU requirements.

**Industrial Engineering**  
*Associate in Science*

This plan of study was developed as a guideline for students who plan to transfer to an Alabama public four-year institution and pursue a degree in Industrial Engineering. Students who plan to transfer to an out-of-state or private institution should consult that institution and plan their program of study in consultation with engineering faculty advisors and/or counselors. Some courses in this program are not available at all College locations. Upon completion of courses listed below, the transcript will reflect either an AA or AS degree without reference to the specific program of study.

**Area I: Written Composition 6**

- ENG 101 English Composition I 3
- ENG 102 English Composition II 3

**Area II: Humanities and Fine Arts 9**

- \*Literature 3-6**  
Choose from ENG 251, 252, 261, 262, 271, 272
- Fine Arts 3**  
Choose from ART 100, 203, 204; MUS 101
- \*\*Humanities and Additional Fine Arts 0-3**  
Choose from HUM 101, 102; PHL 206; REL 100, 151, 152; SPA 101, 102; SPH 106 or 107  
(Selecting SPH 106 or 107 will meet associate degree requirement.)

**Area III: Natural Sciences and Mathematics 12**

- Natural Sciences 8**  
PHY 213-214 General Physics I-II with Calculus
- Mathematics 4**  
MTH 125 Calculus I

**Area IV: History, Social and Behavioral Sciences 9**

- \*History 3-6**  
Choose from HIS 101, 102, 121, 122, 201, 202
- \*\*Social and Behavioral Sciences 3-6**  
Choose from ANT 200; ECO 231, 232; GEO 100; POL 211; PSY 200, 210; SOC 200

**Area V: Pre-Professional, Pre-Major, and Elective Courses 19-23**

- \*\*\*ORI 101 or 105 1-3
- \*\*\*CIS 146 3
- \*\*Electives as Determined by Transfer Institution 12-16**  
Choose from CHM 111-112; CIS 251; MTH 126, 227, 237, 238

\*Must complete a 6-semester-hour sequence in Literature or History.

\*\*Some 4-year institutions require a specific course or courses in the indicated areas. Check the STARS Guide Area V page of your intended transfer institution for additional guidance. Transfer credits may not exceed 50% of those required for the 4-year degree.

\*\*\*Indicated courses are not included in the STARS Articulation Guide but are applicable toward the associate degree.

NOTE: 12 semester hours in Areas II and IV are required for the associate degree.

**Interior Design**  
(Auburn University Only)  
*Associate in Science*

This plan of study was developed as a guideline for students who plan to transfer to Auburn University and pursue a degree in Interior Design. Students who plan to transfer to other institutions should consult that institution and plan their program of study in consultation with interior design faculty advisors and/or counselors. Some courses in this program may not be available at all College locations. Upon completion of courses listed below, the transcript will reflect either an AA or AS degree without reference to the specific program of study.

<b>Area I: Written Composition</b>	<b>6</b>
ENG 101 English Composition I	3
ENG 102 English Composition II	3
<b>Area II: Humanities and Fine Arts</b>	<b>12</b>
<i>Literature</i>	6
Choose from ENG 251-252, or 261-262, or 271-272	
<i>Fine Arts</i>	3
ART 203 or 204 Art History I-II	
<i>Humanities</i>	3
PHL 206 Ethics and Society	
<b>Area III: Natural Sciences and Mathematics</b>	<b>11</b>
<i>Natural Sciences</i>	8
Choose from CHM 111-112; PHY 201-202	
<i>Mathematics</i>	3-4
MTH 113 or more advanced based on placement or ACT® scores	
<b>Area IV: History, Social and Behavioral Sciences</b>	<b>12</b>
<i>History</i>	6
Choose from HIS 101-102 or 121-122 or 201-202	
<i>Social and Behavioral Sciences</i>	6
Choose from ANT 200; ECO 232; GEO 100; PSY 200; SOC 200	
<b>Area V: Pre-Professional, Pre-Major, and Elective Courses</b>	<b>19-23</b>
*ORI 101 or 105	1-3
*CIS 146	3
*SPH 106 or 107	3
BUS 241	3
**Choose from ART 203, 204; BUS 242, 271, 263; ECO 231	

\*Required for the associate degree; not specified in AU requirements.

\*\*Transfer credits may not exceed 50% of those required for the 4-year degree.

**Interior Design**  
(The University of Alabama Only)  
*Associate in Science*

This plan of study was developed as a guideline for students who plan to transfer to The University of Alabama and pursue a degree in Interior Design. Students who plan to transfer to other institutions should consult that institution and plan their program of study in consultation with interior design faculty advisors and/or counselors. Some courses in this program may not be available at all College locations. Upon completion of courses listed below, the transcript will reflect either an AA or AS degree without reference to the specific program of study.

<b>Area I: Written Composition</b>	<b>6</b>
ENG 101 English Composition I	3
ENG 102 English Composition II	3
<b>Area II: Humanities and Fine Arts</b>	<b>12</b>
<i>*Literature</i>	3-6
Choose from ENG 251, 252, 261, 262, 271, 272	
<i>Fine Arts</i>	3
Choose from ART 203 and 204	
<i>Humanities and Additional Fine Arts</i>	0-3
Choose from ART 100; HUM 101, 102; MUS 101; PHL 206; REL 100, 151, 152; SPA 101, 102; SPH 106 or 107	
<i>(Selecting SPH 106 or 107 will meet associate degree requirement.)</i>	
<b>Area III: Natural Sciences and Mathematics</b>	<b>11</b>
<i>Natural Sciences</i>	8
Choose from BIO 103, 104; CHM 111, 112; PHS 111, 112; PHY 201, 202, 213, 214	
<i>Mathematics</i>	3-4
MTH 112 or more advanced based on placement or ACT® scores	
<b>Area IV: History, Social and Behavioral Sciences</b>	<b>12</b>
<i>*History</i>	3-6
Choose from HIS 101, 102, 121, 122, 201, 202	
<i>Social and Behavioral Sciences</i>	6-9
Choose from ANT 200; ECO 231, 232; GEO 100; POL 211; PSY 200, 210; SOC 200	
<b>*Area V: Pre-Professional, Pre-Major, and Elective Courses</b>	<b>19-23</b>
**ORI 101 or 105	1-3
**CIS 146	3
<i>Fine Arts Electives</i>	6
ART 113	3
Choose one course from ART 114, 121, 127, 133, 134, 173, 174, 216, 217, 233, 234, 243, 244	3
***SPA 101, 102; or 6 hours of approved Computer Science courses	

\*Must complete a 6-semester-hour sequence in Literature or History.

\*\*\*Indicated courses are not included in the STARS Articulation Guide but are applicable toward the associate degree.

\*\*\*All students completing degrees at The University of Alabama must either complete one year of the same foreign language or 6 semester hours of courses that have been approved for a computer designation. Contact their College of Human Environmental Sciences for additional information.

## Journalism/Mass Communication

*Associate in Arts or Science*

This plan of study was developed as a guideline for students who plan to transfer to an Alabama public four-year institution and pursue a degree in Journalism. Students who plan to transfer to an out-of-state or private institution should consult that institution and plan their program of study in consultation with journalism faculty advisors and/or counselors. This program is available on the Sparks and Wallace Campuses. Upon completion of courses listed below, the transcript will reflect either an AA or AS degree without reference to the specific program of study.

<b>Area I: Written Composition</b>	<b>6</b>
ENG 101 English Composition I	3
ENG 102 English Composition II	3
<b>Area II: Humanities and Fine Arts</b>	<b>1</b>
<i>*Literature</i>	3-6
Choose from ENG 251, 252, 261, 262, 271, 272	
<i>**Fine Arts</i>	3
Choose from ART 100, 203, 204; MUS 101	
<i>**Humanities and Additional Fine Arts</i>	0-3
Choose from HUM 101, 102; PHL 206; REL 100, 151, 152; SPA 101, 102; SPH 106 or 107 ( <i>Selecting SPH 106 or 107 will meet associate degree requirement.</i> )	
<b>Area III: Natural Sciences and Mathematics</b>	<b>11</b>
<i>Natural Sciences</i>	8
Choose from BIO 103, 104; CHM 111, 112; PHS 111, 112; PHY 201, 202, 213, 214	
<i>Mathematics</i>	3
MTH 110 or 112	
<b>Area IV: History, Social and Behavioral Sciences</b>	<b>12</b>
<i>*History</i>	3-6
Choose from HIS 101, 102, 121, 122, 201, 202	
<i>**Social and Behavioral Sciences</i>	6-9
Choose from ANT 200; ECO 231, 232; GEO 100; POL 211; PSY 200, 210; SOC 200	
<b>*Area V: Pre-Professional, Pre-Major, and Elective Courses</b>	<b>19-23</b>
<i>***ORI 101 or 105</i>	1-3
<i>***CIS 146</i>	3
<i>**Electives as Determined by Transfer Institution</i>	15-18

\*Must complete a 6-semester-hour sequence in Literature or History.

\*\*Some 4-year institutions require a specific course or courses in the indicated areas. Check the *STARS Guide* and Area V page of your intended transfer institution for additional guidance. Transfer credits may not exceed 50% of those required for the 4-year degree.

\*\*\*Indicated courses may not be included in the *STARS Articulation Guide* but are applicable toward the associate degree.

## Materials Engineering

*Associate in Science*

This plan of study was developed as a guideline for students who plan to transfer to an Alabama public four-year institution and pursue a degree in Materials Engineering. Students who plan to transfer to an out-of-state or private institution should consult that institution and plan their program of study in consultation with engineering faculty advisors and/or counselors. Some courses in this program are not available at all College locations. Upon completion of courses listed below, the transcript will reflect either an AA or AS degree without reference to the specific program of study.

<b>Area I: Written Composition</b>	<b>6</b>
ENG 101 English Composition I	3
ENG 102 English Composition II	3
<b>Area II: Humanities and Fine Arts</b>	<b>9</b>
<i>*Literature</i>	3-6
Choose from ENG 251, 252, 261, 262, 271, 272	
<i>Fine Arts</i>	3
Choose from ART 100, 203, 204; MUS 101	
<i>**Humanities and Additional Fine Arts</i>	0-3
Choose from HUM 101, 102; PHL 206; REL 100, 151, 152; SPA 101, 102; SPH 106 or 107 ( <i>Selecting SPH 106 or 107 will meet associate degree requirement.</i> )	
<b>Area III: Natural Sciences and Mathematics</b>	<b>12</b>
<i>Natural Sciences</i>	8
PHY 213-214 General Physics I-II with Calculus	
<i>Mathematics</i>	4
MTH 125 Calculus I	
<b>Area IV: History, Social and Behavioral Sciences</b>	<b>6-9</b>
<i>*History</i>	3-6
Choose from HIS 101, 102, 121, 122, 201, or 202	
<i>**Social and Behavioral Sciences</i>	3-6
Choose from ANT 200; ECO 231, 232; GEO 100; POL 211; PSY 200, 210; SOC 200	
<b>Area V: Pre-Professional, Pre-Major, and Elective Courses</b>	<b>19-23</b>
<i>***ORI 101 or 105</i>	1-3
<i>***CIS 146</i>	3
<i>**Electives as Determined by Transfer Institution</i>	12-16
Choose from CHM 111-112; CIS 251; MTH 126, 227, 237, 238	

\*Must complete a 6-semester-hour sequence in Literature or History.

\*\*Some 4-year institutions require a specific course or courses in the indicated areas. Check the *STARS Guide* Area V page of your intended transfer institution for additional guidance. Transfer credits may not exceed 50% of those required for the 4-year degree.

\*\*\*Indicated courses are not included in the *STARS Articulation Guide* but are applicable toward the associate degree.

NOTE: 12 semester hours in Areas II and IV are required for the associate degree.

**Mathematics**  
*Associate in Science*

This plan of study was developed as a guideline for students who plan to transfer to an Alabama public four-year institution and pursue a degree in Mathematics. Students who plan to transfer to an out-of-state or private institution should consult that institution and plan their program of study in consultation with mathematics faculty advisors and/or counselors. Some courses in this program may not be available at all College locations. Upon completion of courses listed below, the transcript will reflect either an AA or AS degree without reference to the specific program of study.

<b>Area I: Written Composition</b>	<b>6</b>
ENG 101 English Composition I	3
ENG 102 English Composition II	3
<b>Area II: Humanities and Fine Arts</b>	<b>12</b>
<i>*Literature</i>	3-6
Choose from ENG 251, 252, 261, 262, 271, 272	
<i>**Fine Arts</i>	3
Choose from ART 100, 203, 204; MUS 101	
<i>**Humanities and Additional Fine Arts</i>	0-3
Choose from HUM 101, 102; PHL 206; REL 100, 151, 152; SPA 101, 102; SPH 106 or 107 ( <i>Selecting SPH 106 or 107 will meet associate degree requirement.</i> )	
<b>Area III: Natural Sciences and Mathematics</b>	<b>11-12</b>
<i>**Natural Sciences</i>	8
Choose from BIO 103, 104; CHM 111, 112; PHS 111, 112; PHY 201, 202, 213, 214	
<i>Mathematics</i>	3-4
<i>**MTH 112 or more advanced</i>	
<b>Area IV: History, Social and Behavioral Sciences</b>	<b>12</b>
<i>*History</i>	3-6
Choose from HIS 101, 102, 121, 122, 201, 202	
<i>**Social and Behavioral Sciences</i>	6-9
Choose from ANT 200; ECO 231, 232; GEO 100; POL 211; PSY 200, 210; SOC 200	
<b>*Area V: Pre-Professional, Pre-Major, and Elective Courses</b>	<b>19-23</b>
<i>***ORI 101 or 105</i>	1-3
<i>***CIS 146</i>	3
<i>**MTH 113, 125, 126, 227</i>	9-18
<i>**Electives as Determined by Transfer Institution</i>	

\*Must complete a 6-semester-hour sequence in Literature or History.

\*\*Some 4-year institutions require a specific course or courses in the indicated areas. Check the *STARS Guide* and Area V page of your intended transfer institution for additional guidance. Transfer credits may not exceed 50% of those required for the 4-year degree.

\*\*\*Indicated courses may not be included in the *STARS Articulation Guide* but are applicable toward the associate degree.

NOTE: MTH courses below 125 may not count in Area V. Consult your *STARS Guide* for institution-specific information.

**Mathematics Education**  
*Associate in Science*

This plan of study was developed as a guideline for students who plan to transfer to an Alabama public four-year institution and pursue a degree in Secondary Education—Mathematics. Students who plan to transfer to an out-of-state or private institution should consult that institution and plan their program of study in consultation with mathematics faculty advisors and/or counselors. Some courses in this program may not be available at all College locations. Upon completion of courses listed below, the transcript will reflect either an AA or AS degree without reference to the specific program of study.

<b>Area I: Written Composition</b>	<b>6</b>
ENG 101 English Composition I	3
ENG 102 English Composition II	3
<b>Area II: Humanities and Fine Arts</b>	<b>12</b>
<i>*Literature</i>	3-6
Choose from ENG 251, 252, 261, 262, 271, 272	
<i>**Fine Arts</i>	3
Choose from ART 100, 203, 204; MUS 101	
<i>Speech</i>	3
SPH 106 or 107	
<i>**Humanities and Additional Fine Arts</i>	0-3
Choose from HIS 256; HUM 101, 102; PHL 206; REL 100, 151, 152; SPA 101, 102	
<b>Area III: Natural Sciences and Mathematics</b>	<b>11</b>
<i>Natural Sciences</i>	8
Choose from BIO 103, 104; CHM 111, 112; PHS 111, 112; PHY 201, 202, 213, 214	
<i>Mathematics</i>	3
<i>**MTH 113 Precalculus Trigonometry</i>	
<b>Area IV: History, Social and Behavioral Sciences</b>	<b>12</b>
<i>*History</i>	3-6
Choose from HIS 101, 102, 121, 122, 201, 202	
<i>**Social and Behavioral Sciences</i>	6-9
Choose from ANT 200; ECO 231, 232; GEO 100; POL 211; PSY 200, 210; SOC 200	
<b>*Area V: Pre-Professional, Pre-Major, and Elective Courses</b>	<b>19-23</b>
<i>***ORI 101 or 105</i>	1-3
<i>***CIS 146</i>	3
<i>MTH 125, 126, 227</i>	9
<i>**Electives as Determined by Transfer Institution</i>	6-10

\*Must complete a 6-semester-hour sequence in Literature or History.

\*\*Some 4-year institutions require a specific course or courses in the indicated areas. Some courses may be applicable to a limited number of institutions. Check the *STARS Guide* and Area V page of your intended transfer institution for additional guidance. Transfer credits may not exceed 50% of those required for the 4-year degree.

\*\*\*Indicated courses may not be included in the *STARS Articulation Guide* but are applicable toward the associate degree.

NOTE: MTH courses below 125 may not count in Area V. Consult your *STARS Guide* for institution-specific information.

## Mechanical Engineering

### *Associate in Science*

This plan of study was developed as a guideline for students who plan to transfer to an Alabama public four-year institution and pursue a degree in Mechanical Engineering. Students who plan to transfer to an out-of-state or private institution should consult that institution and plan their program of study in consultation with engineering faculty advisors and/or counselors. Some courses in this program are not available at all College locations. Upon completion of courses listed below, the transcript will reflect either an AA or AS degree without reference to the specific program of study.

<b>Area I: Written Composition</b>	<b>6</b>
ENG 101 English Composition I	3
ENG 102 English Composition II	3
<b>*Area II: Humanities and Fine Arts</b>	<b>9</b>
<b>**Literature</b>	3-6
Choose from ENG 251, 252, 261, 262, 271, 272	
<b>Fine Arts</b>	3
Choose from ART 100, 203, 204; MUS 101	
<b>Humanities</b>	3
PHL 206 Ethics and Society	
<b>Area III: Natural Sciences and Mathematics</b>	<b>12</b>
<b>Natural Sciences</b>	8
PHY 213-214 General Physics I-II with Calculus	
<b>Mathematics</b>	4
MTH 125 Calculus I	
<b>*Area IV: History, Social and Behavioral Sciences</b>	<b>9</b>
<b>**History</b>	3-6
Choose from HIS 101, 102, 121, 122, 201, 202	
<b>Social and Behavioral Sciences</b>	3-6
Choose from ANT 200; ECO 231, 232; GEO 100; POL 211; PSY 200, 210; SOC 200	
<b>**Area V: Pre-Professional, Pre-Major, and Elective Courses</b>	<b>19-23</b>
***ORI 101 or 105	1-3
***CIS 146	3
***SPH 106 or 107	3
<b>**Electives as Determined by Transfer Institution</b>	12-16
Choose from CHM 111-112; CIS 251; MTH 126, 227, 237, 238	

\*Must complete a 6-semester-hour sequence in Literature or History.

\*\*Some 4-year institutions require a specific course or courses in the indicated areas. Check the *STARS Guide* Area V page of your intended transfer institution for additional guidance. Transfer credits may not exceed 50% of those required for the 4-year degree.

\*\*\*Indicated courses are not included in the *STARS Articulation Guide* but are applicable toward the associate degree.

NOTE: 12 semester hours in Areas II and IV are required for the associate degree.

## Music

### *Associate in Arts or Science*

This plan of study was developed as a guideline for students who plan to transfer to an Alabama public four-year institution and pursue a degree in Music. Students who plan to transfer to an out-of-state or private institution should consult that institution and plan their program of study in consultation with music faculty advisors and/or counselors. Some courses in this program are not available at all College locations. Upon completion of courses listed below, the transcript will reflect either an AA or AS degree without reference to the specific program of study.

<b>Area I: Written Composition</b>	<b>6</b>
ENG 101 English Composition I	3
ENG 102 English Composition II	3
<b>Area II: Humanities and Fine Arts</b>	<b>12</b>
<b>*Literature</b>	3-6
Choose from ENG 251, 252, 261, 262, 271, 272	
<b>**Fine Arts</b>	3
Choose from ART 100, 203, 204; MUS 101	
<b>**Humanities and Additional Fine Arts</b>	0-3
Choose from HUM 101, 102; PHL 206; REL 100, 151, 152; SPA 101, 102; SPH 106 or 107 ( <i>Selecting SPH 106 or 107 will meet associate degree requirement.</i> )	
<b>Area III: Natural Sciences and Mathematics</b>	<b>11</b>
<b>Natural Sciences</b>	8
Choose from BIO 103, 104; CHM 111, 112; PHS 111, 112; PHY 201, 202, 213, 214	
<b>Mathematics</b>	3
**MTH 110 or 112	
<b>Area IV: History, Social and Behavioral Sciences</b>	<b>12</b>
<b>*History</b>	3-6
Choose from HIS 101, 102, 121, 122, 201, 202	
<b>**Social and Behavioral Sciences</b>	6-9
Choose from ANT 200; ECO 231, 232; GEO 100; POL 211; PSY 200, 210; SOC 200	
<b>*Area V: Pre-Professional, Pre-Major, and Elective Courses</b>	<b>19-23</b>
***ORI 101 or 105	1-3
***CIS 146	3
MUS 111-112	8
MUP—(individual performance) must include a complete sequence in a single instrument	5
MUL—(ensemble numbered 180 or above)	4
Electives as Determined by Transfer Institution	2-6

\*Must complete a 6-semester-hour sequence in Literature or History.

\*\*Some 4-year institutions require a specific course or courses in the indicated areas. Check the *STARS Guide* and Area V page of your intended transfer institution for additional guidance. Transfer credits may not exceed 50% of those required for the 4-year degree.

\*\*\*Indicated courses may not be included in the *STARS Articulation Guide* but are applicable toward the associate degree.

**Music Education**  
*Associate in Arts or Science*

This plan of study was developed as a guideline for students who plan to transfer to an Alabama public four-year institution and pursue a degree in Music Education. Students who plan to transfer to an out-of-state or private institution should consult that institution and plan their program of study in consultation with music faculty advisors and/or counselors. Some courses in this program are not available at all College locations. Upon completion of courses listed below, the transcript will reflect either an AA or AS degree without reference to the specific program of study.

<b>Area I: Written Composition</b>	<b>6</b>
ENG 101 English Composition I	3
ENG 102 English Composition II	3
<b>Area II: Humanities and Fine Arts</b>	<b>12</b>
<i>*Literature</i>	3-6
Choose from ENG 251, 252, 261, 262, 271, 272	
<i>**Fine Arts</i>	3
Choose from ART 100, 203, 204; MUS 101	
<i>**Humanities and Additional Fine Arts</i>	0-3
Choose from HUM 101, 102; PHL 206; REL 100, 151, 152; SPA 101, 102; SPH 106 or 107 ( <i>Selecting SPH 106 or 107 will meet associate degree requirement.</i> )	
<b>Area III: Natural Sciences and Mathematics</b>	<b>11</b>
<i>Natural Sciences</i>	8
Choose from BIO 103, 104; CHM 111, 112; PHS 111, 112; PHY 201, 202, 213, 214	
<i>Mathematics</i>	3
**MTH 110 or 112	
<b>Area IV: History, Social and Behavioral Sciences</b>	<b>12</b>
<i>*History</i>	3-6
Choose from HIS 101, 102, 121, 122, 201, 202	
<i>**Social and Behavioral Sciences</i>	6-9
Choose from ANT 200; ECO 231, 232; GEO 100; POL 211; PSY 200, 210; SOC 200	
<b>*Area V: Pre-Professional, Pre-Major, and Elective Courses</b>	<b>19-23</b>
***ORI 101 or 105	1-3
***CIS 146	3
MUS 111-112	8
MUP—(individual performance) must include a complete sequence in a single instrument	5
MUL—(ensemble numbered 180 or above)	4
Electives as determined by transfer institution	2-6

\*Must complete a 6-semester-hour sequence in Literature or History.

\*\*Some 4-year institutions require a specific course or courses in the indicated areas. Check the *STARS Guide* and Area V page of your intended transfer institution for additional guidance. Transfer credits may not exceed 50% of those required for the 4-year degree.

\*\*\*Indicated courses may not be included in the *STARS Articulation Guide* but are applicable toward the associate degree.

**Nursing**  
*Associate in Science*

This plan of study was developed as a guideline for students who plan to transfer to an Alabama public four-year institution and pursue a degree in Nursing. Students who plan to transfer to an out-of-state or private institution should consult that institution and plan their program of study in consultation with nursing faculty advisors and/or counselors. Some courses in this program may not be available at all College locations. Upon completion of courses listed below, the transcript will reflect either an AA or AS degree without reference to the specific program of study.

**RN-to-BSN Program.** Portions of this plan are applicable for Registered Nurses (or students enrolled in the Associate Degree Nursing program) who are seeking to earn a bachelor's degree in nursing. These students may meet university-parallel requirements by following institution-specific guidance for RN-to-BSN/MSN programs. RN-to-BSN program advisors will assist students in contacting their intended transfer institutions.

<b>Area I: Written Composition</b>	<b>6</b>
ENG 101 English Composition I	3
ENG 102 English Composition II	3
<b>Area II: Humanities and Fine Arts</b>	<b>12</b>
<i>**Literature</i>	3-6
Choose from ENG 251, 252, 261, 262, 271, 272	
<i>Fine Arts</i>	3
Choose one from ART 100, 203, 204; MUS 101	
<i>**Humanities and Additional Fine Arts</i>	3-6
Choose from HUM 101, 102; PHL 206; REL 100, 151, 152; SPA 101, 102; SPH 106 or 107 ( <i>Selecting SPH 106 or 107 will meet associate degree requirement.</i> )	
<b>Area III: Natural Sciences and Mathematics</b>	<b>11-12</b>
<i>**Natural Sciences</i>	8
Choose from BIO 103, 104; CHM 112; PHY 201, 202, 213, 214	
CHM 111 College Chemistry I	4
<i>Mathematics</i>	3-4
**MTH 112 or more advanced	
<b>Area IV: History, Social and Behavioral Sciences</b>	<b>12</b>
<i>**History</i>	3-6
Choose from HIS 101, 102, 121, 122, 201, 202	
<i>**Social and Behavioral Sciences</i>	3-6
Choose from ANT 200; ECO 231, 232; GEO 100; POL 211; PSY 210; SOC 200	
PSY 200 General Psychology	3
<b>**Area V: Pre-Professional, Pre-Major, and Elective Courses</b>	<b>19-23</b>
***ORI 101 or 105	1-3
***CIS 146	3
BIO 201, 202, 220	12
**Electives as Determined by Transfer Institution	3-7

\*Must complete a 6-semester-hour sequence in Literature or History.

\*\*Some 4-year institutions require a specific course or courses in the indicated areas. Check the *STARS Guide* Area V page of your intended transfer institution or consult your RN-to-BSN advisor for additional guidance. Transfer credits may not exceed 50% of those required for the 4-year degree.

\*\*\*Indicated courses are not included in the *STARS Articulation Guide* but are applicable toward the associate degree.

## Physics

### Associate in Science

This plan of study was developed as a guideline for students who plan to transfer to an Alabama public four-year institution and pursue a degree in Physics. Students who plan to transfer to an out-of-state or private institution should consult that institution and plan their program of study in consultation with physics faculty advisors and/or counselors. Some courses in this program are not available at all College locations. Upon completion of courses listed below, the transcript will reflect either an AA or AS degree without reference to the specific program of study.

<b>Area I: Written Composition</b>	<b>6</b>
ENG 101 English Composition I	3
ENG 102 English Composition II	3
<b>Area II: Humanities and Fine Arts</b>	<b>12</b>
<i>*Literature</i>	3-6
Choose from ENG 251, 252, 261, 262, 271, 272	
<i>*Fine Arts</i>	3
Choose from ART 100, 203, 204; MUS 101	
<i>**Humanities and Additional Fine Arts</i>	0-3
Choose from HUM 101, 102; PHL 206; REL 100, 151, 152; SPA 101, 102; SPH 106 or 107 ( <i>Selecting SPH 106 or 107 will meet associate degree requirement.</i> )	
<b>Area III: Natural Sciences and Mathematics</b>	<b>12</b>
<i>Natural Sciences</i>	8
PHY 213-214 General Physics I-II with Calculus	
<i>Mathematics</i>	4
MTH 125 Calculus I	
<b>Area IV: History, Social and Behavioral Sciences</b>	<b>12</b>
<i>*History</i>	3-6
Choose from HIS 101, 102, 121, 122, 201, 202	
<i>**Social and Behavioral Sciences</i>	6-9
Choose from ANT 200; ECO 231, 232; GEO 100; POL 211; PSY 200, 210; SOC 200	
<b>Area V: Pre-Professional, Pre-Major, and Elective Courses</b>	<b>19-23</b>
***ORI 101 or 105	1-3
***CIS 146	3
**Electives as Determined by Transfer Institution	12-17

\*Must complete a 6-semester-hour sequence in Literature or History.

\*\*Some 4-year institutions require a specific course or courses in the indicated areas. Check the *STARS Guide* and Area V page of your intended transfer institution for additional guidance. Transfer credits may not exceed 50% of those required for the 4-year degree.

\*\*\*Indicated courses may not be included in the *STARS Articulation Guide* but are applicable toward the associate degree.

## Physics Education

### Associate in Science

This plan of study was developed as a guideline for students who plan to transfer to an Alabama public four-year institution and pursue a degree in Secondary Education—Physics. Students who plan to transfer to an out-of-state or private institution should consult that institution and plan their program of study in consultation with physics faculty advisors and/or counselors. Some courses in this program are not available at all College locations. Upon completion of courses listed below, the transcript will reflect either an AA or AS degree without reference to the specific program of study.

<b>Area I: Written Composition</b>	<b>6</b>
ENG 101 English Composition I	3
ENG 102 English Composition II	3
<b>Area II: Humanities and Fine Arts</b>	<b>12</b>
<i>*Literature</i>	3-6
Choose from ENG 251, 252, 261, 262, 271, 272	
<i>**Fine Arts</i>	3
Choose from ART 100, 203, 204; MUS 101	
<i>Speech</i>	3
SPH 106 or 107	
<i>**Humanities and Additional Fine Arts</i>	0-3
Choose from HUM 101, 102; PHL 206; REL 100, 151, 152; SPA 101, 102	
<b>Area III: Natural Sciences and Mathematics</b>	<b>11-12</b>
<i>Natural Sciences</i>	8
Choose from BIO 103, 104; CHM 111, 112; PHS 111, 112; PHY 201, 202, 213, 214	
<i>Mathematics</i>	3-4
MTH 112 or more advanced	
<b>Area IV: History, Social and Behavioral Sciences</b>	<b>12</b>
<i>*History</i>	3-6
Choose from HIS 101, 102, 121, 122, 201, 202	
<i>**Social and Behavioral Sciences</i>	6-9
Choose from ANT 200; ECO 231, 232; GEO 100; POL 211; PSY 200, 210; SOC 200	
<b>Area V: Pre-Professional, Pre-Major, and Elective Courses</b>	<b>19-23</b>
***ORI 101 or 105	1-3
***CIS 146	3
<i>Natural Sciences Electives</i>	8
Choose from PHY 201-202, 213-214	
**Electives as Determined by Transfer Institution	7-11

\*Must complete a 6-semester-hour sequence in Literature or History.

\*\*Some 4-year institutions require a specific course or courses in the indicated areas. Check the *STARS Guide* and Area V page of your intended transfer institution for additional guidance. Transfer credits may not exceed 50% of those required for the 4-year degree.

\*\*\*Indicated courses may not be included in the *STARS Articulation Guide* but are applicable toward the associate degree.

## PREPROFESSIONAL PROGRAMS

The programs listed below are most often graduate professional programs requiring the bachelor's degree before admission. This catalog identifies courses that are generally required for admission to the graduate professional program but are not linked to a specific major. Admission is highly competitive and acceptance may also be based on scores on specified aptitude tests in addition to academic performance in the undergraduate program. Wallace Community College students pursuing professional programs should consult a counselor to assist them in choosing an undergraduate program that will prepare them for the professional school and suit their individual academic interest.

Pre-Dentistry	Pre-Law
Pre-Medicine	Pre-Occupational Therapy
Pre-Osteopathic Medicine	Pre-Optometry
Pre-Pharmacy	Pre-Physical Therapy
Pre-Veterinary Medicine	

## Pre-Dentistry (University of Alabama at Birmingham Only) *Associate in Science*

This plan of study was developed as a guideline for students who plan to transfer to four-year institution to complete the requirements for consideration for admission to a dental school. Students should consult both the four-year institution and the dental schools of their interest to plan their program of study in consultation with pre-dentistry faculty advisors and/or counselors. Some courses in this program are not available at all College locations. Upon completion of courses listed below, the transcript will reflect either an AA or AS degree without reference to the specific program of study.

<b>Area I: Written Composition</b>	<b>6</b>
ENG 101 English Composition I	3
ENG 102 English Composition II	3
<b>Area II: Humanities and Fine Arts</b>	<b>12</b>
<i>*Literature</i>	3-6
Choose from ENG 251, 252, 261, 262, 271, 272	
<i>**Fine Arts</i>	3
Choose one from ART 100, 203, 204; MUS 101	
<i>**Humanities and Additional Fine Arts</i>	3-6
Choose from HUM 101, 102; PHL 206; REL 100, 151, 152; SPA 101, 102	
SPH 106 or 107	3
<b>Area III: Natural Sciences and Mathematics</b>	<b>12</b>
BIO 103-104 Principles of Biology I-II	8
MTH 125 Calculus I	4
<b>Area IV: History, Social and Behavioral Sciences</b>	<b>12</b>
<i>*History</i>	3-6
Choose from HIS 101, 102, 121, 122, 201, 202	
<i>**Social and Behavioral Sciences</i>	3-6
Choose from ANT 200, ECO 231, 232; GEO 100; POL 211; PSY 210; SOC 200	
PSY 200 General Psychology	3
<b>Area V: Pre-Professional, Pre-Major, and Elective Courses</b>	<b>18</b>
***ORI 101 or 105	1-3
***CIS 146	3
<i>**Program-Related Electives</i>	14
Choose from ART 233 or 244; CHM 111-112, 221-222; MTH 126; PHY 213-214, to meet dentistry prerequisites	

\*Must complete a 6-semester-hour sequence in Literature or History.

\*\*Check with transfer institution and the School of Dentistry to select the courses that best fit your career objective. Some 4-year institutions require a specific course or courses based on the major field of study in the indicated areas. Transfer credits may not exceed 50% of those required for the 4-year degree.

\*\*\*Indicated courses are not included in the *STARS Articulation Guide* but are applicable toward the associate degree.

## Pre-Law

### *Associate in Arts or Science*

No single program of study prepares a student for law school. A strong general education background, emphasizing the development of critical and higher order thinking is preferred. Many students seeking entry into a Pre-Law program will select a program of study that includes courses in American History, Computer Science, Economics, English, Philosophy (especially logic), Political Science, and Statistics. One course in Accounting is recommended. Since admission to law school is highly competitive, completion of recommended programs and requirements will not necessarily insure admission. Upon completion of courses listed below, the transcript will reflect either an AA or AS degree without reference to the specific program of study.

## Pre-Medicine and Pre-Osteopathic Medicine

### *Associate in Science*

The courses listed in this plan of study are suggested for students who plan to transfer to a four-year institution to complete baccalaureate degree requirements for consideration for admission to medical school. Students preparing for a career in medicine should identify an intended transfer institution and major, plus meet with their assigned advisor to plan an individualized program of study. Some courses in this program are not available at all College locations. Upon completion of courses listed below, the transcript will reflect either an AA or AS degree without reference to the specific program of study.

<b>Area I: Written Composition</b>	<b>6</b>
ENG 101 English Composition I	3
ENG 102 English Composition II	3
<b>Area II: Humanities and Fine Arts</b>	<b>12</b>
<i>*Literature</i>	3-6
Choose from ENG 251, 252, 261,262, 271, 272	
<i>**Fine Arts</i>	3
Choose one from ART 100, 203, 204; or MUS 101	
<i>Speech</i>	
SPH 106 or 107	3
<i>**Humanities and Additional Fine Arts</i>	3-6
Choose from HUM 101, 102; PHL 206; REL 100, 151, 152; SPA 101, 102	
<b>Area III: Natural Sciences and Mathematics</b>	<b>12</b>
BIO 103-104 Principles of Biology I-II	8
MTH 125 Calculus I	4
<b>Area IV: History, Social and Behavioral Sciences</b>	<b>12</b>
<i>*History</i>	3-6
Choose from HIS 101, 102, 121, 122, 201, 202	
<i>**Social and Behavioral Sciences</i>	6-9
Choose from ANT 200; ECO 231, 232; GEO 100; POL 211; PSY 210; SOC 200	
PSY 200 General Psychology	3
<b>**Area V: Pre-Professional, Pre-Major, and Elective Courses</b>	<b>19-23</b>
***ORI 101 or 105	1-3
***CIS 146	3
<i>**Program-Related Electives</i>	15-19
Choose from CHM 111-112, CHM 221-222; MTH 265; PHY 213-214 to meet medical school prerequisites	

\*Must complete a 6-semester-hour sequence in Literature or History.

\*\*Course selection is affected by academic degree objective. Check with transfer institution and the appropriate medical schools to select the courses that best fit your objective. Some 4-year institutions require a specific course or courses based on major field of study in the indicated areas. Check the *STARS Guide* and Area V page of your intended transfer institution for information based on major. Transfer credits may not exceed 50% of those required for the 4-year degree.

\*\*\*Indicated courses are not included in the *STARS Articulation Guide* but are applicable toward the associate degree.

**Pre-Occupational Therapy**  
*Associate in Science*

This plan of study was developed as a guideline for students who plan to transfer to a four-year institution to complete baccalaureate degree requirements prior to applying for admission to a graduate Occupational Therapy program. Students preparing for a career in Occupational Therapy should identify an intended transfer institution and major, plus meet with their assigned advisor to plan an individualized program of study. Some courses in this program may not be available at all College locations. Upon completion of courses listed below, the transcript will reflect either an AA or AS degree without reference to the specific program of study.

<b>Area I: Written Composition</b>	<b>6</b>
ENG 101 English Composition I	3
ENG 102 English Composition II	3
<b>Area II: Humanities and Fine Arts</b>	<b>12</b>
<i>*Literature</i>	3-6
Choose from ENG 251, 252, 261,262, 271, 272	
<i>**Fine Arts</i>	3
Choose one from ART 100, 203, 204; MUS 101	
<i>**Humanities and Additional Fine Arts</i>	3-6
Choose from HUM 101, 102; PHL 206; REL 100, 151, 152; SPA 101, 102; SPH 106 or 107	
<b>Area III: Natural Sciences and Mathematics</b>	<b>11-12</b>
<i>**Natural Sciences</i>	8
Choose from BIO 104; CHM 112; PHY 201, 202, 213, 214	
BIO 103 Principles of Biology I	4
<i>Mathematics</i>	3-4
<i>**MTH 112 or more advanced</i>	
<b>Area IV: History, Social and Behavioral Sciences</b>	<b>12</b>
<i>*History</i>	3-6
Choose from HIS 101, 102, 121, 122, 201, 202	
<i>**Social and Behavioral Sciences</i>	6-9
Choose from ANT 200; ECO 231, 232; GEO 100; POL 211; PSY 210; SOC 200	
PSY 200 General Psychology	3
<b>**Area V: Pre-Professional, Pre-Major, and Elective Courses</b>	<b>19-23</b>
<i>***ORI 101 or 105</i>	1-3
<i>***CIS 146</i>	3
MTH 265	3
<i>**Electives as Determined by Transfer Institution</i>	12-16

\*Must complete a 6-semester-hour sequence in Literature or History.

\*\*Some 4-year institutions may require a specific course or courses in the indicated areas according to the major field of study. It is strongly recommended that you refer to the *STARS Articulation Guide* for major-specific information. You should also contact the institution that offers the program to determine the courses that will satisfy their prerequisites. Transfer credits may not exceed 50% of those required for the 4-year degree.

\*\*\*Indicated courses are not included in the *STARS Articulation Guide* but are applicable toward the associate degree.

**Pre-Optometry**  
**(The University of Alabama at Birmingham Only)**  
*Associate in Science*

This plan of study is suggested for students who plan to transfer to a four-year institution to complete requirements for consideration for admission to the School of Optometry at The University of Alabama in Birmingham. Students should identify an intended transfer institution and meet with their assigned advisor to plan an individualized program of study. Some courses in this program are not available at all College locations. Upon completion of courses listed below, the transcript will reflect either an AA or AS degree without reference to the specific program of study.

<b>Area I: Written Composition</b>	<b>6</b>
ENG 101 English Composition I	3
ENG 102 English Composition II	3
<b>Area II: Humanities and Fine Arts</b>	<b>12</b>
<i>*Literature</i>	3-6
Choose from ENG 251, 252, 261,262, 271, 272	
<i>**Fine Arts</i>	3
Choose one from ART 100, 203, 204; or MUS 101	
<i>**Humanities and Additional Fine Arts</i>	3-6
Choose from HUM 101, 102; PHL 206; REL 100, 151, 152; SPA 101, 102; **SPH 106 or 107	
<b>Area III: Natural Sciences and Mathematics</b>	<b>12</b>
BIO 103-104 Principles of Biology I-II	8
MTH 125 Calculus I	4
<b>Area IV: History, Social and Behavioral Sciences</b>	<b>12</b>
<i>*History</i>	3-6
Choose from HIS 101, 102, 121, 122, 201, 202	
<i>**Social and Behavioral Science</i>	6-9
Choose from ANT 200; ECO 231, 232; GEO 100 POL 211; PSY 210; SOC 200	
PSY 200 General Psychology	3
<b>Area V: Pre-Professional, Pre-Major, and Elective Courses</b>	<b>19-23</b>
<i>***ORI 101 or 105</i>	1-3
<i>***CIS 146</i>	3
<i>Program-Related Electives</i>	15-19
<i>**Choose from CHM 111-112, 221; MTH 265; PHY 213-214</i>	

\*Must complete a 6-semester-hour sequence in Literature or History.

\*\*Some 4-year institutions may require a specific course or courses in the indicated areas according to the major field of study. It is strongly recommended that you refer to the *STARS Guide* and Area V page of the intended transfer school for major-specific information. Transfer credits may not exceed 50% of those required for the 4-year degree.

\*\*\*Indicated courses are not included in the *STARS Articulation Guide* but are applicable toward the associate degree.

**Pre-Pharmacy**  
(Auburn and Samford Universities Only)  
*Associate in Science*

This plan of study is suggested for students who plan to transfer to a four-year institution to complete requirements for consideration for admission to the School of Pharmacy at either The University of Alabama in Birmingham or Samford University. Students preparing for a career in Pharmacy should identify an intended transfer institution and meet with their assigned advisor to plan an individualized program of study. Some courses in this program are not available at all College locations. Upon completion of courses listed below, the transcript will reflect either an AA or AS degree without reference to the specific program of study.

<b>Area I: Written Composition</b>	<b>6</b>
ENG 101 English Composition I	3
ENG 102 English Composition II	3
<b>Area II: Humanities and Fine Arts</b>	<b>12</b>
<i>Literature</i>	6
Choose ENG 251-252, or 261-262, or 271-272	
<i>*Fine Arts</i>	3
Choose one from ART 100, 203, 204; or MUS 101	
<i>*Humanities and Additional Fine Arts</i>	3
PHL 206 (Required by Auburn)	
SPH 107 (Required by Samford)	
<b>Area III: Natural Sciences and Mathematics</b>	<b>12</b>
CHM 111-112 College Chemistry I-II	8
MTH 125 Calculus I	4
<b>Area IV: History, Social and Behavioral Sciences</b>	<b>12</b>
<i>History</i>	6
Choose HIS 101-102 or 121-122 or 201-202	
<i>*Social and Behavioral Sciences</i>	6
Choose one from ANT 200; GEO 100; PSY 200; SOC 200	
Choose one from ECO 232 and POL 211	
<b>Area V: Pre-Professional, Pre-Major, and Elective Courses</b>	<b>19-23</b>
**ORI 101 or 105	1-3
**CIS 146	3
<i>Program Prerequisites</i>	15-19
*Choose from BIO 103 (AU), 201; CHM 221-222, 202, 220; MTH 265; PHY 201	

\*Some 4-year institutions require a specific course or courses in the indicated areas. Contact your intended transfer institution for additional guidance. Transfer credits may not exceed 50% of those required for the 4-year degree.

\*\*\*Indicated courses may not be included in the *STARS Articulation Guide* but are applicable toward the associate degree.

**Pre-Physical Therapy**  
*Associate in Science*

This plan of study was developed as a guideline for students who plan to transfer to a four-year institution to complete baccalaureate degree requirements prior to applying for admission to a graduate Physical Therapy program. Students preparing for a career in Physical Therapy should identify an intended transfer institution and major, plus meet with their assigned advisor to plan an individualized program of study. Some courses in this program are not available at all College locations. Upon completion of courses listed below, the transcript will reflect either an AA or AS degree without reference to the specific program of study.

<b>Area I: Written Composition</b>	<b>6</b>
ENG 101 English Composition I	3
ENG 102 English Composition II	3
<b>Area II: Humanities and Fine Arts</b>	<b>12</b>
<i>Literature</i>	6
Choose ENG 251-252, or 261-262, or 271-272	
<i>**Fine Arts</i>	3
Choose one from ART 100, 203, 204; or MUS 101	
<i>**Humanities and Additional Fine Arts</i>	3-6
Choose from HUM 101, 102; PHL 206; REL 100, 151, 152; SPA 101, 102	
<b>Area III: Natural Sciences and Mathematics</b>	<b>11-12</b>
BIO 103-104 Principles of Biology I-II	8
MTH 113 or more advanced	3-4
<b>Area IV: History, Social and Behavioral Sciences</b>	<b>12</b>
<i>History</i>	3-6
Choose from HIS 101, 102, 121, 122, 201, 202	
<i>Social and Behavioral Sciences</i>	6-9
PSY 200, 210; SOC 200	
<b>Area V: Pre-Professional, Pre-Major, and Elective Courses</b>	<b>19-23</b>
**ORI 101 or 105	1-3
*CIS 146	3
*SPH 106 or 107	3
<i>Program Prerequisites</i>	12-16
*Choose from CHM 111-112; MTH 265; PHY 201-202 or 213-214	

\*Some 4-year institutions may require a specific course or courses in the indicated areas according to the major field of study. It is strongly recommended that you refer to the *STARS Articulation Guide* for major-specific information and that you contact the intended professional school for the prerequisites they require. Transfer credits may not exceed 50% of those required for the 4-year degree.

\*\*Indicated courses are applicable toward the associate degree but may not satisfy prerequisite requirements for every Physical Therapy program in the state.

**Pre-Veterinary Medicine**  
(Auburn and Tuskegee Universities Only)  
*Associate in Science*

This plan of study is suggested for students who plan to transfer to a four-year institution to complete requirements for consideration for admission to the School of Veterinary Medicine at either Auburn University or Tuskegee University. Students preparing for a career in Pharmacy should identify an intended transfer institution and meet with their assigned advisor to plan an individualized program of study. Some courses in this program are not available at all College locations. Upon completion of courses listed below, the transcript will reflect either an AA or AS degree without reference to the specific program of study.

**Area I: Written Composition 6**  
ENG 101 English Composition I 3  
ENG 102 English Composition II 3

**Area II: Humanities and Fine Arts 12**  
*\*Literature* 3-6  
Choose from ENG 251, 252, 261, 262, 271, 272  
*\*\*Fine Arts* 3  
Choose one from ART 100, 203, 204; or MUS 101  
*\*\*SPH 106 or 107* 3  
*\*\*Humanities and Additional Fine Arts* 3-6  
Choose from HUM 101, 102; PHL 206;  
REL 100, 151, 152; SPA 101, 102

**Area III: Natural Sciences and Mathematics 11-12**  
BIO 103-104 Principles of Biology I-II 8  
*\*\*MTH 113 or more advanced* 3-4

**Area IV: History, Social and Behavioral Sciences 12**  
*\*History* 3-6  
Choose from HIS 101, 102, 121, 122, 201, 202  
*\*\*Social and Behavioral Sciences* 6-9  
Choose from ANT 200, ECO 231, 232; GEO 100;  
POL 211; PSY 200, 210; SOC 200

**Area V: Pre-Professional, Pre-Major, and Elective Courses 19**  
*\*\*\*ORI 101 or 105* 1-3  
*\*\*\*CIS 146* 3  
*Program Prerequisites* 15  
Choose from CHM 111-112, 221-222;  
PHY 201-202 or PHY 213-214

**\*Must complete a 6-semester-hour sequence in Literature or History. (Auburn)**

**\*\*Check with transfer institution and the applicable veterinary medicine school to select the courses that best fit their prerequisites. A maximum of 60 semester hours from a 2-year institution will be accepted as partial fulfillment of the Pre-Veterinary program.**

**\*\*\*Indicated courses are applicable toward the associate degree but may not fulfill prerequisite requirements for admission to a school of veterinary medicine.**

**NOTE: Tuskegee requires two physical education activity courses and a college reading course from applicants who do not hold the bachelor's degree.**

**Psychology**  
*Associate in Arts or Science*

This plan of study was developed as a guideline for students who plan to transfer to an Alabama public four-year institution and pursue a degree in Psychology. Students who plan to transfer to an out-of-state or private institution should consult that institution and plan their program of study in consultation with psychology faculty advisors and/or counselors. This program is available on the Wallace Campus. Upon completion of courses listed below, the transcript will reflect either an AA or AS degree without reference to the specific program of study.

**Area I: Written Composition 6**  
ENG 101 English Composition I 3  
ENG 102 English Composition II 3

**Area II: Humanities and Fine Arts 12**  
*\*Literature* 3-6  
Choose from ENG 251, 252, 261, 262, 271, 272  
*\*\*Fine Arts* 3  
Choose from ART 100, 203, 204, or MUS 101  
*\*\*Humanities and Additional Fine Arts* 0-3  
Choose from HUM 101, 102; PHL 206;  
REL 100, 151, 152; SPA 101, 102; SPH 106 or 107  
(*Selecting SPH 106 or 107 will meet associate degree requirement.*)

**Area III: Natural Sciences and Mathematics 11**  
*\*\*Natural Sciences* 8  
Choose from BIO 103, 104; CHM 111, 112;  
PHS 111, 112; PHY 201, 202, 213, 214  
*Mathematics* 3  
*\*\*MTH 110 or 112*

**Area IV: History, Social and Behavioral Sciences 12**  
*\*History* 3-6  
Choose from HIS 101, 102, 121, 122, 201, 202  
*\*\*Social and Behavioral Sciences* 6-9  
Choose from ANT 200; ECO 231, 232 ; GEO 100;  
POL 211; PSY 200, 210; SOC 200

**\*Area V: Pre-Professional, Pre-Major, and Elective Courses 19-23**  
*\*\*\*ORI 101 or 105* 1-3  
*\*\*\*CIS 146* 3  
PSY 200 3  
Electives as Determined by Transfer Institution 12-16

**\*Must complete a 6-semester-hour sequence in Literature or History.**

**\*\*Some 4-year institutions require a specific course or courses in the indicated areas. Check the *STARS Guide* and Area V page of your intended transfer institution for additional guidance. Transfer credits may not exceed 50% of those required for the 4-year degree.**

**\*\*\*Indicated courses may not be included in the *STARS Articulation Guide* but are applicable toward the associate degree.**

**Public Administration**  
(Auburn University Only)  
*Associate in Science*

This plan of study was developed as a guideline for students who plan to transfer to Auburn University and pursue a degree in Public Administration. Students who plan to transfer to other institutions should consult that institution and plan their program of study in consultation with public administration faculty advisors and/or counselors. Some courses in this program may not be available at all College locations. Upon completion of courses listed below, the transcript will reflect either an AA or AS degree without reference to the specific program of study.

<b>Area I: Written Composition</b>	<b>6</b>
ENG 101 English Composition I	3
ENG 102 English Composition II	3
<b>Area II: Humanities and Fine Arts</b>	<b>12</b>
<i>Literature</i>	6
Choose from ENG 251-252, or 261-262, or 271-272	
<i>*Fine Arts</i>	3
Choose from ART 100, 203, 204; or MUS 101	
<i>*Humanities and Additional Fine Arts</i>	0-3
Choose from HUM 101, 102; PHL 206; REL 100, 151, 152; SPA 101, 102; SPH 106 or 107 ( <i>Selecting SPH 106 or 107 will meet associate degree requirement.</i> )	
<b>Area III: Natural Sciences and Mathematics</b>	<b>12</b>
<i>Natural Sciences</i>	8
Choose from BIO 103-104; CHM 111-112; PHS 111-112; PHY 201-202, or 213-214	
<i>Mathematics</i>	4
MTH 112 Precalculus Algebra	
<b>Area IV: History, Social and Behavioral Sciences</b>	<b>12</b>
<i>History</i>	6
Choose from HIS 101-102 or HIS 121-122 or HIS 201-202	
<i>Social and Behavioral Sciences</i>	6
ECO 232 and SOC 200	
<b>Area V: Pre-Professional, Pre-Major, and Elective Courses</b>	<b>19-23</b>
**ORI 101 or 105	1-3
**CIS 146	3
MTH 265; POL 211; SPA 101, 102	14

\*Some 4-year institutions require a specific course or courses in the indicated areas. Check the *STARS Guide* and Area V page of Auburn University for additional guidance. Transfer credits may not exceed 50% of those required for the 4-year degree.

\*\*Indicated courses may not be included in the *STARS Articulation Guide* but are applicable toward the associate degree. Students may petition Auburn University to pre-approve courses selected under Area V that are not mentioned for this major under area V (contact [liberal@mail.auburn.edu](mailto:liberal@mail.auburn.edu))

**Public Relations**  
*Associate in Arts or Science*

This plan of study was developed as a guideline for students who plan to transfer to an Alabama public four-year institution and pursue a degree in Public Relations. Students who plan to transfer to an out-of-state or private institution should consult that institution and plan their program of study in consultation with public relations faculty advisors and/or counselors. This program is available on the Sparks and Wallace Campuses. Upon completion of courses listed below, the transcript will reflect either an AA or AS degree without reference to the specific program of study.

<b>Area I: Written Composition</b>	<b>6</b>
ENG 101 English Composition I	3
ENG 102 English Composition II	3
<b>Area II: Humanities and Fine Arts</b>	<b>12</b>
<i>*Literature</i>	3-6
Choose from ENG 251, 252, 261, 262, 271, 272	
<i>**Fine Arts</i>	3
Choose from ART 100, 203, 204; or MUS 101	
<i>**Humanities and Additional Fine Arts</i>	0-3
Choose from HUM 101, 102; PHL 206; REL 100, 151, 152; SPA 101, 102; SPH 106 or 107 ( <i>Selecting SPH 106 or 107 will meet associate degree requirement.</i> )	
<b>Area III: Natural Sciences and Mathematics</b>	<b>11-12</b>
<i>Natural Sciences</i>	8
Choose from BIO 103, 104; CHM 111, 112; PHS 111, 112; PHY 201, 202, 213, 214	
<i>Mathematics</i>	3-4
MTH 110 or 112 or more advanced	
<b>Area IV: History, Social and Behavioral Sciences</b>	<b>12</b>
<i>*History</i>	3-6
Choose from HIS 101, 102, 121, 122, 201, 202	
<i>Social and Behavioral Sciences</i>	3-6
Choose from ANT 200; ECO 231; GEO 100; POL 211; PSY 200, 210; SOC 200	
ECO 232 Principles of Microeconomics	3
<b>*Area V: Pre-Professional, Pre-Major, and Elective Courses</b>	<b>19-23</b>
***ORI 101 or 105	1-3
***CIS 146	3
**Electives as Determined by Transfer Institution	

\*Must complete a 6-semester-hour sequence in Literature or History.

\*\*Some 4-year institutions require a specific course or courses in the indicated areas. Check the *STARS Guide* and Area V page of your intended transfer institution for additional guidance. Transfer credits may not exceed 50% of those required for the 4-year degree.

\*\*\*Indicated courses may not be included in the *STARS Articulation Guide* but are applicable toward the associate degree.

**Social Studies Education**  
*Associate in Arts or Science*

This plan of study was developed as a guideline for students who plan to transfer to an Alabama public four-year institution and pursue a degree in Secondary Education—Social Studies. Students who plan to transfer to an out-of-state or private institution should consult that institution and plan their program of study in consultation with social science faculty advisors and/or counselors. This program is available on the Sparks and Wallace Campuses. Upon completion of courses listed below, the transcript will reflect either an AA or AS degree without reference to the specific program of study.

<b>Area I: Written Composition</b>	<b>6</b>
ENG 101 English Composition I	3
ENG 102 English Composition II	3
<b>Area II Humanities and Fine Arts</b>	<b>12</b>
<i>Literature</i>	3-6
Choose from ENG 251, 252, 261, 262, 271, 272	
<i>*Fine Arts</i>	3
Choose from ART 100, 203, 204; or MUS 101	
<i>Speech</i>	3
SPH 106 or 107	
<i>*Humanities and Additional Fine Arts</i>	0-3
Choose from **HIS 256; HUM 101, 102; PHL 206; REL 100, 151, 152; SPA 101, 102	
<b>Area III: Natural Sciences and Mathematics</b>	<b>11</b>
<i>Natural Sciences</i>	8
Choose from BIO 103, 104; CHM 111, 112; PHS 111, 112; PHY 201, 202, 213, 214	
<i>Mathematics</i>	
MTH 110 or 112	3
<b>Area IV: History, Social and Behavioral Sciences</b>	<b>12</b>
HIS 101-102	6
PSY 200; GEO 100	6
<b>*Area V: Pre-Professional, Pre-Major, and Elective Courses</b>	<b>19-23</b>
**ORI 101 or 105	1-3
**CIS 146	3
<i>History, Social and Behavioral Sciences</i>	9-12
Choose from HIS 201-202; POL 211; SOC 200	
*Electives as Determined by Transfer Institution	6-10

\*Some 4-year institutions require a specific course or courses in the indicated areas. Some courses may be applicable to a limited number of institutions. Check the *STARS Guide* and Area V page of your intended transfer institution for additional guidance. Transfer credits may not exceed 50% of those required for the 4-year degree.

\*\*Indicated courses may not be included in the *STARS Articulation Guide* but are applicable toward the associate degree.

**Social Work**  
*Associate in Arts or Science*

This plan of study was developed as a guideline for students who plan to transfer to an Alabama public four-year institution and pursue a degree in Social Work. Students who plan to transfer to an out-of-state or private institution should consult that institution and plan their program of study in consultation with social work faculty advisors and/or counselors. Some courses in this program may not be available at all College locations. Upon completion of courses listed below, the transcript will reflect either an AA or AS degree without reference to the specific program of study.

<b>Area I: Written Composition</b>	<b>6</b>
ENG 101 English Composition I	3
ENG 102 English Composition II	3
<b>Area II: Humanities and Fine Arts</b>	<b>12</b>
<i>*Literature</i>	3-6
Choose from ENG 251, 252, 261, 262, 271, 272	
<i>**Fine Arts</i>	3
Choose from ART 100, 203, 204, or MUS 101	
<i>**Humanities and Additional Fine Arts</i>	0-3
Choose from HUM 101, 102; PHL 206; REL 100, 151, 152; SPA 101, 102; SPH 106 or 107 ( <i>Selecting SPH 106 or 107 will meet associate degree requirement.</i> )	
<b>Area III: Natural Sciences and Mathematics</b>	<b>11</b>
<i>Natural Sciences</i>	8
BIO 103 Principles of Biology I	
Choose another from BIO 104; PHS 111, 112; CHM 111, 112; PHY 201, 202, 213, 214	
<i>Mathematics</i>	3
MTH 110 or 112	
<b>Area IV: History, Social and Behavioral Sciences</b>	<b>12</b>
<i>*History</i>	3-6
Choose from HIS 101, 102, 121, 122, 201, 202	
<i>Social and Behavioral Sciences</i>	6-9
Choose from ANT 200; ECO 231, 232; POL 211	
PSY 200 General Psychology	3
SOC 200 Introduction to Sociology	3
<b>*Area V: Pre-Professional, Pre-Major, and Elective Courses</b>	<b>19-23</b>
***ORI 101 or 105	1-3
***CIS 146	3
ECO 231	3
MTH 265 or PSY 260	3
**Electives as Determined by Transfer Institution	9-13

\*Must complete a 6-semester-hour sequence in Literature or History.

\*\*Some 4-year institutions require a specific course or courses in the indicated areas. Check the *STARS Guide* and Area V page of your intended transfer institution for additional guidance. Transfer credits may not exceed 50% of those required for the 4-year degree.

\*\*\*Indicated courses may not be included in the *STARS Articulation Guide* but are applicable toward the associate degree.

**Sociology**  
*Associate in Arts or Science*

This plan of study was developed as a guideline for students who plan to transfer to an Alabama public four-year institution and pursue a degree in Sociology. Students who plan to transfer to an out-of-state or private institution should consult that institution and plan their program of study in consultation with sociology faculty advisors and/or counselors. Some courses in this program may not be available at all College locations. Upon completion of courses listed below, the transcript will reflect either an AA or AS degree without reference to the specific program of study.

<b>Area I: Written Composition</b>	<b>6</b>
ENG 101 English Composition I	3
ENG 102 English Composition II	3
<b>Area II: Humanities and Fine Arts</b>	<b>12</b>
<i>*Literature</i>	3-6
Choose from ENG 251, 252, 261, 262, 271, 272	
<i>**Fine Arts</i>	3
Choose from ART 100, 203, 204, or MUS 101	
<i>**Humanities and Additional Fine Arts</i>	0-3
Choose from HUM 101, 102; PHL 206; REL 100, 151, 152; SPA 101, 102; SPH 106 or 107 ( <i>Selecting SPH 106 or 107 will meet associate degree requirement.</i> )	
<b>Area III: Natural Sciences and Mathematics</b>	<b>11</b>
<i>Natural Sciences</i>	8
Choose from BIO 103, 104; PHS 111, 112; CHM 111, 112; PHY 201, 202, 213, 214	
<i>Mathematics</i>	3
MTH 110 or 112	
<b>Area IV: History, Social and Behavioral Sciences</b>	<b>12</b>
<i>*History</i>	3-6
Choose from HIS 101, 102, 121, 122, 201, 202; SOC 200	
<i>**Social and Behavioral Sciences</i>	3-6
Choose from ANT 200; PSY 200; PSY 210; ECO 231, 232; and POL 211	
<b>Area V: Pre-Professional, Pre-Major, and Elective Courses</b>	<b>19-23</b>
***ORI 101 or 105	1-3
***CIS 146	3
**Electives as Determined by Transfer Institution	15-19

\*Must complete a 6-semester-hour sequence in Literature or History.

\*\*Some 4-year institutions require a specific course or courses in the indicated areas. Check the *STARS Guide* Area V page of your intended transfer institution for additional guidance. Transfer credits may not exceed 50% of those required for the 4-year degree.

\*\*\*Indicated courses may not be included in the *STARS Articulation Guide* but are applicable toward the associate degree.

**Special Education**  
*Associate in Arts or Science*

This plan of study was developed as a guideline for students who plan to transfer to an Alabama public four-year institution and pursue a degree in Special Education. Students who plan to transfer to an out-of-state or private institution should consult that institution and plan their program of study in consultation with education faculty advisors and/or counselors. This program is available on the Sparks and Wallace Campuses. Upon completion of courses listed below, the transcript will reflect either an AA or AS degree without reference to the specific program of study.

<b>Area I: Written Composition</b>	<b>6</b>
ENG 101 English Composition I	3
ENG 102 English Composition II	3
<b>Area II: Humanities and Fine Arts</b>	<b>12</b>
<i>*Literature</i>	3-6
Choose from ENG 251, 252, 261, 262, 271, 272	
<i>**Fine Arts</i>	3
Choose from ART 100, 203, 204; or MUS 101	
<i>Speech</i>	
SPH 106 or 107	3
<i>**Humanities and Additional Fine Arts</i>	0-3
Choose from **HIS 256; HUM 101, 102; PHL 206; REL 100, 151, 152; SPA 101, 102	
<b>Area III: Natural Sciences and Mathematics</b>	<b>11</b>
<i>Natural Sciences</i>	8
Choose from BIO103, 104; CHM 111, 112; PHS 111, 112; PHY 201, 202, 213, 214	
<i>Mathematics</i>	
MTH 110 Finite Mathematics	3
<b>Area IV: History, Social and Behavioral Science</b>	<b>12</b>
<i>*History</i>	3-6
Choose from HIS 101, 102, 121, 122, 201, 202	
<i>**Social and Behavioral Sciences</i>	6-9
Choose from ANT 200; ECO 231, 232; GEO 100; POL 211; PSY 200, 210; SOC 200	
<b>*Area V: Pre-Professional, Pre-Major, and Elective Courses</b>	<b>19-23</b>
***ORI 101 or 105	1-3
***CIS 146	3
Natural Sciences Elective	4
<i>Mathematics Electives</i>	9
Choose from MTH 112, 113, 120, 125, 126, 127, 231, 232	
*Electives as Determined by Transfer Institution	2-6

\*Must complete a 6-semester-hour sequence in Literature or History.

\*\*Some 4-year institutions require a specific course or courses in the indicated areas. Some courses may be applicable to a limited number of institutions. Check the *STARS Guide* and Area V page of your intended transfer institution for additional guidance. Transfer credits may not exceed 50% of those required for the 4-year degree.

\*\*\*Indicated courses may not be included in the *STARS Articulation Guide* but are applicable toward the associate degree.

## Speech Communication Studies

### *Associate in Science*

This plan of study was developed as a guideline for students who plan to transfer to an Alabama public four-year institution and pursue a degree in Speech or Communication Studies. Students who plan to transfer to an out-of-state or private institution should consult that institution and plan their program of study in consultation with speech faculty advisors and/or counselors. This program is available on the Sparks and Wallace Campuses. Upon completion of courses listed below, the transcript will reflect either an AA or AS degree without reference to the specific program of study.

<b>Area I: Written Composition</b>	<b>6</b>
ENG 101 English Composition I	3
ENG 102 English Composition II	3
<b>Area II: Humanities and Fine Arts</b>	<b>12</b>
<i>Literature</i>	3-6
Choose from ENG 251, 252, 261, 262, 271, 272	
<i>*Fine Arts</i>	3
Choose from ART 100, 203, 204; or MUS 101	
<i>*Humanities and Additional Fine Arts</i>	0-3
Choose from HUM 101, 102; PHL 206; REL 100, REL 151, 152; SPA 101, 102	
<b>Area III: Natural Sciences and Mathematics</b>	<b>11</b>
<i>Natural Sciences</i>	8
Choose from BIO 103, 104; CHM 111, 112; PHS 111, 112; PHY 201, 202, 213, 214	
<i>Mathematics</i>	3
MTH 112 Precalculus Algebra	
<b>Area IV: History, Social and Behavioral Sciences</b>	<b>12</b>
<i>History</i>	6
Choose HIS 101-102 or 121-122 or 201-202	
<i>*Social and Behavioral Sciences</i>	6
Choose from ANT 200; ECO 231, 232; GEO 100; POL 211; PSY 200, 210; SOC 200	
<b>Area V: Pre-Professional, Pre-Major, and Elective Courses</b>	<b>19-23</b>
**ORI 101 or 105	1-3
**CIS 146	3
SPH 106 or 107	3
*Electives as Determined by Transfer Institution	12-16

\*Some 4-year institutions require a specific course or courses in the indicated areas. Check the *STARS Guide* and Area V page of your intended transfer institution for additional guidance. Transfer credits may not exceed 50% of those required for the 4-year degree.

\*\*Indicated courses may not be included in the *STARS Articulation Guide* but are applicable toward the associate degree.

## Speech Pathology

### *Associate in Arts or Science*

This plan of study was developed as a guideline for students who plan to transfer to an Alabama public four-year institution and pursue a degree in Speech Pathology. Students who plan to transfer to an out-of-state or private institution should consult that institution and plan their program of study in consultation with speech pathology faculty advisors and/or counselors. This program is available on the Sparks and Wallace Campuses. Upon completion of courses listed below, the transcript will reflect either an AA or AS degree without reference to the specific program of study.

<b>Area I: Written Composition</b>	<b>6</b>
ENG 101 English Composition I	3
ENG 102 English Composition II	3
<b>Area II: Humanities and Fine Arts</b>	<b>12</b>
<i>*Literature</i>	3-6
Choose from ENG 251, 252, 261, 262, 271, 272	
<i>**Fine Arts</i>	3
Choose from ART 100, 203, 204; or MUS 101	
<i>Speech</i>	
SPH 106 or 107	3
<i>**Humanities and Additional Fine Arts</i>	0-3
Choose from HUM 101, 102; PHL 206; REL 100, 151, 152; SPA 101, 102	
<b>Area III: Natural Sciences and Mathematics</b>	<b>11-12</b>
<i>**Natural Sciences</i>	8
BIO 103 and a 4-hour elective from BIO 104; CHM 111, 112; PHS 111, 112; PHY 201, 202, 213, 214	
<i>Mathematics</i>	3-4
MTH 110 or more advanced	
<b>Area IV: History, Social and Behavioral Sciences</b>	<b>12</b>
<i>*History</i>	3-6
Choose from HIS 101, 102, 121, 122, 201, 202	
<i>**Social and Behavioral Sciences</i>	6-9
Choose from ANT 200; ECO 231, 232; GEO 100; POL 211; SOC 200	
<b>**Area V: Pre-Professional, Pre-Major, and Elective Courses</b>	<b>19-23</b>
***ORI 101 or 105	1-3
CIS 146; PSY 200, 210	9
Electives as Determined by Transfer Institution	9-13

\*Must complete a 6-semester-hour sequence in Literature or History.

\*\*Some 4-year institutions require a specific course or courses in the indicated areas. Check the *STARS Guide* and Area V page of your intended transfer institution for additional guidance. Transfer credits may not exceed 50% of those required for the 4-year degree.

\*\*\*Indicated courses may not be included in the *STARS Articulation Guide* but are applicable toward the associate degree.

## Telecommunications and Film or Broadcasting

### *Associate in Arts or Science*

This plan of study was developed as a guideline for students who plan to transfer to an Alabama public four-year institution and pursue a degree in Telecommunications and Film or Broadcasting. Students who plan to transfer to an out-of-state or private institution should consult that institution and plan their program of study in consultation with telecommunications faculty advisors and/or counselors. This program is available on the Sparks and Wallace Campuses. Upon completion of courses listed below, the transcript will reflect either an AA or AS degree without reference to the specific program of study.

<b>Area I: Written Composition</b>	<b>6</b>
ENG 101 English Composition I	3
ENG 102 English Composition II	3
<b>Area II: Humanities and Fine Arts</b>	<b>12</b>
<b>*Literature</b>	3-6
Choose from ENG 251, 252, 261, 262, 271, 272	
<b>**Fine Arts</b>	3
Choose from ART 100, 203,204; or MUS 101	
<b>**Humanities and Additional Fine Arts</b>	0-3
Choose from HUM 101, 102; PHL 206; REL 100, 151, 152; SPA 101, 102; SPH 106 or 107 ( <i>Selecting SPH 106 or 107 will meet associate degree requirement.</i> )	
<b>Area III: Natural Sciences and Mathematics</b>	<b>11-12</b>
<b>Natural Sciences</b>	8
Choose from BIO 103, 104; CHM 111, 112; PHS 111, 112; PHY 201, 202, 213, 214	
<b>Mathematics</b>	3-4
MTH 110 or more advanced	
<b>Area IV: History, Social and Behavioral Sciences</b>	<b>12</b>
<b>*History</b>	3-6
Choose from HIS 101, 102, 121, 122, 201, 202	
<b>**Social and Behavioral Sciences</b>	6-9
Choose from ANT 200; ECO 231, 232; GEO 100; POL 211; PSY 200, 210; SOC 200	
<b>Area V: Pre-Professional, Pre-Major, and Elective Courses</b>	<b>19-23</b>
<b>***ORI 101 or 105</b>	1-3
<b>***CIS 146</b>	3
SPH 106 or 107	3
Electives as Determined by Transfer Institution	12-16

\*Must complete a 6-semester-hour sequence in Literature or History.

\*\*Some 4-year institutions require a specific course or courses in the indicated areas. Check the *STARS Guide* Area V page of your intended transfer institution for additional guidance. Transfer credits may not exceed 50% of those required for the 4-year degree.

\*\*\*Indicated courses may not be included in the *STARS Articulation Guide* but are applicable toward the associate degree.

## ASSOCIATE IN APPLIED SCIENCE DEGREE AND CERTIFICATE PROGRAMS

### ASSOCIATE IN APPLIED SCIENCE DEGREE APPLICABLE ELECTIVES

#### *Humanities and Fine Arts Electives:*

ART	100	Art Appreciation
ART	113	Drawing I
ART	114	Drawing II
ART	121	Two Dimensional Composition
ART	127	Three Dimensional Composition
ART	133	Ceramics I
ART	134	Ceramics II
ART	173	Photography I
ART	174	Photography II
ART	175	Digital Photography
ART	180	Introduction to Graphic Design
ART	203	Art History I
ART	204	Art History II
ART	216	Printmaking I
ART	217	Printmaking II
ART	220	Introduction to Computer Graphics
ART	221	Computer Graphics I
ART	222	Computer Graphics II
ART	233	Painting I
ART	234	Painting II
ART	243	Sculpture I
ART	244	Sculpture II
ART	253	Graphic Design I
ART	254	Graphic Design II
ART	258	Photographic and Media Problems
ART	275	Advanced Digital Photography
ART	291	Supervised Study in Studio Art I
ART	292	Supervised Study in Studio Art II
ART	293	Directed Readings in Art
ART	299	Art Portfolio
ENG	251	American Literature I
ENG	252	American Literature II
ENG	261	English Literature I
ENG	262	English Literature II
ENG	271	World Literature I
ENG	272	World Literature II
ENG	297	African-American Literature
ENG	298	Special Topics in Language and Literature
HUM	100	Humanities Forum
HUM	101	Introduction to Humanities
HUM	102	Introduction to Humanities II
HUM	298	Directed Studies in the Humanities
MUS	101	Music Appreciation
MUS	110	Basic Musicianship
MUS	111	Music Theory I
MUS	112	Music Theory II
PHL	206	Ethics and Society
REL	100	History of World Religions
REL	151	Survey of the Old Testament

REL	152	Survey of the New Testament
SPA	101	Introductory Spanish I
SPA	102	Introduction to Spanish II
THR	113	Theater Workshop I
THR	114	Theater Workshop II
THR	115	Theater Workshop III
THR	131	Acting Techniques I
THR	132	Acting Techniques II

#### *Natural Sciences, Mathematics, and Computer Science Electives:*

BIO	103	Principles of Biology I
BIO	104	Principles of Biology II
BIO	201	Anatomy and Physiology I
BIO	202	Anatomy and Physiology II
BIO	220	General Microbiology
BIO	250	Directed Studies in Biology I
BIO	251	Directed Studies in Biology II
CHM	104	Introduction to Inorganic Chemistry
CHM	105	Introduction to Organic Chemistry
CHM	111	College Chemistry I
CHM	112	College Chemistry II
CHM	221	Organic Chemistry I
CHM	222	Organic Chemistry II
CIS	113	Spreadsheet Software Application
CIS	117	Database Management Software Applications
CIS	146	Microcomputer Applications
CIS	147	Advanced Microcomputer Applications
CIS	148	Post-Advanced Microcomputer Applications
CIS	151	Graphics for the World Wide Web
CIS	161	Introduction to Network Communications
CIS	171	Fundamentals of Unix/Linux I
CIS	185	Computer Ethics
CIS	196	Commercial Software Applications
CIS	203	Introduction to the Information Highway
CIS	207	Introduction to Web Development
CIS	212	Visual Basic Programming
CIS	246	Ethical Hacking
CIS	250	E-Commerce
CIS	251	C++ Programming Language
CIS	268	Software Support
CIS	269	Hardware Support
CIS	280	Network Security
CIS	282	Computer Forensics
CIS	285	Object Oriented Forensics

MTH	100	Intermediate College Algebra
MTH	110	Finite Mathematics
MTH	112	Precalculus Algebra
MTH	113	Precalculus Trigonometry
MTH	115	Precalculus Algebra and Trigonometry
MTH	116	Mathematical Applications
MTH	120	Calculus and Its Applications

MTH	125	Calculus I
MTH	126	Calculus II
MTH	227	Calculus III
MTH	237	Linear Algebra
MTH	238	Applied Differential Equations I
MTH	265	Elementary Statistics

PHS	111	Physical Science I
PHS	112	Physical Science II

PHY	115	Technical Physics
PHY	201	General Physics I
PHY	202	General Physics II
PHY	205	Recitation in General Physics I (Trigonometry-Based)
PHY	206	Recitation in General Physics II (Trigonometry-Based)
PHY	213	General Physics with Calculus I
PHY	214	General Physics with Calculus II
PHY	216	Recitation in General Physics I (Calculus-Based)
PHY	217	Recitation in General Physics II (Calculus-Based)

#### *History, Social and Behavioral Sciences Electives:*

ANT	200	Introduction to Anthropology
ECO	231	Principles of Macroeconomics
ECO	232	Principles of Microeconomics
GEO	100	World Regional Geography
HIS	101	Western Civilization I
HIS	102	Western Civilization II
HIS	121	World History I
HIS	122	World History II
HIS	201	United States History I
HIS	202	United States History II
HIS	216	History of World Religions
HIS	256	African-American History
HIS	260	Alabama History
HIS	285	Southern Research
HIS	299	Directed Studies in History
POL	211	American National Government
PSY	110	Personal Development
PSY	200	General Psychology
PSY	207	Psychology of Adjustment
PSY	210	Human Growth and Development
PSY	211	Child Growth and Development
PSY	230	Abnormal Psychology
PSY	260	Statistics for the Social Sciences

#### *SOC*

SOC	200	Introduction to Sociology
<i>General Education Courses for Technical Certificate Programs:</i>		
COM	103	Introduction to Technical English
DPT	103	Introductory Computer Skills
MAH	101	Introductory Mathematics
SPC	103	Oral Communication Skills

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*The policies and procedures in this catalog are subject to change resulting from actions of the Alabama Community College System Board of Trustees, Federal and State legislative actions, and changes in levels of financial support provided by federal and state agencies. Wallace Community College intends to deliver the courses, offer the programs, and provide the services described in this document unless circumstances require adjustments. Wallace Community College faculty and staff will communicate changes when they occur.*

## AIR CONDITIONING/REFRIGERATION (ACR)

(Wallace Campus, Sparks Campus and Ventress Correctional Facility)

This program provides training in which students gain the skills, knowledge, and experience for employment in Heating Ventilation, Air Conditioning, and Refrigeration (HVAC/R) occupations.

The student will acquire techniques and skills necessary to install, maintain, repair, or replace HVAC/R equipment. The student will have the opportunity to learn various phases of the fundamental principles of controls and electrical systems associated with HVAC/R. Courses focus on residential and light commercial HVAC/R systems.

Students who complete all courses listed in the curriculum will be awarded an associate in applied science degree in Air Conditioning/Refrigeration. Admission is conditional and depends on the student's ability to perform the essential functions identified for this program. Reasonable accommodations are considered.

### DEGREE CURRICULUM

(Wallace and Sparks Campuses)

<i>Courses</i>	<i>Credit Hours</i>
<b>Area I: Written Communication</b>	<b>3</b>
ENG 101 English Composition I	3
<b>Area II: Humanities and Fine Arts</b>	<b>6</b>
SPH 106 Fundamentals of Oral Communication <b>OR</b>	
SPH 107 Fundamentals of Public Speaking	3
Humanities/Fine Arts Elective	3
<b>Area III: Natural Sciences and Mathematics</b>	<b>6</b>
MTH 116 Mathematical Applications	3
Science/Math Elective	3
<b>Area IV: History, Social, and Behavioral Sciences</b>	<b>3</b>
PSY 200 General Psychology	3
<b>Area V: Career and Technical Courses</b>	<b>53-55</b>
<b>Required Orientation Courses</b>	
ORI 101 Orientation to College <b>OR</b>	
ORI 105 Orientation and Student Success	1-3
ORI 104 WorkKeys® Assessment and Advisement	1
CIS 146 Microcomputer Applications	3
<b>Required Field of Concentration Courses</b>	
WKO 110 NCCER Core	3
ACR 111 Principles of Refrigeration	3
ACR 112 HVAC/R Service Procedures	3
ACR 113 Refrigeration Piping Practices	3
ACR 119 Fundamentals of Gas Heating Systems	3
ACR 121 Principles of Electricity for HVAC/R	3
ACR 122 HVAC/R Electrical Circuits	3
ACR 123 HVAC/R Electrical Components	3
ACR 127 HVAC/R Electric Motors	3
ACR 132 Residential Air Conditioning	3
ACR 134 Ice Machines	3

ACR 147 Refrigerant Transition and Recovery Theory	3
ACR 148 Heat Pump Systems I	3
ACR 149 Heat Pump Systems II	3
ACR 203 Commercial Refrigeration	3
WKO 106 Workplace Skills	3
<b>Total Field of Concentration Credits</b>	<b>48</b>
<b>Total Credits for Degree</b>	<b>71-73</b>

### *Air Conditioning/Refrigeration Associate in Applied Science Degree Suggested Course Sequence*

<i>FIRST SEMESTER</i>	<i>SECOND SEMESTER</i>	<i>THIRD SEMESTER</i>
ACR 111	ACR 122	ACR 147
ACR 112	ACR 148	ACR 127
ACR 121	ACR 149	ACR 134
ORI 101 or 105	ORI 104	SPH 106 or 107
<i>FOURTH SEMESTER</i>	<i>FIFTH SEMESTER</i>	<i>SIXTH SEMESTER</i>
ACR 123	ACR 132	ACR 113
ENG 101	ACR 119	ACR 203
MTH 116	CIS 146	PSY 200
WKO 110	Humanities/Fine Arts Elective	Science/Computer/ Math Elective
		WKO 106

### CERTIFICATE CURRICULUM

(Wallace and Sparks Campuses)

<i>Courses</i>	<i>Credit Hours</i>
<b>Area I: Written Communication</b>	<b>3</b>
ENG 101 English Composition I	3
<b>Area II: Humanities and Fine Arts</b>	<b>3</b>
SPH 106 Fundamentals of Oral Communication <b>OR</b>	
SPH 107 Fundamentals of Public Speaking	3
<b>Area III: Natural Sciences and Mathematics</b>	<b>3</b>
MTH 116 Mathematical Applications	3
<b>Area V: Career and Technical Courses</b>	<b>47</b>
<b>Required Orientation Courses</b>	
ORI 101 Orientation to College	1
ORI 104 WorkKeys® Assessment and Advisement	1
CIS 146 Microcomputer Applications	3
<b>Required Field of Concentration Courses</b>	
WKO 110 NCCER Core	3
ACR 111 Principles of Refrigeration	3
ACR 112 HVAC/R Service Procedures	3
ACR 113 Refrigeration Piping Practices	3
ACR 119 Fundamentals of Gas Heating Systems	3
ACR 121 Principles of Electricity for HVAC/R	3
ACR 122 HVAC/R Electrical Circuits	3
ACR 123 HVAC/R Electrical Components	3
ACR 127 HVAC/R Electric Motors	3
ACR 132 Residential Air Conditioning	3

ACR 134	Ice Machines	3
ACR 147	Refrigerant Transition and Recovery Theory	3
ACR 148	Heat Pump Systems I	3
ACR 149	Heat Pump Systems II	3
ACR 203	Commercial Refrigeration	3
<b>Total Field of Concentration Credits</b>		<b>47</b>
<b>Total Credits for Certificate</b>		<b>50</b>

**Air Conditioning/Refrigeration  
Certificate  
Suggested Course Sequence**

FIRST SEMESTER	SECOND SEMESTER	THIRD SEMESTER
ACR 111	ACR 122	ACR 147
ACR 112	ACR 148	ACR 127
ACR 121	ACR 149	ACR 134
ORI 101 or 105	ORI 104	SPH 106 or 107
FOURTH SEMESTER	FIFTH SEMESTER	SIXTH SEMESTER
ACR 123	ACR 132	ACR 113
WKO 110	ACR 119	ACR 203
MTH 116	CIS 146	PHS 111
ENG 101		

**SHORT CERTIFICATE CURRICULUM  
(Ventress Correctional Facility)**

Course	Credit Hours
<b>Area V: Career and Technical Courses</b>	
<b>Core Air Conditioning Course Requirements</b>	
ACR 111 Principles of Refrigeration	3
ACR 113 Refrigeration Piping Practices	3
ACR 121 Principles of Electricity for HVAC/R	3
ACR 147 Refrigerant, Transition and Recovery Theory	3
<b>Total Core Technical Credits</b>	<b>12</b>

*After completing the Core Technical Course Requirements, students may choose from the following concentrations:*

<b>ELECTRICAL CONCENTRATION (ACE)</b>	
ACR 122 HVAC/R Electrical Circuits	3
ACR 123 HVAC/R Electrical Components	3
ACR 127 HVAC/R Electric Motors	3
ACR 210 Troubleshooting HVAC/R Systems	3
<b>Total Concentration Credits</b>	<b>12</b>
<b>Total Credits for Short Certificate</b>	<b>24</b>

<b>HEATING CONCENTRATION (ACH)</b>	
ACR 119 Fundamentals of Gas Heating Systems	3
ACR 120 Fundamentals of Electric Heating Systems	3
ACR 148 Heat Pump Systems I	3
ACR 149 Heat Pump Systems II	3
<b>Total Concentration Credits</b>	<b>12</b>
<b>Total Credits for Short Certificate</b>	<b>24</b>

**Air Conditioning/Refrigeration  
Short Certificate (Ventress)  
Suggested Course Sequence**

FIRST SEMESTER	SECOND SEMESTER	THIRD SEMESTER
ACR 111	ACR 122	ACR 119
ACR 113	ACR 123	ACR 120
ACR 121	ACR 127	ACR 148
ACR 147	ACR 210	ACR 149

**SHORT CERTIFICATE CURRICULUM  
(Wallace and Sparks Campuses)**

Courses	Credit Hours
<b>Area V: Required Field of Concentration Courses</b>	<b>27</b>
ACR 111 Principles of Refrigeration	3
ACR 112 HVACR Service Procedures	3
ACR 119 Fundamentals of Gas Heating Systems	3
ACR 121 Principles of Electricity for HVAC/R	3
ACR 122 HVAC/R Electrical Circuits	3
ACR 123 HVAC/R Electrical Components	3
ACR 147 Refrigerant Transition and Recovery Theory	3
ACR 148 Heat Pumps I	3
ACR 149 Heat Pumps II	3
<b>Total Credits for Short Certificate</b>	<b>27</b>

**Air Conditioning/Refrigeration  
Short Certificate  
Suggested Course Sequence**

FIRST SEMESTER	SECOND SEMESTER	THIRD SEMESTER
ACR 111	ACR 122	ACR 147
ACR 112	ACR 119	
ACR 121	ACR 148	
ACR 123	ACR 149	

**APPLIED ENGINEERING TECHNOLOGY (IAM)  
(FORMERLY INDUSTRIAL MAINTENANCE  
TECHNOLOGY)  
(Wallace and Sparks Campuses)**

The Applied Engineering Technology program provides instruction and skills development in the rapidly growing, related field of Industrial Systems Technology. Instruction is presented at a highly technical level, involving the applications of mathematics, science, and communication skills as well as hands-on training in AC and DC fundamentals, process controls, and principles of industrial mechanics and maintenance, robotics, programmable controllers, hydraulics and pneumatics. Successful completion of the program prepares graduates for entry-level employment in a variety of industrial-related fields. In addition, the program prepares students for Certified Production Technician Testing through the Manufacturing Skill Standards Council (MSSC).

## DEGREE CURRICULUM

<i>Course</i>		<i>Credit Hours</i>
<b>Area I: Written and Oral Communications</b>		<b>3</b>
ENG 101	English Composition I	3
<b>Area II: Humanities and Fine Arts</b>		<b>6</b>
	Humanities/Fine Arts Elective	3
SPH 106	Fundamentals of Oral Communication <b>OR</b>	
SPH 107	Fundamentals of Public Speaking	3
<b>Area III: Natural Sciences and Mathematics</b>		<b>7</b>
MTH 100	Intermediate College Algebra	3
PHS 112	Physical Science II	4
<b>Area IV: History, Social and Behavioral Sciences</b>		<b>3</b>
PSY 200	Psychology	3
<b>Area V: Career and Technical Core Courses</b>		<b>52-54</b>
ORI 101	Orientation to College <b>OR</b>	
ORI 105	Orientation and Student Success	1-3
ORI 104	WorkKeys® Assessment and Advisement	1
CIS 146	Microcomputer Applications	3
WKO 131	MSSC Safety	3
WKO 132	MSSC Quality Practices and Measurement	3
INT 107	Fundamentals of Electricity	3
INT 176	Elements of Industrial Controls	3
WKO 133	MSSC Manufacturing Processes and Production	3
INT 113	Industrial Motor Controls I	3
INT 213	Industrial Motor Controls II	3
INT 100	Mathematics for Industrial Technicians	3
INT 117	Principles of Industrial Mechanics	3
WKO 134	Maintenance Awareness	3
INT 139	Introduction to Robot Programming	3
INT 105	Introduction to Process Technology	3
INT 208	Advanced Process Simulation	3
INT 177	Elements of Industrial Control Lab	2
INT 118	Fundamentals of Industrial Hydraulics and Pneumatics	3
WKO 106	Workplace Skills	3
	<b>Total Credits for Degree</b>	<b>71-73</b>

*Applied Engineering Technologies*

## *Associate in Applied Science Degree Suggested Course Sequence*

<i>FIRST SEMESTER</i>	<i>SECOND SEMESTER</i>	<i>THIRD SEMESTER</i>
ORI 101 or 105*	ENG 101	WKO 133
CIS 146	WKO 132	INT 176
MTH 100	INT 117	ORI 104
PHS 112	SPH 106 or 107	INT 118
INT 107	Humanities/Fine Arts	INT 113
WKO 131	Elective	

*\*If applicable, ORI 101 or 105 is required for all first-time college students.*

<i>FOURTH SEMESTER</i>	<i>FIFTH SEMESTER</i>
INT 213	PSY 200
INT 100	INT 177
INT 139	INT 208
INT 105	INT 291
WKO 134	WKO 106

## SHORT CERTIFICATE CURRICULUM INDUSTRIAL SYSTEMS TECHNOLOGY

<i>Course</i>		<i>Credit Hours</i>
<b>Area V: Required Field of Concentration Courses</b>		
WKO 131	MSSC Safety	3
INT 118	Fundamentals of Industrial Hydraulics and Pneumatics	3
INT 113	Industrial Motor Controls I	3
INT 213	Industrial Motor Controls II	3
INT 107	Fundamentals of Electricity	3
WKO 134	Maintenance Awareness	3
INT 176	Elements of Industrial Control	3
INT 177	Elements of Industrial Control Lab	2
	<b>Total Credits for Short Certificate</b>	<b>23</b>

## MSSC CERTIFIED PRODUCTION TECHNICIAN (MPT) *This short certificate program prepares students for Certified Production Technician Testing through the Manufacturing Skill Standards Council (MSSC).*

<i>Course</i>		<i>Credit Hours</i>
<b>Area V: Required Field of Concentration Courses</b>		
WKO 131	MSSC Safety	3
WKO 132	MSSC Quality Practices and Measurement	3
WKO 133	MSSC Manufacturing Processes and Production	3
WKO 134	Maintenance Awareness	3
	<b>Total Credits for Short Certificate</b>	<b>12</b>

## MANUFACTURING PRODUCTION TECHNOLOGY *This short certificate program prepares students for Certified Production Technician Testing through the Manufacturing Skill Standards Council (MSSC).*

<i>Course</i>		<i>Credit Hours</i>
<b>Area V: Career and Technical Courses</b>		
WKO 131	MSSC Safety	3
INT 100	Mathematics for Industrial Technicians	3
INT 107	Fundamentals of Electricity I	3
INT 105	Introduction to Process Technology	3
WKO 132	MSSC Quality Practices and Measurement	3
WKO 133	MSSC Manufacturing Processes and Production	3
WKO 134	MSSC Maintenance Awareness	3

INT 117	Principles of Industrial Mechanics	3
INT 176	Elements of Industrial Control	3
INT 177	Elements of Industrial Control Lab	2
<b>Total Credits for Short Certificate</b>		<b>29</b>

## AUTOMOTIVE TECHNOLOGY (ASE) (Wallace Campus)

Advancements in technology have greatly affected today's automotive technician. Being a good mechanic is not enough. Today a technician must possess excellent mechanical skills, be knowledgeable of electronics, be able to diagnose complex problems, and be committed to keeping pace with future advancements. More than 100,000 jobs are available to qualified applicants, but technical training and hands-on experience are required.

Students are trained on late-model vehicles with modern equipment used in a classroom and laboratory setting. Students must purchase their own books, supplies, and tools as required on the tool list.

Students completing all courses listed in the curriculum will be awarded an associate in applied science degree in Automotive Technology. Students completing all Automotive Technology courses, CIS 146, ENG 101, MTH 116, and SPH 106 or 107 will be awarded a program certificate. Admission is conditional and depends on the student's ability to perform the essential functions identified for this program. Reasonable accommodations are considered.

### DEGREE CURRICULUM

<i>Course</i>	<i>Credit Hours</i>
<b>Area I: Written Communication</b>	<b>3</b>
ENG 101 English Composition I	3
<b>Area II: Humanities and Fine Arts</b>	<b>6</b>
Humanities/Fine Arts Elective	3
SPH 106 Fundamentals of Oral Communication <b>OR</b>	
SPH 107 Fundamentals of Public Speaking	3
<b>Area III: Natural Sciences and Mathematics</b>	<b>6</b>
MTH 116 Mathematical Applications	3
Science/Math Elective	3
<b>Area IV: History, Social and Behavioral Sciences</b>	<b>3</b>
History/Social/Behavioral Sciences Elective	3
<b>Area V: Career and Technical Courses</b>	<b>55-57</b>
<b>Required Orientation Courses</b>	
ORI 101 Orientation to College <b>OR</b>	
ORI 105 Orientation and Student Success	1-3
ORI 104 WorkKeys® Assessment and Advisement	1
CIS 146 Microcomputer Applications	3

<b>Required Field of Concentration Courses</b>		
ASE 101	Fundamentals of Automotive Technology	3
ASE 112	Electrical Fundamentals	3
ASE 121	Braking Systems	3
ASE 122	Steering and Suspension	3
ASE 124	Automotive Engines	3
ASE 130	Drive Train and Axles	3
ASE 133	Motor Vehicle Air Conditioning	3
ASE 162	Electrical and Electronic Systems	3
ASE 191	Co-op	2
ASE 212	Advanced Electrical and Electronic Systems	3
ASE 224	Manual Transmission/Transaxle	3
ASE 230	Automatic Transmission/Transaxle	3
ASE 239	Engine Performance	3
ASE 244	Engine Performance and Diagnostics	3
ASE 246	Automotive Emissions	3
ASE 291	Co-op	3
WKO 106	Workplace Skills	3
<b>Total Field of Concentration Credits</b>		<b>50</b>
<b>Total Credits for Degree</b>		<b>73-75</b>

### CERTIFICATE CURRICULUM

<i>Course</i>	<i>Credit Hours</i>	
<b>Area I: Written Communication</b>	<b>3</b>	
ENG 101 English Composition I	3	
<b>Area II: Humanities and Fine Arts</b>	<b>3</b>	
SPH 106 Fundamentals of Oral Communication <b>OR</b>		
SPH 107 Fundamentals of Public Speaking	3	
<b>Area III: Natural Sciences and Mathematics</b>	<b>3</b>	
MTH 116 Mathematical Applications	3	
<b>Area V: Career and Technical Courses</b>	<b>50</b>	
<b>Required Orientation Courses</b>		
ORI 101 Orientation to College	1	
ORI 104 WorkKeys® Assessment and Advisement	1	
CIS 146 Microcomputer Applications	3	
<b>Required Field of Concentration Courses</b>		
ASE 101 Fundamentals of Automotive Technology	3	
ASE 112 Electrical Fundamentals	3	
ASE 121 Braking Systems	3	
ASE 122 Steering and Suspension	3	
ASE 124 Automotive Engines	3	
ASE 130 Drive Train and Axles	3	
ASE 133 Motor Vehicle Air Conditioning	3	
ASE 162 Electrical and Electronic Systems	3	
ASE 212 Advanced Electrical and Electronic Systems	3	
ASE 224 Manual Transmission/Transaxle	3	
ASE 230 Automatic Transmission/Transaxle	3	
ASE 239 Engine Performance	3	
ASE 244 Engine Performance and Diagnostics	3	
ASE 246 Automotive Emissions	3	
ASE 291 Co-op	3	
<b>Total Field of Concentration Credits</b>		<b>45</b>
<b>Total Credits for Degree</b>		<b>59</b>

**Automotive Technology**  
**Associate in Applied Science Degree**  
**Suggested Course Sequence**

<b>FIRST SEMESTER</b>	<b>SECOND SEMESTER</b>	<b>THIRD SEMESTER</b>
ASE 101	ASE 121	ASE 124
ASE 112	ASE 122	ASE 212
ASE 130	ASE 162	ASE 224
ASE 133	ASE 239	ASE 244
ORI 101 or 105		
<b>FOURTH SEMESTER</b>		
ASE 191	ECO 231	ASE 230
CIS 146	Science/Computer	ASE 246
ENG 101	Science/Math Elective	ASE 291
MTH 116	SPH 106	ORI 104
	Humanities/Fine Arts	WKO 106
	Elective	

**Automotive Technology**  
**Certificate**  
**Suggested Course Sequence**

<b>FIRST SEMESTER</b>	<b>SECOND SEMESTER</b>	<b>THIRD SEMESTER</b>
ASE 101	ASE 121	ASE 124
ASE 112	ASE 122	ASE 212
ASE 130	ASE 162	ASE 224
ASE 133	ASE 239	ASE 244
ORI 101		
<b>FOURTH SEMESTER</b>		
ASE 191	SPH 106 or 107	
CIS 146	ASE 230	
ENG 101	ASE 246	
MTH 116	ASE 291	
	ORI 104	

**BASIC AUTOMOTIVE, TRUCK, AND TRACTOR SERVICE AND REPAIR (ASA)**  
**(Wallace Campus)**

This short certificate (STC) program of study provides students with skills, knowledge, and hands-on experience in the automotive, truck and tractor service, maintenance and repair industry. Today a technician must possess excellent critical thinking skills, computer skills, mechanical skills, working knowledge of electronics and be able to diagnose complex problems, and be committed to keeping pace with future advancements. Successful completion of the program prepares graduates for employment as a service/ maintenance technician, parts manager, or sales and service representative in the field of automotive, truck and tractor service and repair.

**SHORT CERTIFICATE CURRICULUM**

<b>Course</b>	<b>Credit Hours</b>
<b>Area V: Career and Technical Courses</b>	<b>29</b>
<b>Required Field of Concentration Courses</b>	
ASE 101 Fundamentals of Automotive Technology	3
ASE 112 Electrical Fundamentals	3
ASE 121 Braking Systems	3

ASE 122	Steering and Suspension	3
ASE 124	Automotive Engines	3
ASE 130	Drive Train and Axles	3
ASE 133	Motor Vehicle Air Conditioning	3
ASE 191	Co-Op	2
ASE 239	Engine Performance	3
WKO 106	Workplace Skills	3
<b>Total Credits for Short Certificate</b>		<b>29</b>

**Basic Automotive, Truck, and Tractor Service and Repair**  
**(Wallace Campus)**  
**Suggested Course Sequence**

<b>FIRST SEMESTER</b>	<b>SECOND SEMESTER</b>
ASE 101	ASE 121
ASE 112	ASE 122
ASE 124	ASE 191
ASE 130	ASE 239
ASE 133	WKO 106

**BUSINESS TECHNOLOGIES**  
**(Wallace and Sparks Campuses)**

The Business Technologies curriculum offers an opportunity for students to develop the knowledge, skills, and attitudes needed by professional workers in today's business world. Office workers are needed in a variety of positions in many business areas such as banking, industry, education, and government. Specific job titles may include Administrative Assistant, Bookkeeper, Clerk, Office Manager, Office Supervisor, Secretary, or Word Processing Specialist.

An associate in applied science degree can be earned in Business Technologies with major concentrations in Accounting Technology, APP Development with Swift Concentration, Business Computer Applications, Office Administration, or Supervisory Management. To receive an associate in applied science degree, students must complete General Education core requirements, Business Technologies core requirements, and additional courses to satisfy the requirements in the chosen area of concentration.

Admission is conditional and depends on the student's ability to perform the essential functions identified for this program. Reasonable accommodations are considered.

**DEGREE CURRICULUM**

<b>Course</b>	<b>Credit Hours</b>
<b>Area I: Written Communication</b>	<b>3</b>
ENG 101 English Composition I	3
<b>Area II: Humanities and Fine Arts</b>	<b>6</b>
Humanities/Fine Arts Elective	3
SPH 106 Fundamentals of Oral Communication <b>OR</b>	
SPH 107 Fundamentals of Public Speaking	3

<b>Area III: Natural Sciences and Mathematics</b>	<b>6</b>
MTH 116 Mathematical Applications	3
Science/Math Elective	3

<b>Area IV: History, Social and Behavioral Sciences</b>	<b>3</b>
ECO 231 Principles of Macroeconomics <b>OR</b>	
ECO 232 Principles of Microeconomics	3

**Area V: Career and Technical Courses 50-52**  
**Required Orientation Courses**

ORI 101 Orientation to College <b>OR</b>	
ORI 105 Orientation and Student Success	1-3
ORI 104 WorkKeys® Assessment and Advisement	1

**Business Technologies Core Requirements**

BUS 100 Introduction to Business	3
BUS 146 Personal Finance	3
BUS 215 Business Communications	3
BUS 241 Principles of Accounting I	3
BUS 275 Principles of Management	3
CIS 113 Spreadsheet Software Applications	3
CIS 146 Microcomputer Applications	3
OAD 103 Intermediate Keyboarding	3
OAD 125 Word Processing	3
OAD 137 Computerized Financial Record Keeping	3
<b>Total Core Credits</b>	<b>30</b>

*After completing the Core Technical Course Requirements, students may choose from the following concentrations:*

**ACCOUNTING TECHNOLOGY CONCENTRATION (AC1)**

<i>Course</i>	<i>Credit Hours</i>
<b>Area V: Required Field of Concentration Courses</b>	
ACC 129 Individual Income Taxes	3
ACT 246 Microcomputer Accounting	3
ACT 249 Payroll Accounting	3
BUS 242 Principles of Accounting II	3
BUS 248 Managerial Accounting	3
BUS 263 Legal and Social Environment of Business	3
ACT 262 Directed Studies	3
<b>Total Core Credits</b>	<b>21</b>
<b>Total Credits for Degree</b>	<b>71-73</b>

**APP DEVELOPMENT WITH SWIFT CONCENTRATION**

<i>Course</i>	<i>Credit Hours</i>
<b>Area V: Required Field of Concentration Courses</b>	
BUS 263 Legal and Social Environment of Business	3
CIS 157 Introduction to App Development by Swift	3
CIS 208 Intermediate Web Development	3
CIS 220 App Development with Swift I	3
CIS 227 App Development with Swift II	3
OAD 126 Advanced Word Processing	3
OAD 232 The Electronic Office	3
<b>Total Core Credits</b>	<b>21</b>
<b>Total Credits for Degree</b>	<b>71-73</b>

**BUSINESS COMPUTER APPLICATIONS CONCENTRATION (BSC)**

<i>Course</i>	<i>Credit Hours</i>
<b>Area V: Required Field of Concentration Courses</b>	
ACT 246 Microcomputer Accounting	3
ACT 249 Payroll Accounting	3
BUS 242 Principles of Accounting II	3
CIS 208 Intermediate Web Development	3
OAD 104 Advanced Keyboarding	3
OAD 126 Advanced Word Processing	3
OAD 232 The Electronic Office	3
<b>Total Core Credits</b>	<b>21</b>
<b>Total Credits for Degree</b>	<b>71-73</b>

**OFFICE ADMINISTRATION CONCENTRATION (OAD)**

<i>Course</i>	<i>Credit Hours</i>
<b>Area V: Required Field of Concentration Courses</b>	
ACT 249 Payroll Accounting	3
BUS 263 Legal and Social Environment of Business	3
CIS 117 Database Management Software Applications	3
OAD 104 Advanced Keyboarding	3
OAD 126 Advanced Word Processing	3
OAD 138 Records/Information Management	3
OAD 232 The Electronic Office	3
<b>Total Core Credits</b>	<b>21</b>
<b>Total Credits for Degree</b>	<b>71-73</b>

**SUPERVISORY MANAGEMENT CONCENTRATION (SUP)**

<i>Course</i>	<i>Credit Hours</i>
<b>Area V: Required Field of Concentration Courses</b>	
BUS 186 Elements of Supervision	3
BUS 242 Principles of Accounting II	3
BUS 248 Managerial Accounting	3
BUS 263 Legal and Social Environment of Business	3
BUS 279 Small Business Management	3
OAD 126 Advanced Word Processing	3
OAD 232 The Electronic Office	3
<b>Total Core Credits</b>	<b>21</b>
<b>Total Credits for Degree</b>	<b>71-73</b>

*Accounting Technology  
Associate in Applied Science Degree  
Suggested Course Sequence—Year One*

<i>FIRST SEMESTER</i>	<i>SECOND SEMESTER</i>	<i>THIRD SEMESTER</i>
<i>BUS 100</i>	<i>BUS 241</i>	<i>ACT 249</i>
<i>CIS 146*</i>	<i>BUS 146</i>	<i>BUS 242</i>
<i>ENG 101*</i>	<i>MTH 116</i>	<i>BUS 275</i>
<i>OAD 103*</i>	<i>OAD 125</i>	<i>CIS 113</i>
<i>ORI 101 or 105</i>		

**Accounting Technology**  
**Associate in Applied Science Degree**  
**Suggested Course Sequence—Year Two**

<b>FOURTH SEMESTER</b>	<b>FIFTH SEMESTER</b>	<b>SIXTH SEMESTER</b>
ACT 246	ACC 129	BUS 263
BUS 248	BUS 215	ECO 231 or 232
SPH 106 or 107	ACT 262	ORI 104
Humanities/Fine Arts Elective	OAD 137	Science/Computer/ Math Elective

**App Development with Swift**  
**Associate in Applied Science Degree**  
**Suggested Course Sequence—Year One**

<b>FIRST SEMESTER</b>	<b>SECOND SEMESTER</b>	<b>THIRD SEMESTER</b>
BUS 100	BUS 241	BUS 263
CIS 146*	BUS 146	OAD 126
ENG 101*	MTH 116	BUS 275
OAD 103*	OAD 125	CIS 113
ORI 101 OR 105		

**App Development with Swift**  
**Associate in Applied Science Degree**  
**Suggested Course Sequence—Year Two**

<b>FOURTH SEMESTER</b>	<b>FIFTH SEMESTER</b>	<b>SIXTH SEMESTER</b>
CIS 157	CIS 220	CIS 227
CIS 208	CIS 215	ECO 231/232
SPH 106/107	OAD 232	ORI 104
HUM/FINE ART ELECTIVE	OAD 137	
SCIENCE/CIS/MATH ELECTIVE		CIS 113

**Business Computer Applications**  
**Associate in Applied Science Degree**  
**Suggested Course Sequence—Year One**

<b>FIRST SEMESTER</b>	<b>SECOND SEMESTER</b>	<b>THIRD SEMESTER</b>
BUS 100	BUS 146	ACT 246
CIS 146*	BUS 241	OAD 104
ENG 101*	BUS 275	OAD 126
OAD 103*	OAD 125	Humanities/Fine Arts Elective
ORI 101 or 105		

**Business Computer Applications**  
**Associate in Applied Science Degree**  
**Suggested Course Sequence—Year Two**

<b>FOURTH SEMESTER</b>	<b>FIFTH SEMESTER</b>	<b>SIXTH SEMESTER</b>
ACT 249	BUS 242	ECO 231 or 232
BUS 215	CIS 208	ORI 104
CIS 113	MTH 116	SPH 106 or 107
OAD 137	OAD 232	Science/Computer/ Math Elective

**Office Administration**  
**Associate in Applied Science Degree**  
**Suggested Course Sequence—Year One**

<b>FIRST SEMESTER</b>	<b>SECOND SEMESTER</b>	<b>THIRD SEMESTER</b>
BUS 100	BUS 146	BUS 241
CIS 146*	BUS 215	OAD 104
ENG 101	BUS 275	OAD 126
OAD 103*	OAD 125	Humanities/Fine Arts Elective
ORI 101 or 105		

**Office Administration**  
**Associate in Applied Science Degree**  
**Suggested Course Sequence—Year Two**

<b>FOURTH SEMESTER</b>	<b>FIFTH SEMESTER</b>	<b>SIXTH SEMESTER</b>
ACT 249	CIS 117	BUS 263
CIS 113	ECO 231 or 232	SPH 106 or 107
OAD 138	MTH 116*	ORI 104
OAD 137	OAD 232	Science/Computer/ Math Elective

**Supervisory Management**  
**Associate in Applied Science Degree**  
**Suggested Course Sequence—Year One**

<b>FIRST SEMESTER</b>	<b>SECOND SEMESTER</b>	<b>THIRD SEMESTER</b>
BUS 100	BUS 146	BUS 242
CIS 146*	BUS 241	BUS 275
ENG 101*	MTH 116*	CIS 113
OAD 103*	OAD 125	OAD 126
ORI 101 or 105		

**Supervisory Management**  
**Associate in Applied Science Degree**  
**Suggested Course Sequence—Year Two**

<b>FOURTH SEMESTER</b>	<b>FIFTH SEMESTER</b>	<b>SIXTH SEMESTER</b>
BUS 186	BUS 215	BUS 263
BUS 248	OAD 137	ECO 231 or 232
BUS 279	OAD 232	ORI 104
Humanities/Fine Arts Elective	SPH 106 or 107	Science/Computer/ Math Elective

\*Remediation courses are identified after student testing.

**CABINETMAKING (CAB)**  
**(Easterling Correctional Facility)**

The Cabinetmaking short certificate program is designed to develop skilled craftspeople. Classroom and lab experiences involve layout, fabrication, assembly, and installation of structural units. Instruction emphasizes care and use of hand and power tools, common systems of construction, principles of estimating and blueprint reading, and care and use of numerous wood and composite building materials.

Students completing all courses listed in the curriculum will be awarded a program short certificate. Admission is conditional and depends on the student's ability to perform the essential functions identified for this program. A high school diploma or GED® is not required; however, students are required to demonstrate college and career readiness. (See *Admission to Courses Not Creditable Toward an Associate Degree* in the *Admissions Policies and Procedures* section of this catalog.) Reasonable accommodations are considered.

**SHORT CERTIFICATE CURRICULUM  
(Easterling Correctional Facility)**

<i>Course</i>	<i>Credit Hours</i>
<b>Area V: Career and Technical Courses</b>	
<b>Core Cabinetmaking Course Requirements</b>	
CAB 101 Introduction to Cabinetmaking	3
CAB 102 Introduction to Lumber	3
CAB 103 Size, Dimension, and Joints	3
CAB 104 Cabinetmaking Shop Orientation	3
<b>Total Core Technical Credits</b>	<b>12</b>

*After completing the Core Technical Course Requirements, students may choose from the following concentrations:*

**CABINETMAKING CONCENTRATION (CAB)**

CAB 110 Equipment Maintenance	3
CAB 140 Wood Finishing Fundamentals	3
CAB 204 Cabinetmaking and Millwork	3
CAB 230 Estimating Cost	3
<b>Total Concentration Credits</b>	<b>12</b>
<b>Total Credits for Short Certificate</b>	<b>24</b>

**FURNITURE CONSTRUCTION CONCENTRATION (CAF)**

CAB 205 Furniture Construction	3
CAB 260 Wood Turning I	3
CAB 211 Cabinetmaking Installation and Trim Work	3
CAB 145 Refinishing	3
<b>Total Concentration Credits</b>	<b>12</b>
<b>Total Credits for Short Certificate</b>	<b>24</b>

**CHILD DEVELOPMENT (CHD)  
(Wallace and Sparks Campuses)**

The Child Development program prepares students for employment in the field of Early Care and Education of children. The program is designed to provide students with the skills and knowledge to work effectively with young children and families. Graduates may be employed as administrators in private preschool programs; as teachers in state pre-kindergarten programs, preschool programs, Head Start, and Early Head Start programs; or as teaching assistants in public school systems.

Students can pursue a program certificate, short certificate, or a CDA Educational Requirement Certificate. The program is designed to allow students to develop a broad base of competencies that will prepare them to guide experiences of children from birth through early childhood. The short certificate is designed to prepare

students to enter the field of Early Care and Education and to be an intermediate step for those working toward the program certificate or degree.

Admission is conditional and depends on the student's ability to perform the essential functions identified for this program. Reasonable accommodations are considered.

**Note:** *Wallace Community College has articulation agreements with The University of Alabama's College of Human Environmental Sciences and Athens State University's College of Education. Through these agreements, Wallace Community College Child Development graduates may maximize transfer of course credits and complete most of their four-year degree requirements through distance education opportunities.*

**DEGREE CURRICULUM**

<i>Course</i>	<i>Credit Hours</i>
<b>Area I: Written Communication</b> <span style="float: right;"><b>3</b></span>	
ENG 101 English Composition I	3
<b>Area II: Humanities and Fine Arts</b> <span style="float: right;"><b>6</b></span>	
Humanities/Fine Arts Elective <span style="float: right;">3</span>	
SPH 106 Fundamentals of Oral Communication <b>OR</b>	
SPH 107 Fundamentals of Public Speaking	3
<b>Area III: Natural Sciences and Mathematics</b> <span style="float: right;"><b>7</b></span>	
Natural Science Elective <span style="float: right;">4</span>	
MTH 116 Mathematical Applications or higher	3
<b>Area IV: History, Social and Behavioral Sciences</b> <span style="float: right;"><b>6</b></span>	
PSY 200 General Psychology	3
Social and Behavioral Science Elective <span style="float: right;">3</span>	
<b>Area V: Career and Technical Courses</b> <span style="float: right;"><b>47-49</b></span>	
<b>Required Orientation Courses</b>	
ORI 101 Orientation to College <b>OR</b>	
ORI 105 Orientation and Student Success	1-3
ORI 104 WorkKeys® Assessment and Advisement	1
CIS 146 Microcomputer Applications	3
<b>Required Field of Concentration Courses</b>	
CHD 100 Introduction to Early Care and Education of Children	3
CHD 201 Child Growth and Development Principles	3
CHD 203 Children's Literature and Language Development	3
CHD 204 Methods and Materials for Teaching Young Children	3
CHD 205 Program Planning for Educating Young Children	3
CHD 206 Children's Health and Nutrition	3
CHD 208 Administration of Child Development Programs	3
CHD 210 Educating Exceptional Children	3
CHD 214 Families and Communities in Early Care and Education Programs	3
CHD 215 Supervised Practical Experience in Child Development	3
CHD 202 Children's Creative Experiences	3

CHD 209	Infant and Toddler Education Programs	3
CHD 217	Math and Science for Young Children	3
CHD 220	Parenting Skills	3
<b>Total Credits for Degree</b>		<b>69-71</b>

### CERTIFICATE CURRICULUM

<i>Course</i>		<i>Credit Hours</i>
<b>Area I: Written Communication</b> <b>3</b>		
ENG 101	English Composition I	
<b>Area II: Humanities and Fine Arts</b> <b>3</b>		
SPH 106	Fundamentals of Oral Communication <b>OR</b>	
SPH 107	Fundamentals of Public Speaking	3
<b>Area III: Natural Sciences and Mathematics</b> <b>3</b>		
MTH 116	Mathematical Applications or higher	3
<b>Area V: Career and Technical Courses</b> <b>47-49</b>		
<b>Required Orientation Courses</b>		
ORI 101	Orientation to College <b>OR</b>	
ORI 105	Orientation and Student Success	1-3
ORI 104	WorkKeys® Assessment and Advisement	1
CIS 146	Microcomputer Applications	3
<b>Child Development Core Requirements</b>		
CHD 100	Introduction to Early Care and Education of Children	3
CHD 201	Child Growth and Development Principles	3
CHD 203	Children's Literature and Language Development	3
CHD 204	Methods and Materials for Teaching Young Children	3
CHD 205	Program Planning for Educating Young Children	3
CHD 206	Children's Health and Nutrition	3
CHD 208	Administration of Child Development Programs	3
CHD 210	Educating Exceptional Children	3
CHD 214	Families and Communities in Early Care and Education Programs	3
CHD 215	Supervised Practical Experience in Child Development	3
CHD 202	Children's Creative Experiences	3
CHD 209	Infant and Toddler Education Programs	
CHD 217	Math and Science for Young Children	3
CHD 220	Parenting Skills	3
<b>Total Credits for Certificate</b>		<b>56-58</b>

### *Associate in Applied Science Degree* *Suggested Course Sequence—Year One*

<i>FIRST SEMESTER</i>	<i>SECOND SEMESTER</i>	<i>THIRD SEMESTER</i>
CHD 100	CHD 202	CHD 201
CHD 204	CHD 203	CHD 206
ORI 101 or 105	CHD 209	CHD 210
ORI 104	ENG 101	ENG 102
SPH 106 or 107	PSY 200	

### *Associate in Applied Science Degree* *Suggested Course Sequence—Year Two*

<i>FIRST SEMESTER</i>	<i>SECOND SEMESTER</i>
<i>Natural Science Elective</i>	CHD 215
CHD 205	MTH 116
CHD 214	CHD 208
CHD 220	<i>Social Science Elective</i>
	<i>Humanities/Fine Arts Elective</i>

### *Certificate* *Suggested Course Sequence—Year One*

<i>FIRST SEMESTER</i>	<i>SECOND SEMESTER</i>	<i>THIRD SEMESTER</i>
CHD 100	CHD 202	CHD 201
CHD 204	CHD 203	CHD 206
ORI 101 or 105	CHD 209	CHD 210
ORI 104	ENG 101	
SPH 106 or 107		

### *Certificate* *Suggested Course Sequence—Year Two*

<i>FIRST SEMESTER</i>	<i>SECOND SEMESTER</i>
CHD 205	CHD 215
CHD 214	MTH 116
CHD 220	CHD 208

**Note:** Basic Cardiopulmonary Life Support (BCLS) certification is required prior to participating in laboratory experiences at childcare centers. Students can take the course through the College by registering for EMS 100 concurrently with the initial registration in Child Development (CHD) courses.

### SHORT CERTIFICATE CURRICULUM (CHD)

<i>Course</i>		<i>Credit Hours</i>
<b>Area V: Required Field of Concentration Courses</b> <b>24</b>		
CHD 100	Introduction to Early Care and Education of Children	3
CHD 201	Child Growth and Development Principles	3
CHD 202	Children's Creative Experiences	3
CHD 203	Children's Literature and Language Development	3
CHD 204	Methods and Materials for Teaching Young Children	3
CHD 205	Program Planning for Educating Young Children	3

CHD 214	Families and Communities in Early Care and Education Programs	3
CHD 215	Supervised Practical Experience in Child Development	3
	<b>Total Credits for Short Certificate</b>	<b>24</b>

Admission is conditional and depends on the student's ability to perform the essential functions identified for this program. Reasonable accommodations are considered.

## DEGREE CURRICULUM

<b>Child Development Short Certificate Suggested Course Sequence</b>		
<b>FIRST SEMESTER</b>	<b>SECOND SEMESTER</b>	<b>THIRD SEMESTER</b>
CHD 100	CHD 202	CHD 201
CHD 204	CHD 203	CHD 215
CHD 214	CHD 205	

<i>Course</i>		<i>Credit Hours</i>
<b>Area I: Written Communication</b> <span style="float: right;"><b>3</b></span>		
ENG 101	English Composition I	3
<b>Area II: Humanities and Fine Arts</b> <span style="float: right;"><b>3</b></span>		
SPH 106	Fundamentals of Oral Communication <b>OR</b>	
SPH 107	Fundamentals of Public Speaking	3
<b>Area III: Natural Sciences and Mathematics</b> <span style="float: right;"><b>6</b></span>		
MTH 100	Intermediate College Algebra	3
	Science/Math Elective	3
<b>Area IV: History, Social and Behavioral Sciences</b> <span style="float: right;"><b>3</b></span>		
	History/Behavioral Science/Social Science Elective	3
<b>Area V: Career and Technical Courses</b>		
<b>Required Orientation Courses</b>		
ORI 101	Orientation to College <b>OR</b>	
ORI 105	Orientation and Student Success	1-3
ORI 104	WorkKeys® Assessment and Advisement	1
<b>Computer Information Science Core Requirements</b>		
BUS 241	Principles of Accounting I	3
CIS 146	Microcomputer Applications	3
CIS 150	Introduction to Computer Logic and Programming	3
CIS 113	Spreadsheet Software Applications	3
CIS 117	Database Management Software Applications	3
CIS 161	Introduction to Network Communications	3
CIS 171	Linux I	3
CIS 185	Computer Ethics	3
CIS 207	Introduction to Web Page Development	3
CIS 208	Intermediate Web Page Development	3
CIS 211	Principles of Information Assurance	3
CIS 212	Visual Basic Programming	3
CIS 268	Software Support	3
CIS 269	Hardware Support	3
	<b>Total Computer Information Science Core Credits</b>	<b>42</b>

## SHORT CERTIFICATE CURRICULUM (CDA Educational Requirement Certificate)

Students interested in meeting the educational component of the nationally recognized Child Development credential in a formal educational setting may take the following courses. The credentialing exam and associated fees are administered by the Council for Early Childhood Professional Recognition.

<i>Course</i>		<i>Credit Hours</i>
<b>Area V: Required Field of Concentration Courses</b> <span style="float: right;"><b>9</b></span>		
CHD 100	Introduction to Early Care and Education of Children	3
CHD 204	Methods and Materials for Teaching Children	3
<b>Select one of the following:</b>		
CHD 201	Child Growth and Development Principles	3
CHD 202	Children's Creative Experiences <b>OR</b>	
CHD 209	Infant and Toddler Education Programs	3
	<b>Total Credits for Short Certificate</b>	<b>9</b>

## COMPUTER INFORMATION SCIENCE (CIS) (Wallace and Sparks Campuses)

Recognizing the role of the computer and individuals with computer skills in the world of today, the College offers a Computer Information Science program with appropriate options for students. These programs are for students who are interested in Analysis, Operations, Programming, Systems Engineering, or related jobs in the Computer Science field. Students are expected to possess proficient keyboarding skills.

An associate in applied science degree can be earned in Computer Information Science with major concentrations in Software Development, Cyber Security, Mobile App Development, APP Development with Swift, or Microcomputer Specialist. To receive an associate in applied science degree, students must complete General Education core requirements, Computer Information Science core requirements, and additional courses to satisfy the requirements in the chosen area of concentration.

## SOFTWARE DEVELOPMENT CONCENTRATION

<i>Course</i>		<i>Credit Hours</i>
<b>Area V: Required Field of Concentration Courses</b> <span style="float: right;"><b>9</b></span>		
CIS 251	C++ Programming	3
CIS 285	Object-Oriented Programming	3
	Computer Science Elective	3
	<b>Total Computer Programming Credits</b>	<b>9</b>
	<b>Total Credits for Degree</b>	<b>68</b>

## MICROCOMPUTER SPECIALIST CONCENTRATION

<i>Course</i>	<i>Credit Hours</i>
<b>Area V: Required Field of Concentration Courses</b>	<b>9</b>
OAD 125 Word Processing	3
OAD 126 Advanced Word Processing	3
Computer Science Elective	3
<b>Total Microcomputer Specialist Credits</b>	<b>9</b>
<b>Total Credits for Degree</b>	<b>68</b>

## CYBER SECURITY CONCENTRATION

<i>Course</i>	<i>Credit Hours</i>
<b>Area V: Required Field of Concentration Courses</b>	<b>9</b>
CIS 280 Network Security	3
CIS 246 Ethical Hacking	3
CIS 282 Computer Forensics	3
<b>Total Information Assurance Credits</b>	<b>9</b>
<b>Total Credits for Degree</b>	<b>68</b>

## MOBILE APP DEVELOPMENT CONCENTRATION

<i>Course</i>	<i>Credit Hours</i>
<b>Area V: Required Field of Concentration Courses</b>	<b>9</b>
CIS 155 Intro to Mobile App Development	3
CIS 219 Android App Development	3
CIS 285 Object-Oriented Programming	3
<b>Total App Development Credits</b>	<b>9</b>
<b>Total Credits for Degree</b>	<b>68</b>

## APP DEVELOPMENT WITH SWIFT CONCENTRATION

<i>Course</i>	<i>Credit Hours</i>
<b>Area V: Required Field of Concentration Courses</b>	<b>9</b>
CIS 157 Introduction to App Development with Swift	3
CIS 220 App Development with Swift I	3
CIS 285 App Development with Swift II	3
<b>Total App Development Credits</b>	<b>9</b>
<b>Total Credits for Degree</b>	<b>68</b>

### Computer Information Science Associate in Applied Science Degree Suggested Course Sequence—Year One

<i>FIRST SEMESTER</i>	<i>SECOND SEMESTER</i>	<i>THIRD SEMESTER</i>
ENG 101	CIS 171	SPH 106 or 107
MTH 100	CIS 212	HIS/Social/Behavioral Sciences Elective
ORI 101 or 105	CIS 268 or 269	BUS 241
ORI 104	Science/Math Elective	CIS 113 or 117
CIS 146		
CIS 150		

### Computer Information Science Associate in Applied Science Degree Suggested Course Sequence—Year Two

<i>FIRST SEMESTER</i>	<i>SECOND SEMESTER</i>	<i>THIRD SEMESTER</i>
CIS 207	CIS 161	CIS 113 or 117
CIS 211	CIS 208	<u>Choose 1 Concentration</u>
CIS 268 or 269	<u>Choose 1 Concentration</u>	<u>Course:</u>
<u>Choose 1 Concentration</u>	<u>Course:</u>	CIS 219
<u>Course:</u>	CIS 282	CIS 246
CIS 155	CIS 285	Computer Science Elective
CIS 251	OAD 126	
CIS 280		
OAD 125		

## SALON AND SPA MANAGEMENT - COSMOTOLOGY (COS)

(Wallace and Sparks Campuses)

Salon and Spa Management is the science and art of beautifying and improving the skin, nails, and hair. Wallace Community College offers a traditional cosmetology program. Classroom instruction prepares students with the knowledge base necessary for actual application of skills. Students then practice skills on mannequins and on each other and gradually move into live work activities. Lectures, videos, and demonstrations are used to enhance instruction and to provide networking opportunities with industry experts. The Salon and Spa Management program can be completed in as little as 12 months, or 3 semesters.

Students completing all courses listed in the curriculum will be awarded a program certificate and will be eligible to apply for the State Board Examination if they have a minimum of a 10th grade high school equivalency. After passing the examination, students are awarded a license to practice as a Cosmetologist in Alabama. Admission is conditional and depends on the student's ability to perform the essential functions identified for this program. A high school diploma or GED® is not required; however, students are required to demonstrate college and career readiness. (See *Admission to Courses Not Creditable Toward an Associate Degree* in the *Admissions Policies and Procedures* section of this catalog.) Reasonable accommodations are considered.

NOTE: A minimum grade of "C" in the all COS prefix courses is required for a student to enroll in COS prefix courses for the next term and for graduation. Students must complete the entire program curriculum, to include all academic courses, to be eligible to sit for the Alabama Board of Cosmetology exam. Students who withdraw from the program must re-enter the program within a period of 12 months or start over with the first term of COS prefix courses. All students enrolled in the program must have books, kit and other required supplies within the first week of class. After graduation or leaving the program for any reason, students will have 30 days to pick up any personal materials and supplies left in the department. Materials and supplies not picked up will be disposed of.

## CERTIFICATE CURRICULUM

<i>Course</i>	<i>Credit Hours</i>
<b>Area I: Written Communication</b>	<b>3</b>
COM 103 Introductory Technical English II <b>OR</b>	
ENG 101 English Composition I	3
<b>Area II: Humanities and Fine Arts</b>	<b>3</b>
SPC 103 Oral Communication Skills <b>OR</b>	
SPH 106 Fundamentals of Oral Communications <b>OR</b>	
SPH 107 Fundamentals of Public Speaking	3
<b>Area III: Natural Sciences and Mathematics</b>	<b>3</b>
MAH 101 Introductory Mathematics I <b>OR</b>	
MTH 116 Mathematical Applications <b>OR</b>	
MTH 100 Intermediate College Algebra	3

**Area V: Career and Technical Courses 43-45**

**Required Courses**

ORI 101	Orientation to College	<b>OR</b>	1
ORI 105	Orientation and Student Success		3
CIS 146	Microcomputer Applications		3

**Required Field of Concentration Courses**

COS 111	Introduction to Cosmetology		3
COS 112	Introduction to Cosmetology Lab		3
COS 113	Theory of Chemical Services		3
COS 114	Chemical Services Lab		3
COS 115	Hair Color Theory		3
COS 116	Hair Color Lab		3
COS 117	Basic Spa Techniques Theory		3
COS 118	Basic Spa Techniques Lab		3
COS 119	Business of Cosmetology		3
COS 167	State Board Review		3
COS 181	Special Topics Theory		3
COS 182	Special Topics Lab		3
WKO 106	Workplace Skills		3

**Total Field of Concentration Credits 39**

**Total Credits for Certificate 52-54**

various treatments for problematic skin under supervision. Students are required to purchase their own esthetics kit and books.

Students completing all courses listed in the curriculum will be awarded a program certificate and will be eligible to apply for the Alabama State Board Examination if they have a minimum of a 10th grade high school equivalency. After passing the examination, graduates are awarded a license to practice as an Esthetician in Alabama. Admission is conditional and depends on the student's ability to perform the essential functions identified for this program. A high school diploma or GED is not required; however, students are required to demonstrate college and career readiness (see Admission to Courses Not Creditable Toward an Associate Degree in the Admissions Policies and Procedures section of this catalog). Reasonable accommodations are considered.

**SHORT CERTIFICATE CURRICULUM**

<i>Course</i>		<i>Credit Hours</i>
<b>Area V: Required Field of Concentration Courses</b>		<b>27</b>
COS 134	Advanced Esthetics	3
COS 135	Advanced Esthetics Applications	3
COS 181	Special Topics Theory	3
COS 165	Related Subjects Estheticians	3
COS 163	Facial Treatments	3
COS 164	Facial Machines	3
COS 169	Skin Functions	3
COS 168	Bacteriology and Sanitation	3
COS 167	State Board Review	3
	<b>Total Credits for Short Certificate</b>	<b>27</b>

**Salon and Spa Management**

**Certificate**

**Suggested Course Sequence (Wallace Campus)**

<i>FIRST SEMESTER</i>	<i>SECOND SEMESTER</i>	<i>THIRD SEMESTER</i>
<i>COS 111</i>	<i>COS 115</i>	<i>COS 117</i>
<i>COS 112</i>	<i>COS 116</i>	<i>COS 118</i>
<i>COS 113</i>	<i>COS 181</i>	<i>COS 119</i>
<i>COS 114</i>	<i>COS 182</i>	<i>COS 167</i>
<i>COM 103</i>	<i>MAH 101</i>	<i>WKO 106</i>
<i>DPT 103</i>	<i>SPC 103</i>	
<i>ORI 101</i>		

**Salon and Spa Management**

**Certificate**

**Suggested Course Sequence (Sparks Campus)**

<i>FIRST SEMESTER</i>	<i>SECOND SEMESTER</i>	<i>THIRD SEMESTER</i>
<i>COS 111</i>	<i>COS 115</i>	<i>COS 117</i>
<i>COS 112</i>	<i>COS 116</i>	<i>COS 118</i>
<i>COS 113</i>	<i>COS 181</i>	<i>COS 119</i>
<i>COS 114</i>	<i>COS 182</i>	<i>COS 167</i>
<i>MAH 101</i>	<i>COM 103</i>	<i>WKO 106</i>
<i>ORI 101</i>	<i>DPT 103</i>	
<i>SPC 103</i>		

**ESTHETICS TECHNOLOGY (CSE)**

**(Wallace Campus Only)**

The Esthetics Technology program is designed to provide students with basic knowledge and skills for employment as an esthetician in a salon, spa or as a cosmetic consultant. Students will learn how to provide preventative and maintenance care for the skin and may also manufacture, sell, and apply cosmetics. With specialized training, they may choose to work for a dermatologist and provide

**Esthetics Technology**

**Short Certificate**

**Suggested Course Sequence**

<i>FIRST SEMESTER</i>	<i>SECOND SEMESTER</i>	<i>THIRD SEMESTER</i>
<i>COS 134</i>	<i>COS 163</i>	<i>COS 167</i>
<i>COS 135</i>	<i>COS 164</i>	
<i>COS 181</i>	<i>COS 169</i>	
<i>COS 165</i>	<i>COS 168</i>	

**NAIL TECHNOLOGY (CSN)**

**(Wallace and Sparks Campuses)**

The Nail Technology program is designed to provide students with the knowledge and skills for employment as Nail Technicians in a salon setting, including working in department stores, beauty shops, nursing homes, and health spas, and in owning their own business.

Students learn to apply sculptured nails; acrylic overlays; gel nails; nail art; and fiberglass, linen, and silk wraps. Students are required to purchase their own nail technology kit and books.

Students completing all courses listed in the curriculum will be awarded a program certificate and will be eligible to apply for the

State Board Examination if they have a minimum of a 10th grade high school equivalency. After passing the examination, students are awarded a license to practice as a Nail Technician in Alabama. Admission is conditional and depends on the student's ability to perform the essential functions identified for this program. A high school diploma or GED® is not required; however, students are required to demonstrate college and career readiness. (See *Admission to Courses Not Creditable Toward an Associate Degree* in the *Admissions Policies and Procedures* section of this catalog.) Reasonable accommodations are considered.

### SHORT CERTIFICATE CURRICULUM

<i>Course</i>		<i>Credit Hours</i>
<b>Area V:</b>	<b>Required Field of Concentration Courses</b>	<b>28</b>
ORI 101	Orientation to College	1
COS 148	Nail Care Theory	3
COS 152	Nail Care Applications	3
COS 149	Nail Art Theory	3
COS 154	Nail Art Applications	3
COS 119	Business of Cosmetology	3
COS 167	State Board Review	3
COS 181	Special Topics Theory	3
COS 182	Special Topics Lab	3
WKO 106	Workplace Skills	3
	<b>Total Credits for Short Certificate</b>	<b>28</b>

*Nail Technology  
Short Certificate  
Suggested Course Sequence*

<i>FIRST SEMESTER</i>	<i>SECOND SEMESTER</i>
<i>COS 148</i>	<i>COS 119</i>
<i>COS 152</i>	<i>COS 167</i>
<i>COS 149</i>	<i>COS 181</i>
<i>COS 154</i>	<i>COS 182</i>
<i>ORI 101</i>	<i>WKO 106</i>

### CRIMINAL JUSTICE (CRJ) (Wallace and Sparks Campuses)

The Criminal Justice program is designed to train law enforcement personnel to maintain law and order, collect evidence and information, and conduct investigations and surveillance. The program will provide law enforcement officers the necessary skills to conduct routine investigations.

Forensic Science and Criminalistics are emphasized, and particular emphasis is placed on laboratory practices used to develop investigative evidence, including finger print and DNA analysis. Graduates can go on to careers in such jobs as Corrections Officer, Forensic Technician, Game Warden, Police Officer, Probation Officer, or State Trooper. Some jobs require a four-year degree, but a two-year associate degree is all that is required at many police departments.

An associate in applied science degree can be earned in Criminal Justice with major concentrations in Law Enforcement, or Forensic

Investigations. To receive an associate in applied science degree, students must complete General Education core requirements, orientation requirements, and the chosen area of concentration. Students transferring into a Criminal Justice baccalaureate program should follow the associate in science in Criminal Justice degree plan in the *University-Parallel Programs* section this catalog.

Admission is conditional and depends on the student's ability to perform the essential functions identified for the program. Reasonable accommodations are considered.

### DEGREE CURRICULUM

#### FORENSIC INVESTIGATION CONCENTRATION (CRF)

<i>Course</i>		<i>Credit Hours</i>
<b>Area I:</b>	<b>Written Communication</b>	<b>3</b>
ENG 101	English Composition I	3
<b>Area II:</b>	<b>Humanities and Fine Arts</b>	<b>6</b>
	Humanities/Fine Arts Elective	3
SPH 107	Fundamentals of Public Speaking	3
<b>Area III:</b>	<b>Natural Sciences and Mathematics</b>	<b>7</b>
MTH 100	College Algebra	3
	Natural Science Elective	4
<b>Area IV:</b>	<b>History, Social and Behavioral Sciences</b>	<b>3</b>
PSY 200	General Psychology	3
<b>Area V:</b>	<b>Career and Technical Courses</b>	<b>47-49</b>
	<b>Required Courses</b>	
ORI 101	Orientation to College	<b>OR</b>
ORI 105	Orientation and Student Success	1-3
ORI 104	WorkKeys® Assessment and Advisement	1
CIS 146	Microcomputer Applications	3
	<b>Required Field of Concentration Courses</b>	
CRJ 100	Introduction to Criminal Justice	3
CRJ 140	Criminal Law and Procedure	3
CRJ 146	Criminal Evidence	3
CRJ 147	Constitutional Law	3
CRJ 177	Criminal and Deviant Behavior	3
CRJ 178	Narcotics and Dangerous Drugs	3
CRJ 220	Criminal Investigation	3
CRJ 226	Fingerprint Science	3
CRJ 227	Homicide Investigation	3
CRJ 230	Criminalistics	3
CRJ 236	Advanced Criminalistics	3
CRJ 237	Forensic Photography	3
CRJ 238	Crime Scene Investigation	3
	Criminal Justice Elective	3
	<b>Total Field of Concentration Credits</b>	<b>42</b>
	<b>Total Credits for Degree</b>	<b>66-68</b>

## LAW ENFORCEMENT CONCENTRATION (CRL)

<i>Course</i>	<i>Credit Hours</i>
<b>Area I: Written Communication</b>	<b>3</b>
ENG 101 English Composition I	3
<b>Area II: Humanities and Fine Arts</b>	<b>6</b>
Humanities/Fine Arts Elective	3
SPH 107 Fundamentals of Public Speaking	3
<b>Area III: Natural Sciences and Mathematics</b>	<b>7</b>
MTH 116 Mathematical Applications	3
Natural Science Elective	4
<b>Area IV: History, Social and Behavioral Sciences</b>	<b>3</b>
PSY 200 General Psychology	3
<b>Area V: Career and Technical Courses</b>	<b>50-52</b>
<b>Required Courses</b>	
ORI 101 Orientation to College <b>OR</b>	
ORI 105 Orientation and Student Success	1-3
ORI 104 WorkKeys® Assessment and Advisement	1
CIS 146 Microcomputer Applications	3
<b>Required Field of Concentration Courses</b>	
CRJ 100 Introduction to Criminal Justice	3
CRJ 116 Police Patrol	3
CRJ 140 Criminal Law and Procedure	3
CRJ 146 Criminal Evidence	3
CRJ 147 Constitutional Law	3
CRJ 150 Introduction to Corrections	3
CRJ 177 Criminal and Deviant Behavior	3
CRJ 178 Narcotics and Dangerous Drugs	3
CRJ 209 Juvenile Delinquency	3
CRJ 216 Police Administration and Organization	3
CRJ 220 Criminal Investigation	3
CRJ 227 Homicide Investigation	3
CRJ 230 Criminalistics	3
CRJ 238 Crime Scene Investigation	3
CRJ 239 Issues in Law Enforcement	3
<b>Total Field of Concentration Credits</b>	<b>45</b>
<b>Total Credits for Degree</b>	<b>69-71</b>

**Note:** For information regarding Police Academy Credit, refer to the Credit for Non-Traditional Learning section in this catalog.

## Criminal Justice—Forensic Concentration

### Associate in Applied Science Degree

#### Suggested Course Sequence

<i>FIRST SEMESTER</i>	<i>SECOND SEMESTER</i>	<i>THIRD SEMESTER</i>
CRJ 100	CIS 146	CRJ 178
CRJ 146	CRJ 220	CRJ 236
ENG 101	CRJ 230	CRJ 237
MTH 100	CRJ 238	PSY 200
ORI 101 or 105	Natural Science Elective	
<i>FOURTH SEMESTER</i>	<i>FIFTH SEMESTER</i>	
CRJ 140	CRJ 147	
CRJ 226	CRJ 177	
SPH 107	CRJ 227	
Humanities/Fine Arts Elective	ORI 104	
	Criminal Justice Elective	

## Criminal Justice—Law Enforcement Concentration

### Associate in Applied Science Degree

#### Suggested Course Sequence

<i>FIRST SEMESTER</i>	<i>SECOND SEMESTER</i>	<i>THIRD SEMESTER</i>
CRJ 100	CIS 146	CRJ 146
CRJ 116	CRJ 140	CRJ 147
ENG 101	CRJ 220	CRJ 150
MTH 116	CRJ 230	CRJ 238
ORI 101 or 105	Natural Science Elective	PSY 200
<i>FOURTH SEMESTER</i>	<i>FIFTH SEMESTER</i>	
CRJ 177	CRJ 178	
CRJ 209	CRJ 227	
CRJ 216	CRJ 239	
Humanities/Fine Arts Elective	ORI 104	
	SPH 107	

## ELECTRICAL TECHNOLOGY (IAE)

### (Wallace Campus)

#### (Easterling Correctional Facility—Electrical Technology Certificates Only)

The Electrical Technology program prepares individuals to apply technical knowledge and skills to install, operate, maintain, and repair electric apparatus and systems such as residential, commercial, and industrial electric-power wiring; and DC and AC motors, controls, and electrical distribution panels. Includes instruction in the principles of electronics and electrical systems, wiring, power transmission, safety, industrial and household appliances, job estimation, electrical testing and inspection, and applicable codes and standards.

## DEGREE CURRICULUM

### (Wallace Campus)

<i>Course</i>	<i>Credit Hours</i>
<b>Area I: Written Communication</b>	<b>3</b>
ENG 101 English Composition I	

<b>Area II: Humanities and Fine Arts</b>	<b>6</b>
Humanities/Fine Arts Elective	3
SPH 106 Fundamentals of Oral Communication <b>OR</b>	
SPH 107 Fundamentals of Public Speaking	3
<b>Area III: Natural Sciences and Mathematics</b>	<b>7</b>
MTH 100 Intermediate College Algebra	3
PHS 112 Physical Science II	4
<b>Area IV: History, Social and Behavioral Sciences</b>	<b>3</b>
PSY 200 Psychology	3
<b>Area V: Career and Technical Courses</b>	
<b>Required Orientation Courses</b>	
ORI 101 Orientation to College <b>OR</b>	
ORI 105 Orientation and Student Success	1-3
ORI 104 WorkKeys® Assessment and Advisement	1
CIS 146 Microcomputer Applications	3
<b>Required Field of Concentration Courses</b>	
WKO 110 NCCER Core	3
ELT 108 DC Fundamentals	3
ELT 109 AC Fundamentals	3
ELT 221 Electronics for Electricians	3
ELT 231 Introduction to Programmable Logic Controllers	3
ELT 209 Motor Controls I <b>OR</b>	
INT 113 Industrial Motor Controls I	3
ELT 212 Motor Controls II <b>OR</b>	
INT 213 Industrial Motor Controls II	3
ELT 110 Wiring Methods	3
ELT 114 Residential Wiring I	3
ELT 115 Residential Wiring II	3
ELT 117 AC/DC Machines	3
ELT 118 Commercial/Industrial Wiring I	3
ELT 132 Commercial/Industrial Wiring II	3
ELT 224 Security and Alarm Systems	3
ELT 225 Smart House Wiring	3
WKO 106 Workplace Skills	3
<b>Total Option Credits</b>	<b>53-55</b>
<b>Total Credits for Degree</b>	<b>72-74</b>

## SHORT CERTIFICATE CURRICULUM

### ELECTRICAL TECHNOLOGY

(Wallace Campus and Easterling Correctional Facility)

<i>Course</i>	<i>Credit Hours</i>
<b>Area V: Career and Technical Courses</b>	
<b>Core Electrical Technology Course Requirements</b>	
ELT 108 DC Fundamentals	3
ELT 109 AC Fundamentals	3
ELT 110 Wiring Methods	3
ELT 221 Electronics for Electricians	3
<b>Total Core Technical Credits</b>	<b>12</b>

*After completing the Core Technical Course Requirements, students may choose from the following concentrations:*

### INDUSTRIAL ELECTRICITY CONCENTRATION (IAI)

ELT 209 Motor Controls I <b>OR</b>	
INT 113 Industrial Motor Controls I	3
ELT 117 AC/DC Machines	3
ELT 212 Motor Controls II <b>OR</b>	
INT 213 Industrial Motor Controls II	3
ELT 231 Introduction to Programmable Logic Controllers	3
<b>Total Concentration Credits</b>	<b>12</b>
<b>Total Credits for Short Certificate</b>	<b>24</b>

### RESIDENTIAL AND COMMERCIAL WIRING CONCENTRATION (IAR)

<i>Course</i>	<i>Credit Hours</i>
ELT 114 Residential Wiring Methods I	3
ELT 115 Residential Wiring Methods II	3
ELT 118 Commercial/Industrial Wiring Method I	3
ELT 245 Electrical Grounding Systems	3
<b>Total Concentration Credits</b>	<b>12</b>
<b>Total Credits for Short Certificate</b>	<b>24</b>

## EMERGENCY MEDICAL SERVICES (Wallace Campus)

The Emergency Medical Services (EMS) program is designed to provide the student with theory, demonstration, and experiential laboratory in Emergency Medical Technician (EMT), Advanced Emergency Medical Technician (AEMT), and Paramedic. The Paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Committee on Accreditation of Educational Programs for the EMS Professions (CoAEMSP). Contact CAAHEP at 25400 U.S. Highway 19 North, Suite 158, Clearwater, Florida 33763 (727-210-2350), [www.caahep.org](http://www.caahep.org).

### ADMISSION

**Program requirements for health programs offered within the Alabama Community College System may be reviewed and revised between publication deadlines for this and future College Catalog and Student Handbook documents. Admission requirements below were in effect at the time this document**

### *Electrical Technology Associate in Applied Science Degree Suggested Course Sequence*

<i>FIRST SEMESTER</i>	<i>SECOND SEMESTER</i>	<i>THIRD SEMESTER</i>
WKO 110	ELT 109	ELT 115
CIS 146	ELT 114	ELT 118
ELT 108	ELT 117	ELT 209 or INT 113
ELT 110	MTH 100	ELT 231
ENG 101	Humanities/Fine Arts	
ORI 101 or 105*	Elective	
<i>FOURTH SEMESTER</i>	<i>FIFTH SEMESTER</i>	
ELT 132	ELT 221	
ELT 212 or INT 213	ELT 224	
ELT 225	ORI 104	
PHS 112	SPH 106 or 107	
PSY 200	WKO 106	

**was published and may or may not be current. Prospective students should contact the program office to obtain requirement updates.**

Students are admitted to the EMS program without regard to race, creed, color, marital status, sex, or national origin. The applicant must meet all College admission requirements, including appropriate placement testing. To aid in program success, it is advisable that any identified developmental needs be completed prior to enrollment in an EMS-prefix program course. Students must possess the appropriate level of State licensure (EMT for Advanced EMT and Advanced EMT for Paramedic) in order to participate in clinical activities at the next level.

Students must possess the Alabama EMT license no later than mid-term and prior to attending clinical in AEMT. Students unable to achieve the previous level of licensure by mid-term must withdraw from the clinical course. Student entering the paramedic level must possess an Alabama AEMT license prior to entering paramedic courses. In the event that AEMT training was completed less than 60 days prior to the beginning of the term, students will be allowed conditional admission until mid-term of the first paramedic semester to present an Alabama AEMT license. Any student who is unable to meet licensure requirements by the stated deadline must withdraw from all EMS-prefix courses which contain a clinical component and will not be allowed to progress in the paramedic curriculum. Costs associated with licensure are the responsibility of the applicant.

Students are admitted to the EMT, Advanced EMT, and Paramedic programs throughout the year. The Paramedic program runs continuously, including summer term. Admission is conditional and depends on the student's ability to meet specific elements associated with program eligibility. Students must be able to perform the essential functions identified by the Alabama Department of Public Health. A copy of the essential functions is available from the EMS program and published on the College website, [www.wallace.edu](http://www.wallace.edu). Reasonable accommodations are considered.

Completion of a physical examination and proof of required laboratory and immunization documentation will be required upon program admission. All associated costs are the responsibility of the student.

Contractual agreements between the College and clinical agencies may impose additional requirements on students enrolled in health programs. These requirements include, but are not limited to, the areas of attire, confidentiality, criminal background check, liability insurance, and substance abuse screening. Health insurance coverage is strongly recommended, as the expense for treatment of injury suffered during training is the responsibility of the student. Any student denied clinical privileges or having clinical privileges revoked by a healthcare facility due to positive background findings or clinical misconduct is not eligible for program admission or readmission.

Students transferring to Wallace Community College who have successfully completed EMT or Advanced EMT training are

eligible to apply for acceptance into the Advanced EMT or Paramedic concentrations, respectively.

Unconditional admission to the Advanced EMT and Paramedic components of the EMS program also requires possession of an EMT and AEMT license, respectively.

## **GRADING SCALE**

EMS-prefix courses will be evaluated using the following grading scale:

A	90-100
B	80-89
C	75-79
D	60-74
F	59 and below

## **PROGRESSION**

Students in EMT, Advanced EMT, and Paramedic must achieve a grade of *C* or better in all EMS curriculum required courses (Areas I-V) and a cumulative 2.0 grade point average at Wallace Community College to receive a short certificate, certificate or associate in applied science degree. Prior to participation in Advanced EMT clinical training each student must have successfully completed an EMT program and possess an Alabama EMT license. Prior to entering Paramedic level courses in either the A.A.S., Certificate, or Short Certificate options, students must possess a valid Alabama Advanced EMT license. Prior to entry in the A.A.S. or long certificate options, students must have completed BIO201, Anatomy and Physiology I, with a grade of *C* or higher. MTH 100, ENG 101, SPH 106/107, and CIS 146 or documented computer competency must be completed prior to entering the last semester of the paramedic certificate curriculum. All EMS students must maintain American Heart Association Basic Life Support (BLS) certification at the Healthcare Provider Level.

## **READMISSION**

Students who do not continue in the program for consecutive terms are subject to the most current catalog and State of Alabama Department of Public Health, EMS Division policies for the latest term of admission. No more than 15 months may lapse between attempts at courses in the 200-level paramedic sequence without a repeat of the entire field of concentration curriculum sequence. Students who are removed from the program because of violations of course policy will be reviewed by the EMS Advisory Board for consideration of readmission. Readmission is not guaranteed. Readmission will be denied for any of the following circumstances:

1. Refusal by clinical agencies to accept the student for clinical experiences.
2. Violation of confidentiality policies.

## AUDIT

Effective September 12, 2012 there shall be no auditing allowed for any Health Science classes.

## LICENSURE

Preparation for three licensure levels in EMS is provided at the College: EMT, Advanced EMT, and Paramedic. On successful completion of the program of study for each level of EMS, the student is eligible to take the applicable National Registry of Emergency Medical Technician Examination. All applications and fees associated with these exams are the responsibility of the student.

## EDUCATIONAL OPTIONS

To receive an associate in applied science degree, students must complete all courses in the prescribed curriculum. Students who complete the required orientation credits, field of concentration courses, and BIO 201, CIS 146 or demonstrated competency, ENG 101, MTH 100 or higher, and SPH 106 or 107 will earn a program certificate.

## AAS DEGREE CURRICULUM

### EMERGENCY MEDICAL SERVICES - PARAMEDIC

<i>Course</i>	<i>Credit Hours</i>
<b>Required General Education Courses</b>	<b>23</b>
<b>Area I: Written Communication</b>	<b>3</b>
ENG 101 English Composition I	3
<b>Area II: Humanities and Fine Arts</b>	<b>6</b>
Humanities/Fine Arts Elective	3
SPH 106 Fundamentals of Oral Communication <b>OR</b>	
SPH 107 Fundamentals of Public Speaking	3
<b>Area III: Natural Sciences and Mathematics</b>	<b>11</b>
BIO 201* Human Anatomy and Physiology I	4
BIO 202 Human Anatomy and Physiology II	4
MTH 100 Intermediate College Algebra	3
<b>Area IV: History, Social and Behavioral Sciences</b>	<b>3</b>
PSY 200 General Psychology	3

*\*Prerequisite: BIO 103 or satisfactory placement on the Alabama Community College System Biology Placement Exam.*

<b>Area V: Career and Technical Courses</b>	<b>49</b>
<b>Required Orientation Courses</b>	<b>2</b>
ORI 101 Orientation to College <b>OR</b>	
ORI 105 Orientation and Student Success	1-3
ORI 104 WorkKeys® Assessment and Advisement	1

<b>Required Field of Concentration Courses</b>	<b>47</b>
EMS 118 Emergency Medical Technician	9
EMS 119 Emergency Medical Technician Clinical	1
EMS 155 Advanced Emergency Medical Technician	7
EMS 156 Advanced Emergency Medical Technician Clinical	2
EMS 241 Paramedic Cardiology	3
EMS 242 Paramedic Patient Assessment	2
EMS 243 Paramedic Pharmacology	1
EMS 244 Paramedic Clinical I	1
EMS 245 Paramedic Medical Emergencies	3
EMS 246 Paramedic Trauma Management	3
EMS 247 Paramedic Special Populations	2
EMS 248 Paramedic Clinical II	3
EMS 253 Paramedic Transition to the Workforce	2
EMS 254 Advanced Competencies for Paramedics	2
EMS 255 Paramedic Field Preceptorship	5
EMS 256 Paramedic Team Leadership	1
<b>Total Paramedic Credits</b>	<b>47</b>
<b>Total Credits for Degree</b>	<b>72</b>

*Note: In order to complete the EMS-Paramedic AAS degree curriculum, students must prove competency in computer applications. Students who fail to demonstrate adequate competency in Computer Science by passing a computer competency exam must successfully complete CIS 146 with a grade of C or higher.*

## CERTIFICATE CURRICULUM

### EMERGENCY MEDICAL SERVICES – PARAMEDIC

<i>Course</i>	<i>Credit Hours</i>
<b>Area I: Written and Oral Communications</b>	<b>6</b>
ENG 101 English Composition I	3
<b>Area II: Humanities and Fine Arts</b>	<b>3</b>
SPH 106 Fundamentals of Oral Communication <b>OR</b>	
SPH 107 Fundamentals of Public Speaking	3
<b>Area III: Natural Sciences and Mathematics</b>	<b>7</b>
BIO 201* Human Anatomy and Physiology I	4
MTH 100 Intermediate College Algebra	3
<i>*Prerequisite: BIO 103 or satisfactory placement on the Alabama Community College System Biology Placement Exam.</i>	
<b>Area V: Career and Technical Courses</b>	<b>30</b>
<b>Required Orientation Courses</b>	<b>2</b>
ORI 101 Orientation to College <b>OR</b>	
ORI 105 Orientation and Student Success	1-3
ORI 104 WorkKeys® Assessment and Advisement	1
CIS 146 Microcomputer Applications**	3

<b>Required Field of Concentration Courses</b>	<b>28</b>
EMS 241 Paramedic Cardiology	3
EMS 242 Paramedic Patient Assessment	2
EMS 243 Paramedic Pharmacology	1
EMS 244 Paramedic Clinical I	1
EMS 245 Paramedic Medical Emergencies	3
EMS 246 Paramedic Trauma Management	3

EMS 247	Paramedic Special Populations	2
EMS 248	Paramedic Clinical II	3
EMS 253	Paramedic Transition to the Workforce	2
EMS 254	Advanced Competencies for Paramedics	2
EMS 255	Paramedic Field Preceptorship	5
EMS 256	Paramedic Team Leadership	1
<b>Total Paramedic Credits</b>		<b>28</b>
<b>Total Credits for Degree</b>		<b>43-46</b>

**\*\*In order to complete the EMS-Paramedic Certificate curriculum, students must prove competency in computer applications. Students who fail to demonstrate adequate competency in Computer Science by passing a computer competency exam must successfully complete CIS 146 with a grade of C or higher.**

**SHORT CERTIFICATE CURRICULUM  
EMERGENCY MEDICAL TECHNICIAN (EMT)**

<i>Course</i>		<i>Credit Hours</i>
<b>Area V: Required Field of Concentration Courses</b>		
EMS 118	Emergency Medical Technician	9
EMS 119	Emergency Medical Technician Clinical	1
<b>Total Credits for Short Certificate</b>		<b>10</b>

**SHORT CERTIFICATE CURRICULUM  
ADVANCED EMERGENCY MEDICAL TECHNICIAN**

<i>Course</i>		<i>Credit Hours</i>
<b>Area V: Required Field of Concentration Courses</b>		
EMS 155	Advanced Emergency Medical Technician	7
EMS 156	Advanced Emergency Medical Technician Clinical	2
<b>Total Credits for Short Certificate</b>		<b>9</b>

**SHORT CERTIFICATE CURRICULUM  
PARAMEDIC**

<i>Course</i>		<i>Credit Hours</i>
<b>Area V: Required Field of Concentration Courses</b>		
EMS 241	Paramedic Cardiology	3
EMS 242	Paramedic Patient Assessment	2
EMS 243	Paramedic Pharmacology	1
EMS 244	Paramedic Clinical I	1
EMS 245	Paramedic Medical Emergencies	3
EMS 246	Paramedic Trauma Management	3
EMS 247	Paramedic Special Populations	2
EMS 248	Paramedic Clinical II	3
EMS 253	Paramedic Transition to the Workforce	2
EMS 254	Advanced Competencies for Paramedics	2
EMS 255	Paramedic Field Preceptorship	5
EMS 256	Paramedic Team Leadership	1
<b>Total Credits for Short Certificate</b>		<b>28</b>

**Emergency Medical Services - Paramedic  
Associate in Applied Science Degree  
Suggested Course Sequence—Year One**

<i>FIRST SEMESTER</i>	<i>SECOND SEMESTER</i>	<i>THIRD SEMESTER</i>
EMS 118	BIO 201**	BIO 202
EMS 119	CIS 146***	ENG 101
MTH 100	EMS 155	EMS 241****
ORI 101 or 105*	EMS 156	EMS 242
ORI 104		EMS 243
		EMS 244

**Emergency Medical Services - Paramedic  
Associate in Applied Science Degree  
Suggested Course Sequence—Year Two**

<i>FIRST SEMESTER</i>	<i>SECOND SEMESTER</i>
EMS 245	EMS 253
EMS 246	EMS 254
EMS 247	EMS 255
EMS 248	EMS 256
PSY 200	Humanities/Fine Arts Elective
SPH 106 or 107	

\*ORI 101 or ORI 105 or orientation to college transfer credit is required for all students.

\*\*BIO 103 or a satisfactory score on the Alabama Community College System Biology Placement Exam is a prerequisite to enrollment in BIO201.

\*\*\*Or competency in Computer Science by passing a computer competency exam. Students who fail to demonstrate competency must successfully complete CIS 146 with a grade of C or higher.

\*\*\*\*Valid Alabama Advanced EMT license and BIO201\*\* with a grade of C or higher is required prior to entry into Paramedic level courses.

**Emergency Medical Services - Paramedic  
Certificate  
Suggested Course Sequence**

<i>FIRST SEMESTER*</i>	<i>SECOND SEMESTER</i>	<i>THIRD SEMESTER</i>
CIS 146***	EMS 245	EMS 253
EMS 241	EMS 246	EMS 254
EMS 242	EMS 247	EMS 255
EMS 243	EMS 248	EMS 256
EMS 244	ORI 104	
ENG 101	SPH 106 or 107	
MTH 100		
ORI 101 or 105****		

\*Valid Alabama Advanced EMT license and BIO201\*\* with a grade of C or higher is required prior to entry into Paramedic level courses.

\*\*BIO 103 or a satisfactory score on the Alabama Community College System Biology Placement Exam is a prerequisite to enrollment in BIO201.

\*\*\*Or competency in Computer Science by passing a computer competency exam. Students who fail to demonstrate competency must successfully complete CIS 146 with a grade of C or higher.

\*\*\*\*ORI 101 or ORI 105 or orientation to college transfer credit is required for all students.

### *Emergency Medical Services - Paramedic*

#### *Short Certificate*

##### *Suggested Course Sequence*

<i>FIRST SEMESTER*</i>	<i>SECOND SEMESTER</i>	<i>THIRD SEMESTER</i>
EMS 241	EMS 245	EMS 253
EMS 242	EMS 246	EMS 254
EMS 243	EMS 247	EMS 255
EMS 244	EMS 248	EMS 256

*\*Valid Alabama Advanced EMT license is required prior to entry into Paramedic level courses.*

### *EMT*

#### *Short Certificate*

##### *Suggested Course Sequence*

###### *FIRST SEMESTER*

EMS 118  
EMS 119

### *Advanced EMT*

#### *Short Certificate*

##### *Suggested Course Sequence*

###### *FIRST SEMESTER*

EMS 155  
EMS 156

### **ENGINEERING GRAPHICS AND ANIMATION (FORMERLY DRAFTING AND DESIGN TECHNOLOGY) (DDT)**

**(Wallace and Sparks Campuses and  
Easterling Correctional Facility)**

Engineering Graphics and Animation encompasses many divergent fields of study, including Aerospace, Architectural, Civil, Electrical, Mechanical, Piping, Structural, and Technical Illustrating. All of these fields focus on the ability to communicate by using a graphic language. Graphic communication is the ability to translate ideas and rough sketches into finished drawings that can be used to manufacture or assemble the desired product. These drawings are produced with the aid of specialty drawing and measuring instruments and the use of special computer programs. Students in this program learn basic drafting techniques as well as advanced topics within the fields of Architectural Design, Mechanical Design, and 3-D Design and Animation. Computer-Aided Drafting and Design (CAD) is an essential part of this program and is explored in depth.

Students who complete the prescribed degree curriculum will earn an associate in applied science degree in Engineering Graphics and Animation in one of the following concentrations: Architectural Graphics, Engineering Graphics, or 3-D Design and Animation. Students who complete the prescribed program certificate curriculum will earn a certificate in the chosen option. Admission is conditional and depends on the student's ability to perform the essential functions for this program. Reasonable accommodations are considered.

### **DEGREE CURRICULUM (Wallace and Sparks Campuses)**

<i>Course</i>		<i>Credit Hours</i>
<b>Area I: Written Communication</b>		<b>3</b>
ENG 101	English Composition I	3
<b>Area II: Humanities and Fine Arts</b>		<b>6</b>
	Humanities/Fine Arts Elective	3
SPH 106	Fundamentals of Oral Communication <b>OR</b>	
SPH 107	Fundamentals of Public Speaking	3
<b>Area III: Natural Sciences and Mathematics</b>		<b>7</b>
MTH 100	Intermediate College Algebra	3
PHS 112	Physical Science II <b>OR</b>	
CHM 111	College Chemistry I <b>OR</b>	
PHY 201	General Physics I <b>OR</b>	
PHY 213	General Physics I w/ Calculus	4
<b>Area IV: History, Social and Behavioral Sciences</b>		<b>3</b>
	History/Behavioral Science/Social Science Elective	3

#### **Area V: Career and Technical Courses**

##### *Required Orientation Courses*

<i>Course</i>		<i>Credit Hour</i>
ORI 101	Orientation to College <b>OR</b>	
ORI 105	Orientation and Student Success	1-3
ORI 104	WorkKeys® Assessment and Advisement	1
CIS 146	Microcomputer Applications	3

##### *Required Field of Concentration Courses*

DDT 104	Basic Computer-Aided Drafting and Design	3
DDT 111	Fundamentals of Drafting and Design Technology	3
DDT 124	Basic Technical Drawing	3
DDT 127	Intermediate Computer-Aided Drafting and Design	3
DDT 128	Intermediate Technical Drawing	3
DDT 144	Basic 3-D Modeling	3
WKO 106	Workplace Skills	3

#### **Total Career and Technical Program Core Courses**

**26-28**

*After completing the Core Technical Course Requirements, students may choose from the following concentrations:*

### **ARCHITECTURAL GRAPHICS CONCENTRATION (DDA)**

<i>Course</i>		<i>Credit Hours</i>
<b>Area V: Required Field of Concentration Courses</b>		
DDT 150	Theory of Residential Drawing and Design	3
DDT 155	Drawing for Residential Construction	4
DDT 212	Intermediate Architectural Drafting	3
DDT 213	Civil Drafting, Plat Maps	3
DDT 216	Design of Structural Wood Members	3
DDT 222	Advanced Architectural Drawing	3

<b>Choose any 3 Elective Courses - 9 Semester Hours</b>		
ACR 121	Principles of Electricity for HVAC/R	3
ACR 205	System Sizing and Air Distribution	3
DDT 125	Surface Development	3
DDT 225	Structural Steel Drafting	3
DDT 231	Advanced CAD	3
DDT 233	Intermediate 3-D Modeling	3
DDT 235	Specialized CAD	3
DDT 236	Design Project	3
DDT 237	Current Topics in CAD	3
DDT 260	Portfolio	3
ELT 114	Residential Wiring Methods I	3
ELT 115	Residential Wiring Methods II	3
<b>Total Concentration Credits</b>		<b>28</b>
<b>Total Credits for Degree</b>		<b>73-75</b>

<b>ENGINEERING GRAPHICS CONCENTRATION (DDE)</b>		
<i>Course</i>		<i>Credit Hours</i>
<b>Area V:</b>	<b>Required Field of Concentration Courses</b>	
DDT 125	Surface Development	3
DDT 150	Theory of Residential Drawing and Design	3
DDT 155	Drawing for Residential Construction	4
DDT 213	Civil Drafting, Plat Maps	3
DDT 216	Design of Structural Wood Members	3
DDT 220	Advanced Technical Drawing	3

<b>Choose any 3 Elective Courses - 9 Semester Hours</b>		
ASE 101	Fundamentals of Automotive Technology	3
ASE 112	Electrical Fundamentals	3
DDT 225	Structural Steel Drafting	3
DDT 231	Advanced CAD	3
DDT 233	Intermediate 3-D Modeling	3
DDT 235	Specialized CAD	3
DDT 236	Design Project	3
DDT 237	Current Topics in CAD	3
DDT 244	Advanced 3-D Modeling	3
DDT 260	Portfolio	3
INT 117	Principles of Industrial Mechanics	3
INT 118	Fundamentals of Industrial Hydraulics and Pneumatics	3
<b>Total Concentration Credits</b>		<b>28</b>
<b>Total Credits for Degree</b>		<b>73-75</b>

<b>3-D DESIGN AND ANIMATION CONCENTRATION (DDD)</b>		
<i>Course</i>		<i>Credit Hours</i>
<b>Area V:</b>	<b>Required Field of Concentration Courses</b>	
DDT 125	Surface Development	3
DDT 233	Intermediate 3-D Modeling	3
DDT 234	3-D Graphics and Animation	3
DDT 235	Specialized CAD	3
DDT 236	Design Project	3
DDT 244	Advanced 3-D Modeling	3
<b>Choose any 3 Elective Courses - 9 Semester Hours</b>		
CIS 251	C++ Programming Language	3
CIS 207	Introduction to WEB Development	3
DDT 150	Theory of Residential Drawing and Design	3

DDT 155	Drawing for Residential Construction	4
DDT 225	Structural Steel Drafting	3
DDT 231	Advanced CAD	3
DDT 237	Current Topics in CAD	3
DDT 260	Portfolio	3
<b>Total Concentration Credits</b>		<b>28</b>
<b>Total Credits for Degree</b>		<b>73-75</b>

<b>Architectural Graphics</b>		
<b>Associate of Applied Science Degree</b>		
<b>Suggested Course Sequence</b>		
<b>FIRST SEMESTER</b>	<b>SECOND SEMESTER</b>	<b>THIRD SEMESTER</b>
ORI 101	DDT 127	DDT 150
DDT 104	DDT 128	DDT 155
DDT 111	DDT 144	DDT 216
ENG 101	MTH 100	SPH 107
CIS 145	Humanities/Fine Arts Elective*	
History/Social and Behavioral Science Electives*		
<b>FOURTH SEMESTER</b>	<b>FIFTH SEMESTER</b>	
DDT 124	ORI 104	
DDT 212	DDT 222	
DDT 213	PHS 112	
Architectural Graphics Elective*	Architectural Graphics Elective*	
Architectural Graphic Elective*	Architectural Graphics Elective*	
	WKO 106	

<b>Engineering Graphics</b>		
<b>Associate of Applied Science Degree</b>		
<b>Suggested Course Sequence</b>		
<b>FIRST SEMESTER</b>	<b>SECOND SEMESTER</b>	<b>THIRD SEMESTER</b>
ORI 101	DDT 127	DDT 150
DDT 104	DDT 128	DDT 155
DDT 111	DDT 144	DDT 216
ENG 101	MTH 100	SPH 107
CIS 146	Humanities/Fine Arts Elective*	
History/Social and Behavioral Science Electives*		
<b>FOURTH SEMESTER</b>	<b>FIFTH SEMESTER</b>	
DDT 124	ORI 104	
DDT 125	DDT 220	
DDT 213	PHS 112	
Engineering Graphics Elective*	Engineering Graphics Elective*	
Engineering Graphics Elective*	Engineering Graphics Elective*	
	WKO 106	

**3-D Design and Animation**  
**Associate of Applied Science Degree**  
**Suggested Course Sequence**

<b>FIRST SEMESTER</b>	<b>SECOND SEMESTER</b>	<b>THIRD SEMESTER</b>
ORI 101	DDT 127	DDT 235
DDT 104	DDT 128	SPH 107
DDT 111	DDT 144	3-D Design and Animation Elective*
ENG 101	MTH 100	3-D Design and Animation Elective*
CIS 146	Humanities/Fine Arts Elective*	
History/Social and Behavioral Science Electives*		
<b>FOURTH SEMESTER</b>	<b>FIFTH SEMESTER</b>	
DDT 124	ORI 104	
DDT 125	DDT 233	
DDT 234	DDT 244	
3-D Design and Animation Elective*	DDT 236	
3-D Design and Animation Elective*	PHS 112	
	WKO 106	

\*All DDT coursework except DDT 216 has a prerequisite of DDT 104 and DDT 111 except DDT 127, which require only DDT 104.

\*\*DDT 150 and DDT 155 are co-requisites.

Note: Troy University Mechanical Engineering Students take DDT 104 for Engineering Graphics.

**CERTIFICATE CURRICULUM**  
**(Sparks and Wallace Campuses)**

<b>Course</b>	<b>Credit Hours</b>
<b>Area I: Written Communication</b>	<b>3</b>
ENG 101 English Composition I	3
<b>Area II: Humanities and Fine Arts</b>	<b>3</b>
SPH 106 Fundamentals of Oral Communication <b>OR</b>	
SPH 107 Fundamentals of Public Speaking	3
<b>Area III: Natural Sciences and Mathematics</b>	<b>3</b>
MTH 100 Intermediate College Algebra	3

*After completing the Core Technical Course Requirements, students may choose from the following concentrations:*

<b>Area V: Career and Technical Courses</b>	<b>36-38</b>
<b>Required Orientation Courses</b>	
ORI 101 Orientation to College <b>OR</b>	
ORI 105 Orientation to Student Success	
ORI 104 WorkKeys Assessment and Advisement	1
CIS 146 Microcomputer Applications	3
<b>Program Core Classes</b>	
DDT 104 Basic Computer-Aided Drafting and Design	3
DDT 111 Fundamentals of Drafting and Design Technology	3
DDT 124 Basic Technical Drawing	3
DDT 127 Intermediate Computer-Aided Drafting and Design	3
DDT 128 Intermediate Technical Drawing	3
DDT 144 Basic 3-D Modeling	3

DDT 150 Theory of Residential Drawing and Design	3
DDT 155 Drawing for Residential Construction	4
DDT 233 Intermediate 3-D Modeling	3
WKO 106 Workplace Skills	3
<b>Total Core Credits</b>	<b>45-47</b>

**ARCHITECTURAL GRAPHICS CONCENTRATION (DDA)**  
**Course** **Credit Hours**

<b>Area V: Required Field of Concentration Courses</b>	
DDT 212 Intermediate Architectural Drafting	3
DDT 216 Design of Structural Wood Members	3
DDT 222 Advanced Architectural Drawing	3
DDT 235 Specialized CAD	3
<b>Total Concentration Credits</b>	<b>12</b>
<b>Total Credits for Certificate</b>	<b>57-59</b>

**ENGINEERING GRAPHICS CONCENTRATION (DDE)**  
**Course** **Credit Hours**

<b>Area V: Required Field of Concentration Courses</b>	
DDT 213 Civil Drafting, Plat Maps	3
DDT 220 Advanced Technical Drawing	3
DDT 225 Structural Steel Drafting	3
DDT 236 Design Project	3
<b>Total Concentration Credits</b>	<b>12</b>
<b>Total Credits for Certificate</b>	<b>57-59</b>

**3-D DESIGN AND ANIMATION CONCENTRATION (DDD)**  
**Course** **Credit Hours**

<b>Area V: Required Field of Concentration Courses</b>	
DDT 234 3-D Graphics and Animation	3
DDT 235 Specialized CAD	3
DDT 236 Design Project	3
DDT 244 Advanced 3-D Modeling	3
<b>Total Concentration Credits</b>	<b>12</b>
<b>Total Credits for Certificate</b>	<b>57-59</b>

**SHORT CERTIFICATE CURRICULUM**  
**(Easterling Correctional Facility)**

<b>Course</b>	<b>Credit Hours</b>
<b>Area V: Career and Technical Courses</b>	
<b>Core Course Requirements</b>	
DDT 104 Basic Computer-Aided Drafting and Design	3
DDT 111 Fundamentals of Drafting and Design Technology	3
DDT 124 Basic Technical Drawing	3
DDT 127 Intermediate Computer-Aided Drafting and Design	3
DDT 128 Intermediate Technical Drawing	3
<b>Total Core Technical Credits</b>	<b>15</b>

*After completing the Core Technical Course Requirements, students may choose from the following concentrations:*

<b>MECHANICAL DRAFTING CONCENTRATION (MDD)</b>			
DDT 125	Surface Development		3
DDT 131	Machine Drafting Basics		3
DDT 144	Basic 3-D Modeling		3
DDT 220	Advanced Technical Drawing		3
<b>Total Concentration Credits</b>			<b>12</b>
<b>Total Credits for Program Certificate</b>			<b>27</b>

<b>ARCHITECTURAL AND RELATED TRADES DRAFTING CONCENTRATION (ATD)</b>			
DDT 150	Theory of Residential Drawing and Design		3
DDT 155	Drawing for Residential Construction		4
DDT 213	Civil Drafting, Plat Maps		3
DDT 225	Structural Steel Drafting		3
<b>Total Concentration Credits</b>			<b>13</b>
<b>Total Credits for Program Certificate</b>			<b>28</b>

<b>Architectural Graphics Certificate</b>			
<b>Suggested Course Sequence</b>			
<b>FIRST SEMESTER</b>	<b>SECOND SEMESTER</b>	<b>THIRD SEMESTER</b>	
ORT 100	DDT 127	DDT 150	
DDT 104	DDT 128	DDT 155	
DDT 111	DDT 144	DDT 216	
COM 103	MAH 101		
DPT 103			
<b>FOURTH SEMESTER</b>	<b>FIFTH SEMESTER</b>		
SPC 103	ORI 104		
DDT 124	DDT 222		
WKO 106	DDT 233		
DDT 212	DDT 235		

<b>Engineering Graphics Certificate</b>			
<b>Suggested Course Sequence</b>			
<b>FIRST SEMESTER</b>	<b>SECOND SEMESTER</b>	<b>THIRD SEMESTER</b>	
ORT 100	DDT 127	DDT 150	
DDT 104	DDT 128	DDT 155	
DDT 111	DDT 144		
COM 103	MAH 101		
DPT 103			
<b>FOURTH SEMESTER</b>	<b>FIFTH SEMESTER</b>		
SPC 103	ORI 104		
DDT 124	DDT 220		
WKO 106	DDT 225		
DDT 213	DDT 233		
	DDT 236		

<b>3-D Design and Animation Certificate</b>		
<b>Suggested Course Sequence</b>		
<b>FIRST SEMESTER</b>	<b>SECOND SEMESTER</b>	<b>THIRD SEMESTER</b>
ORT 100	DDT 127	DDT 150
DDT 104	DDT 128	DDT 155
DDT 111	DDT 144	
COM 103	MAH 101	
DPT 103		
<b>FOURTH SEMESTER</b>	<b>FIFTH SEMESTER</b>	
SPC 103	ORI 104	
DDT 124	DDT 233	
WKO 106	DDT 235	
DDT 234	DDT 244	
	DDT 236	

<b>Engineering Graphics and Animation Certificate</b>		
<b>Suggested Short Course Sequence</b>		
<b>FIRST SEMESTER</b>	<b>SECOND SEMESTER</b>	<b>THIRD SEMESTER</b>
DDT 104	DDT 144	DDT 213
DDT 111	DDT 220	DDT 225
DDT 124	DDT 131	DDT 150
DDT 127	WKO 106	DDT 155
DDT 128		

\*All DDT coursework except DDT 216 has a prerequisite of DDT 104 and DDT 111 except DDT 127 which requires only DDT 104.

\*\*DDT 150 and DDT 155 are co-requisites.

### MASONRY (MAS) (Easterling Correctional Facility)

The Masonry short certificate program trains students in the basic concepts of building construction, including brick veneering, cement finishing, cinder block installation, and others. Students averaging 15 hours each term may be able to complete the program in as little as two terms.

Students completing all courses in this curriculum will be awarded a program short certificate. Admission is conditional and depends on the student's ability to perform the essential functions identified for this program. A high school diploma or GED® is not required; however, students are required to demonstrate college and career readiness. (See *Admission to Courses Not Creditable Toward an Associate Degree* in the *Admissions Policies and Procedures* section of this catalog.) Reasonable accommodations are considered.

#### SHORT CERTIFICATE CURRICULUM

<b>Course</b>	<b>Credit Hours</b>
<b>Area V: Required Field of Concentration Courses</b>	<b>27</b>
MAS 111 Masonry Fundamentals	3
MAS 121 Brick/Block Masonry Fundamentals	3
MAS 131 Brick/Block Masonry Fundamentals II	3

MAS 151	Brick/Block Masonry Fundamentals III	3
MAS 161	Block Masonry Lab	3
MAS 162	Brick Masonry Lab	3
MAS 211	Stone Masonry	3
MAS 251	Stone Masonry Lab	3
MAS 252	Fireplace Construction	3
	<b>Total Credits for Short Certificate</b>	<b>27</b>

*Masonry  
Short Certificate  
Suggested Course Sequence*

<i>FIRST SEMESTER</i>	<i>SECOND SEMESTER</i>
<i>MAS 111</i>	<i>MAS 161</i>
<i>MAS 121</i>	<i>MAS 162</i>
<i>MAS 131</i>	<i>MAS 211</i>
<i>MAS 151</i>	<i>MAS 251</i>
	<i>MAS 252</i>

**MEDICAL ASSISTING (MAT AAS)**  
(Wallace Campus)

**STC PHLEBOTOMY**  
(Wallace and Sparks Campuses)

The Medical Assistant is a professional, multi-skilled individual trained to assist physicians in the many aspects of medical practice. Duties of the Medical Assistant vary from performing administrative tasks to assisting with examination and treatment of patients. Students learn to measure and record vital signs, take medical histories, administer medications, sterilize instruments, assist with minor office surgeries, and handle emergencies. Students also learn to obtain blood samples, perform routine office laboratory procedures and electrocardiograms, and instruct patients in preparation for laboratory procedures. In the administrative area, students learn to schedule and receive patients; handle telephone calls; type correspondence, reports, and manuscripts; perform medical transcription; process insurance forms; and handle office accounts, fees, and collections. Prior to completion of an area of concentration, a 225-hour practicum in a medical setting is required.

The Medical Assisting AAS degree program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on the recommendation of the Medical Assisting Education Review Board (MAERB). Contact CAAHEP at 25400 U.S. Highway 19 North, Suite 158, Clearwater, Florida 33763, (727-210-2350), [www.caahep.org](http://www.caahep.org).

**ADMISSION**

**Program requirements for health programs offered within the Alabama Community College System may be reviewed and revised between publication deadlines for this and future *College Catalog and Student Handbook* documents. Admission requirements below were in effect at the time this document was published and may or may not be current. Prospective**

**students should contact the program office to obtain requirement updates.**

Students entering the program must be high school graduates or possess a GED® certificate. Applicants must meet all College admission requirements, including appropriate placement testing. To aid in program success, it is advisable that any identified developmental needs be completed prior to enrollment in an EMS-prefix program course. The Medical Assisting student must provide health information to the College and complete a physical examination by a licensed physician, physician assistant, or nurse practitioner. To progress successfully through the curriculum and function as a practicing member of the health care team after graduation, the following physical attributes are needed: visual acuity with corrective lenses, if required; hearing ability with auditory aids to understand the normal speaking voice without viewing the speaker's face; sufficient physical ability to question the client and relay information about the client verbally to others; and manual dexterity to provide safe, effective procedures in delivery of health care. Admission is conditional and depends on the student's ability to perform the essential functions identified for this program. A copy of the essential functions is available from the MAT program office and published on the College Web site, [www.wallace.edu](http://www.wallace.edu). Reasonable accommodations will be considered.

The student who is in need of additional academic background will be scheduled in courses to improve deficient areas. This will require additional time to complete the program, as technical courses are sequential and designed to facilitate the learner's progress from relatively simple to complex tasks.

An associate in applied science (AAS) degree in Medical Assisting or a short certificate in Phlebotomy may be earned through the Medical Assisting program. To receive an AAS degree in Medical Assisting, students must complete General Education core requirements and all courses in the Medical Assisting field of concentration. Students desiring a short certificate in the area of Phlebotomy will be required to meet only requirements listed in the corresponding fields of concentration. Students who desire to receive an AAS degree in Medical Assisting with a Phlebotomy short certificate must complete all Medical Assisting AAS courses and MAT 239.

On completion of degree requirements for the AAS degree in Medical Assisting and compliance with the Disciplinary Standards of the American Association of Medical Assistants, graduates are eligible to apply for the Certified Medical Assistant (CMA) examination offered by the American Association of Medical Assistants, CMA (AAMA). Students completing all courses required for the short certificate in a Phlebotomy concentration are qualified to sit for the Phlebotomy Technician (ASCP) and Registered Phlebotomy Technician (AMT) certification examinations.

Contractual agreements between the College and clinical agencies may impose additional requirements on students enrolled in health programs. These requirements include, but are not limited to, the

areas of attire, confidentiality, criminal background check, liability insurance, and substance abuse screening. Health insurance coverage is strongly recommended as the expense for treatment of injury suffered during training is the responsibility of the student. Any student denied clinical privileges or having clinical privileges revoked by a healthcare facility due to positive background findings or clinical misconduct is not eligible for program admission or readmission.

## PROGRESSION

Each term, students are allowed to progress in the Medical Assisting program as they meet the following criteria:

1. Receive a grade of *C* or above in all MAT prefix courses.
2. Receive a score of 70% or higher in all clinical and administrative skills components.
3. Receive a score of 90% or higher on the MAT 216 drug calculation test and drug calculation final and on the MAT 215 Venipuncture test.

Students are restricted to a total of two attempts at any MAT course before becoming ineligible to continue in the Medical Assisting program. Withdrawals are allowed according to College policy. A grade of *W* will be recorded as a withdrawal. Grades of *F* and *D* will be considered unsuccessful attempts. Receipt of four grades of *W*, *D*, or *F*, in any combination, will result in dismissal from the Medical Assisting program.

## READMISSION

Students who are not enrolled in the Medical Assisting program for two or more consecutive terms, excluding summer terms, are required to meet current admission criteria and to comply with the current program of study. Previous work is subject to reevaluation under the policies and program requirements in effect at the time of the student's readmission to the Medical Assisting program.

## AUDIT

Effective September 12, 2012 there shall be no auditing allowed for any Health Science classes.

## TRANSFER STUDENTS

Students who have been enrolled in other programs are evaluated individually to determine appropriate placement. Validation exams may be required.

## DEGREE CURRICULUM

*Required General Education Courses* 22

<i>Course</i>	<i>Credit Hour</i>
<b>Area I: Written Communication</b>	<b>3</b>
ENG 101 English Composition I	3

<i>Course</i>	<i>Credit Hour</i>
<b>Area II: Humanities and Fine Arts</b>	<b>6</b>
Humanities/Fine Arts Elective	3
SPH 106 Fundamentals of Oral Communication <b>OR</b>	
SPH 107 Fundamentals of Public Speaking	3

<i>Course</i>	<i>Credit Hour</i>
<b>Area III: Natural Sciences and Mathematics</b>	<b>7</b>
BIO 103 Principles of Biology I	4
MTH 116 Mathematical Applications	3

<i>Course</i>	<i>Credit Hour</i>
<b>Area IV: History, Social and Behavioral Sciences</b>	<b>3</b>
PSY 200 General Psychology	3

<i>Course</i>	<i>Credit Hour</i>
<b>Area V: Career and Technical Courses</b>	<b>57</b>
<b>Required Courses</b>	<b>2</b>

ORI 101 Orientation to College <b>OR</b>	
ORI 105 Orientation and Student Success	1-3
ORI 104 WorkKeys® Assessment and Advisement	1
CIS 146 Microcomputer Applications	3

### **Required Field of Concentration Courses** 52

MAT 101 Medical Terminology	3
MAT 102 Medical Assisting Theory I	3
MAT 103 Medical Assisting Theory II	3
MAT 111 Clinical Procedures I for the Medical Assistant	3
MAT 120 Medical Administrative Procedures I	3
MAT 121 Medical Administrative Procedures II	3
MAT 122 Basic Concepts and Interpersonal Relationships	3
MAT 125 Lab Procedures I for the Medical Assistant	3
MAT 128 Medical Law and Ethics for the Medical Assistant	3
MAT 130 Medical Office Communication	3
MAT 200 Management of Office Emergencies	2
MAT 211 Clinical Procedures II for the Medical Assistant	3
MAT 215 Lab Procedures II for the Medical Assistant	3
MAT 216 Medical Pharmacology for the Medical Office	4
MAT 220 Medical Office Insurance	3
MAT 222 Medical Transcription I	2
MAT 227 Special Topics in Medical Assisting	1
MAT 228 Medical Assistant Review Course	1
MAT 229 Medical Assistant Practicum	3
<b>Total Credits for Degree</b>	<b>76</b>

*Current certification in Basic Cardiopulmonary Life Support (BCLS) at the health care provider level is required for all students participating in practicum experiences (MAT 229 and MAT 239). Certification may be obtained at the College through enrollment in EMS 100 or from any other approved agency or facility.*

## PHLEBOTOMY

<i>Course</i>		<i>Credit Hours</i>
<b>Area V:</b>	<b>Required Field of Concentration Courses</b>	
CIS 146	Microcomputer Applications	3
MAT 101	Medical Terminology	3
MAT 102	Medical Assisting Theory I	3
MAT 103	Medical Assisting Theory II	3
MAT 122	Basic Concepts and Interpersonal Relationships	3
MAT 125	Lab Procedures I for the Medical Assistant	3
MAT 128	Medical Law and Ethics for the Medical Assistant	3
MAT 215	Lab Procedures II for the Medical Assistant	3
MAT 239	Phlebotomy Practicum	3
<b>Total Credits for Short Certificate</b>		<b>27</b>

*Current certification in Basic Cardiopulmonary Life Support (BCLS) at the health care provider level is required for all students participating in practicum experiences (MAT 229 and MAT 239). Certification may be obtained at the College through enrollment in EMS 100 or from any other approved agency or facility. On-line certification without hands-on skills sessions is not acceptable.*

**Medical Assisting  
Associate in Applied Science Degree  
Suggested Course Sequence—Year One**

<i>FIRST SEMESTER</i>	<i>SECOND SEMESTER</i>	<i>THIRD SEMESTER</i>
CIS 146	MAT 103	MAT 121
ENG 101	MAT 120	MAT 128
MAT 101	MAT 122	MAT 111
MAT 102	MAT 125	MAT 216
MTH 116	MAT 130	Humanities/Fine Arts Elective
ORI 101 or 105*	ORI 104	

**Medical Assisting  
Associate in Applied Science Degree  
Suggested Course Sequence—Year Two**

<i>FIRST SEMESTER</i>	<i>SECOND SEMESTER</i>
EMS 100**	
MAT 200	BIO 103
MAT 215	MAT 228
MAT 211	MAT 229
MAT 220	PSY 200
MAT 222	SPH 106 or 107
MAT 227	

**Phlebotomy  
Short Certificate  
Suggested Course Sequence**

<i>FIRST SEMESTER</i>	<i>SECOND SEMESTER</i>	<i>THIRD SEMESTER</i>
MAT 101	CIS 146	MAT 239
MAT 102	EMS 100**	
MAT 122	MAT 103	
MAT 125	MAT 128	
	MAT 215	

*\*ORI 101 or ORI 105 or transfer credit for an orientation to college course is required for all students.*

*\*\*Or current certification in cardiopulmonary certification at the health care provider level. On-line certification without hands-on skills sessions is not acceptable.*

## NURSING

### ASSOCIATE DEGREE NURSING (Wallace Campus)

The two-year Associate Degree Nursing (ADN) program is designed to provide knowledge in general education courses and nursing. On successful completion of the prescribed curriculum, graduates are eligible to make application to take the *National Council Licensure Examination for Registered Nurses* (NCLEX-RN).

The ADN program is approved by the Alabama Board of Nursing and accredited by the Accreditation Commission for Education in Nursing (ACEN). The ACEN is a resource for information regarding the ADN program. The ACEN can be contacted at 3343 Peachtree Road Northeast, Suite 850, Atlanta, Georgia 30326, 404-975-5000, [www.acenursing.org](http://www.acenursing.org).

Each nursing student shall comply with legal, moral, and legislative standards in accordance with the *Alabama Law Regulating Practice of Registered and Practical Nursing* as stated below:

The Board may also deny, revoke, or suspend any license issued by it or otherwise discipline a licensee upon proof that the licensee: is guilty of fraud or deceit in procuring or attempting to procure a license; has been convicted of a felony; is guilty of a crime involving moral turpitude or of gross immorality that would tend to bring reproach upon the nursing profession; is unfit or incompetent due to the use of alcohol, or is addicted to the use of habit-forming drugs to such an extent as to render him or her unsafe or unreliable as a licensee; is unable to safely practice nursing with reasonable skill and safety to patients by reason of illness, inebriation, excessive use of drugs, narcotics, alcohol, chemicals, or any other substance, or as a result of any mental or physical condition; has been convicted of any violation of a federal or state law relating to controlled substances; is guilty of unprofessional conduct of a character likely to deceive, defraud, or injure the public in matters pertaining to health or has willfully or repeatedly violated article as defined by Board rules and regulations.\*\*

*\*Alabama Board of Nursing, Nurse Practice Act, 1997-98, Article II, §34-21-25 (b)(1).*

It is important that nursing students be aware of Alabama Board of Nursing regulations on the review of candidates for eligibility for initial and continuing licensure. The *Application for Licensure by Examination* asks specific questions such as the following:

1. Have you ever been arrested for, been charged with, been convicted of, entered a plea of guilty to, entered a plea of *nolo contendere* or *no contest* for, received deferred prosecution or adjudication for, had judgment withheld for, received pretrial diversion for, or pleaded not guilty by reason of insanity or mental defect to any crime other than a minor traffic violation in any state, territory, or country? A crime related to driving while impaired or while under the influence of any substance is not a minor traffic violation.
2. In the past five years, have you abused alcohol, drugs (whether legal or illegal, prescribed or unauthorized), and/or other chemical substances or received treatment or been recommended for treatment for dependency to alcohol, drugs (whether legal or illegal, prescribed or unauthorized), and/or other chemical substances?
3. Have you ever been arrested or convicted for driving under the influence of drugs or alcohol?
4. In the past five years, have you had, or do you now have, a physical or mental health problem that may impair your ability to provide safe nursing care?
5. Has the licensing authority of any state, territory, or country denied, revoked, suspended, reprimanded, fined, accepted your surrender of, restricted, limited, placed on probation, or in any other way disciplined your nursing and/or any other occupational license, registration, certification, or approval?
6. Is the Board of Nursing or other licensing authority of any state, territory, or country, including but not limited to, the Alabama Board of Nursing, currently investigating you?
7. Is disciplinary action pending against you with the Board of Nursing or other licensing authority of any state, territory, or country, including but not limited, to the Alabama Board of Nursing?
8. Have you ever been placed on a state and/or federal abuse registry?
9. Has any branch of the armed services ever administratively discharged you with any characterization of service besides *Honorable* and/or court-martialed you?

Application to take the *National Council Licensure Examination for Registered Nurses* (NCLEX-RN) may be denied based on this review. Although these policies specifically refer to Alabama, other states have similar stipulations regarding licensure.

## ASSOCIATE IN APPLIED SCIENCE DEGREE

Students who complete all courses in the curriculum will be awarded an associate in applied science degree in Associate Degree Nursing. Eligibility for completion of the Associate Degree Nursing program requires completion of all curriculum components, including comprehensive assessment testing during each term of enrollment in NUR-prefix courses.

### ADMISSION

**Program requirements for health programs offered within the Alabama Community College System may be reviewed and revised between publication deadlines for this and future *College Catalog and Student Handbook* documents. Admission requirements below were in effect at the time this document was published and may or may not be current. Prospective students should contact the program office to obtain requirement updates.**

Minimum admission standards for the Associate Degree Nursing (ADN) program include the following criteria:

1. Unconditional admission to the College.
2. Receipt of completed application for the ADN program by deadline.
3. A minimum 2.5 grade point average for the last 24 hours of college credit for students with previous college work or high school diploma or GED for students with no previous college work.
  - a. Students who have undergraduate-level credit hours will have a grade point average based on the most recent 24 hours of undergraduate credit hours.
  - b. Students who have 24 or more credit hours at the graduate level will have a grade point average based on the most recent 24 hours of graduate-level credit—undergraduate-level credit hours will be ignored.
  - c. Students who have less than 24 hours at the graduate level will have a grade point average computed on the most recent 24 hours of undergraduate credit hours—graduate credit hours will be ignored.
  - d. High school credits will not be used in calculating the grade point average, except as required in the Early Admission for Accelerated High School Students program.
4. Eligibility for the following courses on or before the program application deadline:
  - a. ENG 101 and MTH 100 or higher level math as determined by College policy.

- b. BIO 201 through successful completion of BIO 103 or satisfactory performance on The Alabama Community System Biology Placement Exam.
- 5. A status of *good standing* with the College, as defined by the College catalog.
- 6. An ability to meet the essential functions or technical standards required for nursing. A copy of the essential functions is available from the ADN program office and published on the College website, www.wallace.edu.
- 7. Completion of the ATI Test of Essential Academic Skills, Version V (TEAS-V) within three years of the program application deadline.

Admission to the ADN program is competitive. The number of students accepted may be limited by the number of available faculty members and clinical facilities. **Meeting minimal requirements does not guarantee acceptance.**

Admission is conditional and depends on the student's ability to perform the essential functions identified for this program. Reasonable accommodations are considered. Students seeking special consideration for admission should contact the ADN Admissions and Progression Committee.

Contractual agreements between the College and clinical agencies impose additional requirements on students enrolled in health programs. These requirements include, but are not limited to, the areas of attire, confidentiality, criminal background check, liability insurance, and substance abuse screening. Health insurance coverage is strongly recommended as the expense for treatment of injury suffered during training is the responsibility of the student. Any student denied clinical privileges or having clinical privileges revoked by a healthcare facility due to positive background findings or clinical misconduct is not eligible for program admission or readmission.

## PROGRESSION

In order to progress in the nursing program the following policy should be followed::

- 1. A total of two **unsuccessful** attempts in two separate semesters (D, F, or W) in the nursing program will result in dismissal from the program.
- 2. A student may be **reinstated** to the nursing program only one time. The **reinstatement** is not guaranteed due to limitations in clinical spaces. All nursing admission standards must be met.
- 3. A student must have a 2.0 cumulative GPA at the current institution for **reinstatement**.
- 4. If a student has a documented extenuating circumstance that should be considered related to a withdrawal or failure, then

this student may request a hearing before the Admission Committee or other appropriate college committee for a decision on repeating a course or readmission to the program.

Definitions:

**Reinstatement:** Students who have a withdrawal or failure in a nursing course and are eligible to return to that course will be considered for reinstatement to the program.

**Readmission:** Students not eligible for program reinstatement may apply for program admission as a new student. If accepted as a new student, the student must take or retake all nursing program courses.

## Process for Reinstatement

- 1. Schedule an appointment with a nursing faculty member or advisor to discuss eligibility for reinstatement.
- 2. Apply for reinstatement to the nursing program and submit the application by published deadlines.
- 3. Apply for readmission to the College if not currently enrolled. College readmission must be accomplished by published deadlines.
- 4. Update all drug testing and background screening according to program policy.

## AUDIT

Effective September 12, 2012 there shall be no auditing allowed for any Health Science classes.

## TRANSFER POLICY

The transfer policy applies only to students desiring to transfer among Alabama Community College System institutions. It does not apply to students who want to transfer from other institutions.

## Criteria for Transfer

- 1. Meet minimum admission standards for the nursing program.
- 2. Possess a grade of **C** or better in all nursing program required courses taken at another institution and possess a minimum of a 2.0 cumulative grade point average at time of transfer.
- 3. Provide a letter of eligibility for progression from the dean or director of the previous nursing program for progression in previous nursing program.
- 4. Comply with all program policy requirements at the accepting institution.
- 5. Complete at least 25% of the nursing program required courses for degree or certificate at the accepting institution.

6. Meet acceptability criteria for placement at clinical agencies for clinical experience.

Acceptance of transfer students into nursing programs is limited by the number of faculty members and clinical facilities available. **Meeting minimal standards does not guarantee acceptance.**

Student selection for transfer is based on grade point average in nursing program required courses.

In addition to the criteria above, students desiring to transfer from nursing programs outside the two-year institutions within the Alabama Community College System must do the following:

1. Submit syllabi from all previously taken nursing courses for which the student requests evaluation for transfer credit. Skills checklists and evidence of a drug computation examination, if applicable, must be included.
2. Submit all of the documents above no later than mid-term of the term prior to which the student is requesting admission.
3. Be eligible to begin the Wallace Community College Associate Degree Nursing program within one year of leaving the previous nursing program.

Documentation submitted by students outside the Alabama Community College System will be evaluated by the Admissions Committee of the Associate Degree Nursing program. The Committee, subject to approval from the College Registrar, will make the following determinations:

1. Academic prerequisite course requirements met for the semester to which the student requests admission.
2. Content of nursing courses completed, which is equivalent to the content of nursing courses for which the student requests credit. (In general, transfer credit is awarded only for courses equivalent to those in the first semester of the curriculum.)
3. Required validation, if any, of theory content, skills performance, and drug computation ability.

Students desiring transfer will be notified of the Admissions Committee's decision prior to registration for the term requested.

**Acceptance of transfer students into the Associate Degree Nursing Program is limited by the number of faculty members and clinical facilities available. Meeting minimal standards does not guarantee acceptance.**

#### TRANSIENT STUDENT POLICY

The transient policy applies only to students desiring to transfer among Alabama Community College System institutions. It does not apply to students who want to transfer from other institutions.

#### Criteria for Transient Status

1. Meet minimum admission standards for the nursing program.
2. Possess a grade of *C* or better in all nursing program required courses taken at another institution and possess a minimum of a 2.0 cumulative grade point average.
3. Provide a letter of eligibility for progression from the dean or director of the previous nursing program for progression in previous nursing program.
4. Secure permission, if enrolled at another institution, from that institution by submitting an *Application for Admission* to the College and a *Transient Student Form* completed by an official (nursing program dean or director) of the primary institution.
5. Complete a *Transcript Request Form* at the end of the term before a transcript will be issued to the primary institution.
6. Comply with all program policy requirements at accepting institution.
7. Meet acceptability criteria for placement at clinical agencies for clinical experience.

Acceptance of transient student into a nursing program is limited by the number of faculty members and clinical facilities available. **Meeting minimal standards does not guarantee acceptance.**

Student selection for transient status is based on the grade point average in nursing program required courses.

#### OPTIONS FOR LICENSED PRACTICAL NURSES

##### THE LPN-TO-RN MOBILITY PROGRAM

Licensed Practical Nurses (LPNs) may receive advanced placement in the Associate Degree Nursing program. LPNs who have graduated from the Alabama Community College System Practical Nursing standardized curriculum may be eligible to enter the LPN-to-RN Mobility Option during the third semester, without validation of theory and skills, if graduation occurred within two years of admission to the Mobility Option.

LPNs who have graduated more than two years prior to admission to the LPN-to-RN Mobility program or those who graduated from a nursing program other than the Alabama Community College System Practical Nursing standardized curriculum will be required to successfully complete NUR 200—LPN Role Transition to Associate Degree Nurse (RN), for validation of theory and skills. On successful completion of NUR 200, students are eligible for entry into NUR 201—Nursing Through the Lifespan I, the third semester of the ADN curriculum.

Minimum admission requirements for the LPN-to-RN Mobility program are as follows:

1. Unconditional admission to the College.

2. Receipt of a completed nursing application by date set by ADN Program Office.
3. A minimum 2.5 grade point average for the last 24 hours of college credit for students with previous college work or high school diploma or GED for students with no previous college work.
  - a. Students who have undergraduate-level credit hours will have a grade point average based on the most recent 24 hours of undergraduate credit hours.
  - b. Students who have 24 or more credit hours at the graduate level will have a grade point average based on the most recent 24 hours of graduate-level credit—undergraduate-level credit hours will be ignored.
  - c. Students who have less than 24 hours at the graduate level will have a grade point average computed on the most recent 24 hours of undergraduate credit hours—graduate credit hours will be ignored.
  - d. High school credits will not be used in calculating the grade point average, except as required in the Early Admission for Accelerated High School Students program.
4. A status of good standing with the College.
5. An ability to meet essential functions required for nursing. A copy of the essential functions is available from the ADN program office and published on the College website, [www.wallace.edu](http://www.wallace.edu).
6. Successful completion (grade of *C* or higher) of the following courses prior to application to the LPN-to-RN Mobility Option:
  - a. BIO 201—Anatomy and Physiology I
  - b. BIO 202—Anatomy and Physiology II
  - c. ENG 101—English Composition I
  - d. MTH 100—Intermediate College Algebra (or higher level)
7. Completion of the ATI Test of Essential Academic Skills, Version V (TEAS-V) within three years of the program application deadline.
8. Valid, unencumbered Alabama LPN license.

Positions for advanced placement are limited based on the number of nursing faculty members and clinical facilities available. Meeting minimum requirements does not guarantee acceptance.

## GRADING SCALE

NUR-prefix courses will be evaluated using the following grading scale:

A	90-100
B	80-89
C	75-79
D	60-74
F	59 and below

## DEGREE CURRICULUM

The two-year Associate Degree Nursing program is designed to provide educational opportunities to qualified students for a career in nursing. The curriculum includes a balance of general education, nursing theory, and laboratory and clinical experience. Students may choose to take some or all of the general education courses prior to enrolling in the first nursing course; however, the student must have completed or be eligible to enter into BIO 201, ENG 101, and MTH 100 during the first term of nursing courses for which they make application. All required academic courses must be successfully completed with a *C* or better.

### *Required General Education Courses* 30

<i>Course</i>		<i>Credit Hour</i>
<b>Area I: Written Communication</b>		
ENG 101	English Composition I	3
<b>Area II: Humanities and Fine Arts</b>		
	Humanities/Fine Arts Elective	3
SPH 106	Fundamentals of Oral Communication <b>OR</b>	
SPH 107	Fundamentals of Public Speaking	3

<i>Course</i>		<i>Credit Hour</i>
<b>Area III: Natural Science and Mathematics</b>		
BIO 201*	Human Anatomy and Physiology I	4
BIO 202	Human Anatomy and Physiology II	4
BIO 220*	General Microbiology	4
MTH 100	Intermediate College Algebra or higher	3

<i>Course</i>		<i>Credit Hour</i>
<b>Area IV: History, Social, and Behavioral Sciences</b>		
PSY 200	General Psychology	3
PSY 210	Human Growth and Development	3

<i>Course</i>		<i>Credit Hour</i>
<b>Area V: Career and Technical Courses</b>		
<b>44</b>		

### *Required Orientation Courses* 2

ORI 101	Orientation to College <b>OR</b>	
ORI 105	Orientation and Student Success	1-3
ORI 104	WorkKeys® Assessment and Advisement	1

<b>Required Field of Concentration Courses (Generic)</b>		<b>42</b>
NUR 102	Fundamentals of Nursing	6
NUR 103	Health Assessment	1
NUR 104	Introduction to Pharmacology	1
NUR 105	Adult Nursing	8
NUR 106	Maternal and Child Nursing	5
NUR 201	Nursing Through the Lifespan I	5
NUR 202	Nursing Through the Lifespan II	6
NUR 203	Nursing Through the Lifespan III	6
NUR 204	Role Transition for the RN	4
<b>Total Credits for Degree</b>		<b>74</b>

**\*Prerequisite: BIO 103 or satisfactory placement on the Alabama Community College System Biology Placement Exam.**

**Note: Before completing the Associate Degree Nursing (Generic and Mobility) program, students must prove competency in computer applications. Students who fail to demonstrate adequate competency in Computer Science by passing a computer competency exam must successfully complete CIS 146 with a grade of C or higher.**

**Note: Basic Cardiopulmonary Life Support (BCLS) certification at the healthcare provider level is required prior to clinical experience in nursing (NUR) courses. It may be taken through the College by registering for EMS 100. On-line certification without hands-on skills sessions is not acceptable.**

**Associate Degree Nursing  
Associate in Applied Science Degree  
Suggested Course Sequence—Year One**

<b>FIRST SEMESTER</b>	<b>SECOND SEMESTER</b>	<b>THIRD SEMESTER</b>
BIO 201*	BIO 202	BIO 220
EMS 100***	ENG 101	CIS 146****
MTH 100 or higher	NUR 105	NUR 201
NUR 102	NUR 106	PSY 200
NUR 103		
NUR 104		
ORI 101 or 105**		
ORI 104		

**Associate Degree Nursing  
Associate in Applied Science Degree  
Suggested Course Sequence—Year Two**

<b>FIRST SEMESTER</b>	<b>SECOND SEMESTER</b>
NUR 202	NUR 203
PSY 210	NUR 204
SPH 106 or 107	Humanities/Fine Arts Elective

**\*BIO 103 or a satisfactory score on the ACCS Biology Placement Exam is a prerequisite.**

**\*\*ORI 101 or ORI 105 or transfer credit for an orientation to college course is required for all students.**

**\*\*\*Or current certification in cardiopulmonary resuscitation at the health care provider level. On-line certification without hands-on skills sessions is not acceptable.**

**\*\*\*\*Or competency in Computer Science by passing a computer competency exam. Students who fail to demonstrate competency must successfully complete CIS 146 with a grade of C or higher.**

**Comprehensive Assessment (CA) testing through the use of standardized and validated assessment tools will be incorporated into each field of concentration course. This assessment may or may not comprise a portion of grade calculation and is intended to aid in advisement, counseling, and/or remediation of students. Costs associated with CA are the responsibility of the individual students.**

**LPN-TO-RN MOBILITY CONCENTRATION**

**Required General Education Courses 30**

<b>Course</b>	<b>Credit Hour</b>
<b>Area I: Written Communication</b>	<b>3</b>
ENG 101 English Composition I	3

<b>Course</b>	<b>Credit Hour</b>
<b>Area II: Humanities and Fine Arts</b>	<b>6</b>
Humanities/Fine Arts Elective	3
SPH 106 Fundamentals of Oral Communication <b>OR</b>	
SPH 107 Fundamentals of Public Speaking	3

<b>Course</b>	<b>Credit Hour</b>
<b>Area III: Natural Science and Mathematics</b>	<b>15</b>
BIO 201* Human Anatomy and Physiology I	4
BIO 202 Human Anatomy and Physiology II	4
BIO 220* General Microbiology	4
MTH 100 Intermediate College Algebra or higher	3

<b>Course</b>	<b>Credit Hour</b>
<b>Area IV: History, Social, and Behavioral Sciences</b>	<b>6</b>
PSY 200 General Psychology	3
PSY 210 Human Growth and Development	3

<b>Course</b>	<b>Credit Hour</b>
<b>Area V: Career and Technical Courses</b>	<b>44</b>
<b>Required Orientation Courses</b>	<b>2</b>

ORI 101 Orientation to College <b>OR</b>	
ORI 105 Orientation and Student Success	1-3
ORI 104 WorkKeys® Assessment and Advisement	1

<b>Required Field of Concentration Courses*</b>	
NUR 200** LPN Role Transition to Associate Degree Nurse (RN)	5
NUR 201 Nursing Through the Lifespan I	5
NUR 202 Nursing Through the Lifespan II	6
NUR 203 Nursing Through the Lifespan III	6
NUR 204 Role Transition for the RN	4
<b>Total Field of Concentration Credits</b>	<b>26</b>
<b>Total Mobility Credits</b>	<b>16</b>
<b>Total Credits for Degree</b>	<b>73</b>

**Comprehensive Assessment (CA) testing through the use of standardized and validated assessment tools will be incorporated into each field of concentration course. This**

assessment may or may not comprise a portion of grade calculation and is intended to aid in advisement, counseling, and/or remediation of students, Costs associated with CA are the responsibility of the individual students.

**\*Prerequisite: BIO 103 or satisfactory placement on the Alabama Community College System Biology Placement Exam.**

**\*\*On completion of NUR 200, mobility students receive non-traditional credit for 16 hours of NUR courses (NUR 102, 103, 104, 105, and 106). Required for LPNs who did not graduate from the Alabama Community College System PN standardized curriculum within two years of admission to the LPN-to-RN mobility program.**

<b>LPN-to-RN Mobility Program Suggested Course Sequence</b>		
<b>FIRST SEMESTER</b>	<b>SECOND SEMESTER</b>	<b>THIRD SEMESTER</b>
CIS 146*	BIO 220****	NUR 202
NUR 200**	NUR 201	PSY 210
ORI 104	PSY 200	SPH 106 or 107
ORI 101 or 105***		
<b>FOURTH SEMESTER</b>		
NUR 203		
NUR 204		
Humanities/Fine Arts Elective		

**Prerequisite courses prior to admission: BIO 201\*, BIO 202, ENG 101, MTH 100 or higher level.**

**\*Or competency in Computer Science by passing a computer competency exam. Students who fail to demonstrate competency must pass CIS 146 with a grade of C or higher.**

**\*\*NUR200 is required for all LPN-to-RN Mobility students who have not completed the Alabama Community College System's Standardized Practical Nursing Curriculum within two years of admission. LPNs accepted into the ADN program within 2 years of graduation from an ACCS PN standardized curriculum will begin in NUR201.**

**\*\*\*ORI 101 or ORI105 or transfer credit for an orientation to college course is required for all students.**

**\*\*\*\*BIO 103 or satisfactory performance on the ACCS approved Biology Placement Exam is a Wallace Community College prerequisite.**

## **PRACTICAL NURSING (Wallace and Sparks Campuses)**

Licensed practical nurses (LPNs) provide bedside patient care under the supervision of a registered nurse, physician, or dentist. While providing direct patient care, the LPN is in a strategic position to observe the patient's response to treatment and care. As an effective and contributing member of the nursing team, the LPN assists in implementing the patient's care plan. In some settings, the LPN may be responsible for supervising nursing care delivery to a group of patients. The LPN may administer medications and

treatments to assigned patients while supervising nursing assistants performing basic nursing functions.

The Practical Nursing program at Wallace Community College is approved by the Alabama Board of Nursing and is accredited by the Accreditation Commission for Education in Nursing (ACEN). The ACEN is a resource for information regarding the PN program. The ACEN can be contacted at 3343 Peachtree Road Northeast, Suite 850, Atlanta, Georgia 30326, 404-975-5000, [www.acenursing.org](http://www.acenursing.org).

The Alabama Community College System Practical Nursing curriculum is three semesters in length. Course offerings include nursing theory, biological sciences, and clinical experiences. On successful completion of the prescribed curriculum, graduates receive a program certificate and are eligible to make application to take the *National Council Licensure Examination for Practical Nurses (NCLEX-PN)* to become a Licensed Practical Nurse. Eligibility for completion of the Practical Nursing program requires completion of all curriculum components, including comprehensive assessment testing during each term of enrollment in NUR-prefix courses.

Each nursing student will comply with legal, moral, and legislative standards in the *Alabama Law Regulating Practice of Registered and Practical Nursing* as stated below:

The Board may also deny, revoke, or suspend any license issued by it or otherwise discipline a licensee upon proof that the licensee: is guilty of fraud or deceit in procuring or attempting to procure a license; has been convicted of a felony; is guilty of a crime involving moral turpitude or of gross immorality that would tend to bring reproach upon the nursing profession; is unfit or incompetent due to the use of alcohol, or is addicted to the use of habit-forming drugs to such an extent as to render him or her unsafe or unreliable as a licensee; is unable to safely practice nursing with reasonable skill and safety to patients by reason of illness, inebriation, excessive use of drugs, narcotics, alcohol, chemicals, or any other substance, or as a result of any mental or physical condition; has been convicted of any violation of a federal or state law relating to controlled substances; is guilty of unprofessional conduct of a character likely to deceive, defraud, or injure the public in matters pertaining to health or has willfully or repeatedly violate this article as defined by Board rules and regulations.\*

*\*Alabama Board of Nursing, Nurse Practice Act, 1997-98, Article II, §34-21-25 (b)(1).*

It is important that Practical Nursing students are aware of Alabama Board of Nursing regulations on the review of candidates for eligibility for initial and continuing licensure. The *Application for Licensure by Examination* asks specific questions such as the following:

1. Have you ever been arrested for, been charged with, been convicted of, entered a plea of guilty to, entered a plea of *nolo contendere* or *no contest* for, received deferred prosecution or adjudication for, had judgment withheld for, received pretrial diversion for, or pleaded not guilty by reason of insanity or mental defect to any crime other than a minor traffic violation in any state, territory, or country? A crime related to driving while impaired or while under the influence of any substance is not a minor traffic violation.
2. In the past five years, have you abused alcohol, drugs (whether legal or illegal, prescribed or unauthorized), and/or other chemical substances or received treatment or been recommended for treatment for dependency to alcohol, drugs (whether legal or illegal, prescribed or unauthorized), and/or other chemical substances?
3. Have you ever been arrested or convicted for driving under the influence of drugs or alcohol?
4. In the past five years, have you had, or do you now have, a physical or mental health problem that may impair your ability to provide safe nursing care?
5. Has the licensing authority of any state, territory, or country denied, revoked, suspended, reprimanded, fined, accepted your surrender of, restricted, limited, placed on probation, or in any other way disciplined your nursing and/or any other occupational license, registration, certification, or approval?
6. Is the Board of Nursing or other licensing authority of any state, territory, or country, including but not limited to, the Alabama Board of Nursing, currently investigating you?
7. Is disciplinary action pending against you with the Board of Nursing or other licensing authority of any state, territory, or country, including but not limited, to the Alabama Board of Nursing?
8. Have you ever been placed on a state and/or federal abuse registry?
9. Has any branch of the armed services ever administratively discharged you with any characterization of service besides *Honorable* and/or court-martialed you?

Applications for the *National Council Licensure Examination for Practical Nurses* (NCLEX-PN) may be denied on the basis of this review. Although these policies specifically refer to Alabama, other states have similar stipulations regarding licensure.

## ADMISSION

**Program requirements for health programs offered within the Alabama Community College System may be reviewed and revised between publication deadlines for this and future *College Catalog and Student Handbook* documents. Admission requirements below were in effect at the time this document was published and may or may not be current. Prospective students should contact the program office to obtain requirement updates.**

Minimum admission standards include the following:

1. Unconditional admission to Wallace Community College.
2. Receipt of completed application for the Practical Nursing program.
3. A minimum 2.5 grade point average for the last 24 hours of college credit for students with previous college work or high school diploma or GED for students with no previous college work.
  - a. Students who have undergraduate-level credit hours will have a grade point average based on the most recent 24 hours of undergraduate credit hours.
  - b. Students who have 24 or more credit hours at the graduate level will have a grade point average based on the most recent 24 hours of graduate level credit—undergraduate-level credit hours will be ignored.
  - c. Students who have less than 24 hours at the graduate level will have a grade point average computed on the most recent 24 hours of undergraduate credit hours—graduate credit hours will be ignored.
  - d. High school credits will not be used in calculating grade point average, except as required in the Early Admission for Accelerated High School Students program.
4. Eligibility for the following courses on or before the program application deadline:
  - a. ENG 101 and MTH 116 or higher level math as determined by College policy.
  - b. BIO 201 through successful completion of BIO 103 or satisfactory performance on The Alabama Community System Biology Placement Exam.
5. A status of good standing with Wallace Community College.
6. Ability to meet the essential functions or technical standards required for nursing. A copy of the essential functions is available from the PN program office and published on the College website, [www.wallace.edu](http://www.wallace.edu).

7. Completion of the ATI Test of Essential Academic Skills, Version V (TEAS-V) within three years of the program application deadline.

Contractual agreements between the College and clinical agencies impose additional requirements on students enrolled in health programs. These requirements include, but are not limited to, the areas of attire, confidentiality, criminal background check, liability insurance, and substance abuse screening. Any student denied clinical privileges or having clinical privileges revoked by a healthcare facility due to positive background findings or clinical misconduct is not eligible for program admission or readmission.

**Admission to the Practical Nursing program is competitive. The number of students accepted may be limited by the number of available faculty and clinical facilities. Meeting minimal requirements does not guarantee acceptance.**

### GRADING SCALE

NUR-prefix courses will be evaluated using the following grading scale:

- A 90-100
- B 80-89
- C 75-79
- D 60-74
- F 59 and below

### GRADUATE OPTIONS

Licensed Practical Nurses, after successfully passing the *National Council Licensure Examination for Practical Nurses*, may apply for advanced placement in the Wallace Community College Associate Degree Nursing (ADN) program. Contact the ADN Program Office for details of the LPN-to-RN Mobility program.

### PROGRESSION

In order to progress in the nursing program the following policy should be followed:

1. A total of two **unsuccessful** attempts in two separate semesters (D, F, or W) in the nursing program will result in dismissal from the program.
2. A student may be **reinstated** to the nursing program only one time. The **reinstatement** is not guaranteed due to limitations in clinical spaces. All nursing admission standards must be met.
3. A student must have a 2.0 cumulative GPA at the current institution for **reinstatement**.
4. If a student has a documented extenuating circumstance that should be considered related to a withdrawal or failure, then this student may request a hearing before the Admission

Committee or other appropriate college committee for a decision on repeating a course or readmission to the program.

Definitions:

**Reinstatement:** Students who have a withdrawal or failure in a nursing course and are eligible to return to that course will be considered for reinstatement to the program.

**Readmission:** Students not eligible for program reinstatement may apply for program admission as a new student. If accepted as a new student, the student must take or retake all nursing program courses.

Students must successfully complete all NUR courses with each semester listed in the standardized curriculum prior to progressing to the next semester. NUR courses are sequential and cannot be combined. All courses listed in the PN curriculum must be completed with a grade of C or higher.

### Process for Reinstatement

1. Schedule an appointment with a nursing faculty member or advisor to discuss eligibility for reinstatement.
2. Apply for reinstatement to the nursing program and submit the application by published deadlines.
3. Apply for readmission to the College if not currently enrolled. College readmission must be accomplished by published deadlines.
4. Update all drug testing and background screening according to program policy.

### AUDIT

Effective September 12, 2012 there shall be no auditing allowed for any Health Science classes.

### TRANSFER POLICY

The transfer policy applies only to students desiring to transfer among Alabama Community College System institutions. It does not apply to students who want to transfer from other institutions.

### Criteria for Transfer

1. Meet minimum admission standards for the nursing program.
2. Possess a grade of **C** or better in all nursing program required courses taken at another institution and possess a minimum of a 2.0 cumulative grade point average at time of transfer.
3. Provide a letter of eligibility for progression from the dean or director of the previous nursing program for progression in previous nursing program.
4. Comply with all program policy requirements at the accepting institution.

- Complete at least 25% of the nursing program required courses for degree or certificate at the accepting institution.
- Meet acceptability criteria for placement at clinical agencies for clinical experience.

Acceptance of transfer students into nursing programs is limited by the number of faculty and clinical facilities available. **Meeting minimal standards does not guarantee acceptance.**

Student selection for transfer is based on grade point average in nursing program required courses.

### TRANSIENT STUDENT POLICY

The transient policy applies only to students desiring to transfer among Alabama Community College System institutions. It does not apply to students who want to transfer from other institutions.

#### Criteria for Transient Status

- Meet minimum admission standards for the nursing program.
- Possess a grade of *C* or better in all nursing program required courses taken at another institution and possess a minimum of a 2.0 cumulative grade point average.
- Provide a letter of eligibility for progression from the dean or director of the previous nursing program for progression in previous nursing program.
- Secure permission, if enrolled at another institution, from that institution by submitting an *Application for Admission* to Wallace Community College and a *Transient Student Form* completed by an official (nursing program dean or director) of the primary institution.
- Complete a *Transcript Request Form* at the end of the term before a transcript will be issued to the primary institution.
- Comply with all program policy requirements at accepting institution.
- Meet acceptability criteria for placement at clinical agencies for clinical experience.

Acceptance of transient student into a nursing program is limited by the number of faculty members and clinical facilities available. **Meeting minimal standards does not guarantee acceptance.**

Student selection for transient status is based on the grade point average in nursing program required courses.

### ADN TRANSFER TO LPN PROGRAM

Associate Degree Nursing program students may apply for admission to the third semester of the Practical Nursing program after they have completed the first two semesters of coursework—BIO 201 and 202, ENG 101, MTH 100, and NUR 102, 103, 104, 105, and 106—with a grade of *C* or better. Students who elect to

transfer to the last semester in the Practical Nursing program will be required to meet the current program admission and/or readmission requirements. Students will be admitted on a space-available basis to the Practical Nursing program.

To be eligible for this option the student must meet the following criteria:

- Complete a transfer/readmission form.
- Have a minimum of a 2.0 cumulative grade point average at current institution.
- Meet clinical and health record requirements.
- Have no more than 12 months elapse from the last clinical nursing course, in which the student was successful.

Students will be ranked on cumulative grade point average for the purposes of transfer and/or readmission to the PN program.

Students who have two attempts in the Associate Degree Nursing program are only allowed one attempt in the Practical Nursing program. Students who are successful may apply for the LPN-to-RN Mobility program as outlined in this catalog. If unsuccessful in the Practical Nursing transfer option, the student must meet current admission and progression requirements.

### GRADUATE OPTIONS

Licensed Practical Nurses, after successfully passing the *National Council Licensure Examination for Practical Nurses* (NCLEX-PN), may apply for advanced placement in the Wallace Community College Associate Degree Nursing (ADN) program. Contact the ADN Program Office for details regarding the LPN-to-RN Mobility program.

### CERTIFICATE CURRICULUM

#### *Required General Education Courses* 14

<i>Course</i>	<i>Credit Hour</i>
<b>Area I: Written Communication</b>	<b>3</b>
ENG 101 English Composition I	3

<i>Course</i>	<i>Credit Hour</i>
<b>Area III: Natural Sciences and Mathematics</b>	<b>11</b>
MTH 116 Mathematical Applications or higher	3
BIO 201* Human Anatomy and Physiology I	4
BIO 202 Human Anatomy and Physiology II	4

<i>Course</i>	<i>Credit Hour</i>
<b>Area V: Career and Technical Courses</b>	<b>37</b>
<b>Required Orientation Courses</b>	
ORI 101 Orientation to College <b>OR</b>	
ORI 105 Orientation and Student Success	1-3
<b>OR</b>	
ORT 100 Orientation for Career Students	
ORI 104 WorkKeys® Assessment and Advisement	1

<b>Required Field of Concentration Courses</b>		<b>35</b>
NUR 102	Fundamentals of Nursing	6
NUR 103	Health Assessment	1
NUR 104	Introduction to Pharmacology	1
NUR 105	Adult Nursing	8
NUR 106	Maternal and Child Nursing	5
NUR 107	Adult/Child Nursing	8
NUR 108	Psychosocial Nursing	3
NUR 109	Role Transition	3
<b>Total Credits</b>		<b>51</b>

**\*BIO 103 or a satisfactory score on the ACCS Biology Placement Exam is a prerequisite.**

**Comprehensive Assessment (CA) testing through the use of standardized and validated assessment tools will be incorporated into each field of concentration course. This assessment may or may not comprise a portion of grade calculation and is intended to aid in advisement, counseling, and/or remediation of students. Costs associated with CA are the responsibility of the individual student.**

**Practical Nursing  
Certificate  
Suggested Course Sequence**

<b>FIRST SEMESTER</b>	<b>SECOND SEMESTER</b>	<b>THIRD SEMESTER</b>
BIO 201*	BIO 202	NUR 107
EMS 100**	ENG 101	NUR 108
MTH 116 or higher	NUR 105	NUR 109
NUR 102	NUR 106	
NUR 103		
NUR 104		
ORI 101 or 105 or ORT 100***		
ORI 104		

**\*BIO 103 or satisfactory performance on the ACCS approved Biology Placement Exam is a prerequisite to BIO 201.**

**\*\*Or current certification in cardiopulmonary resuscitation at the health care provider level. On-line certification without hands-on skills sessions is not acceptable.**

**\*\*\*ORI 101 or ORI 105 or transfer credit for an orientation to college course is required for all students.**

**PHYSICAL THERAPIST ASSISTANT (PTA)  
(Wallace Campus)**

The associate in applied science degree in Physical Therapist Assistant (PTA) is designed to provide general education and physical therapy courses. Physical Therapist Assistant courses are designed to apply learning acquired in the general education courses and to provide knowledge and skills that fulfill the objectives of the PTA program.

The program is designed to be completed in five terms. Coursework is progressive, requiring a grade of *C* or higher in each PTA and required general education course. The College requires

a cumulative grade point average of 2.0 in all coursework to graduate from any program.

Clinical experiences are a critical part of the PTA curriculum and as such are integrated into the didactic portion of the program. Clinical experiences are provided in a variety of settings, including hospitals, long-term care facilities, private offices, rehabilitation agencies, and schools. Faculty members consider each student's educational needs as well as personal factors in making clinical assignments.

On successful completion of the program, students are awarded an associate in applied science degree in Physical Therapist Assistant and are eligible to apply for the state licensing examination, which must be passed before being eligible to practice. The licensing examination in Alabama and many other states will also include a specific test on jurisprudence issues for that state.

PTA students are required to comply with legal, moral, and legislative standards in accordance with Rule No. 700-X-2-02 of the *Alabama State Board of Physical Therapy Administrative Code*, which states the following:

The Board shall refuse licensure to any applicant who is of other than good moral character. The determination as to what constitutes other than good moral character and reputation shall be solely within the judgment of the Board. Each applicant shall be required to submit references from two professional sources addressing, but not being limited to, moral character. These references shall be submitted on forms prescribed by the Board and shall be mailed to the executive director. Grounds for refusal may include, but are not limited to: (1) history of using drugs or intoxicating liquors to an extent that affects professional competency, (2) conviction of a felony or crime involving moral turpitude, (3) attempt to obtain or obtaining a license by fraud or deception, (4) guilty of conduct unbecoming a person registered as a physical therapist or licensed as a physical therapist assistant or of conduct detrimental to the best interest of the public, and (5) conviction of violating any state or federal narcotic law.

It is important for PTA students to be knowledgeable of all Alabama Board of Physical Therapy regulations regarding the review of candidates for eligibility both for initial and continuing licensure. Questions on the application for licensure address these rules. Application to take the examination may be denied on the basis of this review. Although these policies refer specifically to Alabama, other states have similar stipulations regarding licensure.

**Students must comply with the *Code of Conduct in the Student Handbook* section of this catalog and the *PTA Student Handbook*. Failure to comply with any of the stipulations above while enrolled in the PTA program will constitute grounds for dismissal from the program.**

## ACCREDITATION

The PTA program is accredited by the Commission on Accreditation of Physical Therapy Education. (CAPTE), 1111 North Fairfax Street, Alexandria, VA, 22314, (703) 706-3245, accreditation@apta.org, www.capteonline.org. Accreditation was initially granted in May of 1997. Current accreditation extends through June 2024.

## ASSOCIATE IN APPLIED SCIENCE DEGREE

A student who completes all courses in the curriculum will be awarded an associate in applied science degree in Physical Therapist Assistant.

## ADMISSION

**Program requirements for health programs offered within the Alabama Community College System may be reviewed and revised between publication deadlines for this and future College Catalog and Student Handbook document. Admission requirements below were in effect at the time this document was published and may or may not be current. Prospective students should contact the program office to obtain requirement updates.**

Students are admitted to the PTA program without discrimination regarding race, sexual orientation, age, creed, gender, marital status, religion, national origin, or disability. Applicants must meet College and program requirements for admission. Admission packets for the program are available in March of each year on the Wallace Campus in Dothan or accessed online through the program's Web page. Applicants will be ranked for admission based on grades earned in academic courses required for the program and scores earned on the *ATI Test of Essential Academic Skills, Version V* (TEAS-V). The applicant will incur the cost of the TEAS-V. Scores received on the TEAS-V are good for three years from the testing date. Additional points are awarded for previously earned Associates or higher degrees from regionally accredited institutions. Wallace Community College complies with *The Americans with Disabilities Act of 1990*. Students who have a disability and require accommodation in taking the TEAS-V examination should contact Disability Support Services on the Wallace Campus in Dothan. If accommodation is not requested in advance, on-site availability cannot be guaranteed.

To be eligible for acceptance into the PTA program, applicants must be eligible for enrollment in or have already completed BIO 201, ENG 101, and MTH 100 at the time of application. Applicants enrolled in courses prerequisite to the above may receive conditional acceptance. Failure to complete prerequisite courses will result in withdrawal of acceptance. All general education courses must be taken in the order outlined by the program or be completed prior to admission.

Applicants must submit a complete application packet by the established deadline in order to be considered for admission to the

program. Further information regarding admission is provided in the Physical Therapist Assistant program admission packet.

After conditional admission into the program, students must submit evidence of a physical examination that includes required immunizations and tests and documents their ability to perform all essential functions identified for this program. A copy of the essential functions is available from the PTA program office and published on the College website, www.wallace.edu. Reasonable accommodations will be considered. **Students must meet ALL deadlines for the admission process; otherwise, applications will not be considered.**

Contractual agreements between the College and clinical agencies impose additional requirements on students enrolled in health programs. These requirements may include, but are not limited to, the areas of attire, confidentiality, criminal background check, liability insurance, and substance abuse screening. Health insurance coverage is strongly recommended as the expense for treatment of injury suffered during training is the responsibility of the student. Any student denied clinical privileges or having clinical privileges revoked by a healthcare facility due to positive background findings or clinical misconduct is not eligible for program admission or readmission.

## PROGRESSION

Students are allowed to progress in the PTA program only if they satisfy the following requirements:

1. Maintain a *C* or higher in all general education, orientation, and field of concentration courses in the PTA degree curriculum.
2. Comply with clinical affiliates and PTA program regulations, policies, and procedures.
3. Achieve a cumulative grade point average of 2.0 in all coursework prior to graduation.

## READMISSION

Students who break enrollment in PTA program courses, whether by personal choice or inability to progress per program policy, can reapply for admission the following academic year at the point in the program when the suspension occurred. Written notification of intent to reapply must be received by the Program Director no later than mid-term of the semester prior to the one the student desires to enter. For example, a student who withdraws during Spring Semester 2014 and desires to re-enter the program Spring Semester 2015 must submit a written request prior to mid-term Fall Semester 2014. Program or course remediation may be required depending on the student's GPA and the stage of the program at which the curriculum break occurs. Readmission may be limited by availability of openings. Only one program readmission is allowed. Students who break enrollment more than once or fail to return to the program within a 12 month timeframe must apply and compete for admission as a new program student. All students applying for

readmission must follow admission and progression guidelines in effect at the time of readmission.

## AUDIT

Effective September 12, 2012 there shall be no auditing allowed for any Health Science classes.

## TRANSFER STUDENTS

Transfer students previously enrolled in other PTA programs are evaluated on an individual basis by the PTA faculty and the Office of Admissions and Records to determine appropriate placement. Validation examinations may be required. Transfer students must apply no later than mid-term prior to the term in which they expect to enroll. Acceptance may be limited by availability of openings.

All PTA courses apply only to requirements of the AAS degree in Physical Therapist Assistant, not AA or AS degrees.

## GRADING SCALE

PTA-prefix courses will be evaluated using the following grading scale:

A	90-100
B	80-89
C	75-79
D	60-74
F	59 and below

## DEGREE CURRICULUM

Before completing this program, students must prove competency in computer applications. Students who fail to demonstrate adequate competency in Computer Science by passing a computer competency exam must successfully complete CIS 146 with a grade of C or higher.

### *Required General Education Courses* **26**

<i>Course</i>	<i>Credit Hour</i>
<b>Area I: Written Communication</b> <span style="float: right;"><b>6</b></span>	
ENG 101 English Composition I	3

### *Course* *Credit Hour*

<b>Area II: Humanities and Fine Arts</b> <span style="float: right;"><b>6</b></span>	
Humanities/Fine Arts Elective	3
SPH 106 Fundamentals of Oral Communication <b>OR</b>	
SPH 107 Fundamentals of Public Speaking	3

### *Course* *Credit Hour*

<b>Area III: Natural Sciences and Mathematics</b> <span style="float: right;"><b>11</b></span>	
BIO 201* Human Anatomy and Physiology	4
BIO 202 Human Anatomy and Physiology II	4
MTH 100 Intermediate College Algebra	3

<i>Course</i>	<i>Credit Hour</i>
<b>Area IV: History, Social and Behavioral Sciences</b> <span style="float: right;"><b>6</b></span>	
PSY 200 General Psychology	3
PSY 210 Human Growth and Development	3

**\*Prerequisite: BIO 103 or placement in BIO 201 on the Alabama Community College System Biology Placement Exam.**

**\*\*All general education courses must be completed by the end of the third term to avoid conflict with clinical coursework.**

<i>Course</i>	<i>Credit Hour</i>
<b>Area V: Career and Technical Courses</b> <span style="float: right;"><b>50</b></span>	

### *Required Orientation Courses* **2**

ORI 101 Orientation to College <b>OR</b>	
ORI 105 Orientation and Student Success	1-3
ORI 104 WorkKeys® Assessment and Advisement	1

### *Required Field of Concentration Courses* **48**

PTA 100 Introduction to Physical Therapy	2
PTA 180 Medical Terminology	1
PTA 200 PT Issues and Trends	2
PTA 201 PTA Seminar	2
PTA 202 PTA Communication Skills	2
PTA 204 PTA Forum	1
PTA 210 Introduction to Physical Therapy Clinic	1
PTA 220 Functional Anatomy and Kinesiology	3
PTA 222 Functional Anatomy and Kinesiology Lab	2
PTA 230 Neuroscience	2
PTA 231 Rehabilitation Techniques	2
PTA 232 Orthopedics for the PTA	2
PTA 240 Physical Disabilities I	2
PTA 241 Physical Disabilities II	2
PTA 250 Therapeutic Procedures I	4
PTA 251 Therapeutic Procedures II	4
PTA 253 Therapeutic Procedures III	4
PTA 263 Clinical Affiliation I	3
PTA 268 Clinical Practicum	5
PTA 290 Therapeutic Exercise	1
PTA 293 Directed Study for PTA	1
<b>Total Credits for Degree</b>	<b>76</b>

**\*Certification in Basic Cardiopulmonary Life Support (BCLS) at the healthcare provider level is required prior to the fourth week of semester one. This may be obtained at the College by enrollment in EMS 100 or at any other approved agency or facility. A copy of successful completion must be presented, and certification must remain current during the entire program of study. Tuberculin skin test requirements must be updated annually. On-line certification without hands-on skills sessions is not acceptable.**

**Physical Therapist Assistant  
Associate in Applied Science Degree  
Suggested Course Sequence—Year One**

<b>FIRST SEMESTER</b>	<b>SECOND SEMESTER</b>	<b>THIRD SEMESTER</b>
BIO 201*	BIO 202	CIS 146****
ENG 101	PSY 210	PTA 210
EMS 100**	PSY 200	PTA 232
MTH 100 or higher	PTA 202	PTA 240
ORI 101 or 105***	PTA 222	PTA 251
ORI 104	PTA 250	PTA 290
PTA 100	SPH 106 or 107	Humanities/Fine Arts Elective
PTA 180		
PTA 220		

**Physical Therapist Assistant  
Associate in Applied Science Degree  
Suggested Course Sequence—Year Two**

<b>FIRST SEMESTER</b>	<b>SECOND SEMESTER</b>
PTA 204	PTA 200
PTA 230	PTA 201
PTA 241	PTA 231
PTA 253	PTA 268
PTA 263	PTA 293

\*BIO 103 or a satisfactory score on the Alabama Community College System Biology Placement Exam is a prerequisite.

\*\*Or current certification in cardiopulmonary resuscitation at the health care provider level.

\*\*\*ORI 101 or ORI 105 or transfer credit for an orientation to college course is required for all students.

\*\*\*\*Or competency in Computer Science by passing a computer competency exam. Students who fail to prove competency must complete CIS 146 with a grade of C or higher.

**RADIOLOGIC TECHNOLOGY (RAD)  
(Wallace Campus)**

The Radiologic Technology program is designed to provide the student with clinical and didactic training in producing and processing radiographs, essential for a radiologist's accurate interpretation of the human anatomy on x-ray film and/or digital imaging systems. The program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) and is recognized by The American Registry of Radiologic Technologists (ARRT). Graduates of the program are eligible to attempt the certification examination of the ARRT.

**PROGRAM PHILOSOPHY**

The Radiologic Technology Program is designed to provide the diagnostic imaging team with a member who, under the supervision of the radiologist, investigates function and structure of bodily organ systems, which contribute to diagnosis of disease and injury. The student will develop technical and social skills through active participation in an organized sequence of classroom, laboratory, and clinical experiences provided in the curriculum.

The student will perform diagnostic imaging with the skill and knowledge of total patient care appropriate to radiology and with total consideration of biological effects. The highly developed technical abilities of the radiographer will enable the health team to improve community health services in addition to providing upward mobility for the individual's career development.

**MISSION STATEMENT**

Wallace Community College's Radiologic Technology Program prepares graduates for careers as professional Radiologic Technologists. Graduates have clinical and didactic training in producing and processing radiographs. The program provides learning opportunities that introduce, develop, and reinforce competence in the interpretation of the human anatomy on x-ray film and/or digital imaging systems and professional attitudes required for job acquisition and advancement.

Program effectiveness data over a five-year average is available from JRCERT at [www.jrcert.org](http://www.jrcert.org). Additional information regarding program goals and student learning outcomes can be found on the program link at [www.wallace.edu](http://www.wallace.edu).

**ASSOCIATE IN APPLIED SCIENCE DEGREE**

On successful completion of the Radiologic Technology curriculum, students are granted an associate in applied science degree.

**GENERAL QUALIFICATIONS FOR  
ARRT CERTIFICATION**

Individuals must satisfy general qualifications for certification in accordance with The American Registry of Radiologic Technologists (ARRT) guidelines. The ARRT is the Board that administers the national certification examination on completion of an accredited Radiologic Technology program. A candidate for certification by the ARRT must meet the ethics, education, and examination requirements as described in The American Registry of Radiologic Technologists Rules and Regulations and ARRT Standards of Ethics.

Every candidate for certification and every applicant for renewal of registration must, according to the governing documents, "be a person of good moral character and must not have engaged in conduct that is inconsistent with the ARRT Rules of Ethics," and they must "agree to comply with the ARRT Rules and Regulations and the ARRT Standards of Ethics." ARRT investigates all potential violations in order to determine eligibility.

Issues addressed by the ARRT Rules of Ethics include convictions, criminal procedures, or military court martials related to a felony, misdemeanor, criminal procedure resulting in a plea of guilty or nolo contendere (no contest), a verdict of guilty, withheld or deferred adjudication, suspended or stay of sentence, or pre-trial diversion. Juvenile convictions processed in juvenile court and minor traffic citations not involving drugs or alcohol are not required to be reported to the ARRT.

Additionally, candidates for certification are required to disclose any honor code violations that may have occurred during their educational process.

Please consult the Radiologic Technology Program Director if the previous statement applies.

## ADMISSION

**Program requirements for health programs offered within the Alabama Community College System may be reviewed and revised between publication deadlines for this and future College Catalog and Student Handbook documents. Admission requirements below were in effect at the time this document was published and may or may not be current. Prospective students should contact the program office to obtain requirement updates.**

Students are admitted to the Radiologic Technology program without discrimination regarding color, age, creed, marital status, race, religion, sex, or national origin. Applicants must meet College requirements for admission. Admission packets for the program are available in March of each year. Applicants will be considered for admission into the program based on past academic achievement and performance on the A<sup>2</sup> Admission Assessment. Wallace Community College complies with *The Americans with Disabilities Act of 1990*. Students who have a disability and require accommodation should contact Disability Support Services on the Wallace Campus in Dothan. Upon admission to the program, all students must complete a health form, including immunization records.

Minimum admission requirements are as follows:

1. Unconditional admission to the College.
2. Submission of a complete application packet for admission to the Radiologic Technology program by required deadline. The packet should include the following documents:
  - a. Program application
  - b. *Essential Functions* form
  - c. All transcripts (unofficial high school and college) or unofficial GED<sup>®</sup> scores
  - d. A<sup>2</sup> Admission Assessment test scores for math, reading comprehension, grammar, and vocabulary.
3. Applicants must be at least 18 years of age. (*Alabama Regulations for Control of Radiation Rule 420-3-03(6), Occupational Radiation Dose Limits, states that all occupational workers employing ionizing radiation must be at least 18 years of age.*)
4. A 2.5 cumulative grade point average for students with previous college work.

5. A 2.5 high school grade point average for students without prior college work (GED<sup>®</sup> acceptable in lieu of high school transcript).
6. Eligibility for placement into BIO 201, ENG 101, and MTH 100.
7. Status of *good standing* with the College.
8. Ability to meet the essential functions required for the Radiologic Technology program. A copy of the essential functions is available from the RAD program office and published on the College website, [www.wallace.edu](http://www.wallace.edu).

Admission to the Radiologic Technology program is competitive, and the number of students is limited by the number of faculty members and clinical facilities available. **Meeting the minimum requirements does not guarantee acceptance.**

Contractual agreements between the College and clinical agencies impose additional requirements on students enrolled in health programs. These requirements include, but are not limited to, the areas of attire, confidentiality, criminal background check, liability insurance, and substance abuse screening. Health insurance coverage is strongly recommended as the expense for treatment of injury suffered during training is the responsibility of the student. Any student denied clinical privileges or having clinical privileges revoked by a healthcare facility due to positive background findings or clinical misconduct is not eligible for program admission or readmission.

## GRADING SCALE

- A 90-100
- B 80-89
- C 75-79
- D 60-74
- F 59 and below

## PROGRESSION

To progress through and graduate from the Radiologic Technology program, students must meet the following criteria:

1. Progress through the required Radiologic Technology curriculum in the prescribed sequence.
2. Attain a grade of 75% or higher in each required radiology course, and a grade of 70% or higher in all general education courses (a cumulative 2.5 college grade point average).
3. Maintain ability to meet the Essential Functions for a Radiologic Technology program with or without reasonable accommodations. A copy of the essential functions is available from the RAD program office and published on the College website, [www.wallace.edu](http://www.wallace.edu).

4. Successfully complete the program within 33 months from the initial semester of RAD courses.
5. Maintain current CPR certification at the health care provider level as outlined by the program. On-line certification without hands-on skills sessions is not acceptable.
6. Maintain current professional liability insurance as outlined by the College.
7. Abide by the policies, procedures, and rules of behavior of the clinical agencies (which may include drug screening and background checks at the student's expense) and by the prescribed dress code for clinical education.
8. Abide by the policies, procedures, and rules of behavior of the Radiologic Technology program as published in the program and College student handbooks and as specified in other materials provided.
9. Follow established guidelines required by the College for maintaining accidental and health insurance.
10. Maintain a personal radiation monitoring device and radiographic identification markers as outlined by the program.
11. Read and sign the *Student Clinical Rotation Contract* as outlined by the College.

## READMISSION

Students who interrupt progression in the Radiologic Technology program must apply for readmission to the program. A student who fails to progress during the first semester of the program must reapply for acceptance as a new student. Students must submit a readmission request no later than mid-term of the term prior to a planned reentry. The program may provide the student with a plan for readmission based on clinical availability. The student may be considered for readmission only once.

Readmission to the program also depends on availability of clinical space. Students in regular progression will have first option of readmission based on clinical availability.

Readmission requires the following:

1. A 2.5 cumulative grade point average in all coursework.
2. No more than 33 months have elapsed from initial admission term to date of graduation.
3. All students who are readmitted must prove competency in all previous coursework as prescribed by the program and successfully complete all RAD courses in which a **D** or **F** was received.

4. Ability to meet and comply with standards and policies in the current *College Catalog and Student Handbook*.
5. Students who have been dismissed from two clinical facilities are ineligible for readmission.
6. Any student dismissed for academic or disciplinary reasons from the College will not be considered for readmission.

## AUDIT

Effective September 12, 2012 there shall be no auditing allowed for any Health Science classes.

## TRANSFER STUDENTS

Receiving advance placement in the Radiologic Technology program requires the following criteria:

1. Unconditional admission to the College with *clear* academic status.
2. Ability to meet and comply with standards and policies in the current *College Catalog and Student Handbook*.
3. Minimum cumulative grade point average of 2.5.
4. No more than 33 months have elapsed from the initial admission term to date of graduation.
5. Official transcripts verifying a minimum grade of **C** earned in courses that represent collegiate coursework relevant to the degree, with course content and level of instruction resulting in student competencies at least equivalent for those matriculating students. Alabama Community College System Standardized Radiologic Technology Curriculum courses will be transferred without review of the course syllabus. Verification of knowledge and/or skills may be required.
6. Eligibility to return to previous Radiologic Technology program in good standing.
7. No more than one semester in which a grade of **D** or **F** has been earned in a RAD course.
8. Completion of 25% of total required hours for the associate in applied science degree in Radiologic Technology at institution conferring degree.

## DEGREE CURRICULUM

*Required General Education Courses* 23

<i>Course</i>	<i>Credit Hour</i>
<b>Area I: Written Communication</b>	<b>3</b>
ENG 101 English Composition I	3

<i>Course</i>		<i>Credit Hour</i>
<b>Area II: Humanities and Fine Arts</b>		<b>6</b>
	Humanities/Fine Arts Elective	3
SPH 106	Fundamentals of Oral Communication <b>OR</b>	
SPH 107	Fundamentals of Public Speaking	3

<i>Course</i>		<i>Credit Hour</i>
<b>Area III: Natural Sciences, Mathematics, and Computer Science</b>		<b>11</b>
BIO 201*	Human Anatomy and Physiology I	4
BIO 202	Human Anatomy and Physiology II	4
MTH 100	Intermediate College Algebra or higher	3

<i>Course</i>		<i>Credit Hour</i>
<b>Area IV: History, Social and Behavioral Sciences</b>		<b>3</b>
PSY 200	General Psychology	3
<i>*Prerequisite: BIO 103 or satisfactory placement on the Alabama Community College System Biology Placement Exam.</i>		

<i>Course</i>		<i>Credit Hour</i>
<b>Area V: Career and Technical Courses</b>		<b>54</b>
<b>Required Orientation Courses</b>		<b>2</b>
ORI 101	Orientation to College <b>OR</b>	
ORI 105	Orientation and Student Success	1-3
ORI 104	WorkKeys® Assessment and Advisement	1

<b>Required Field of Concentration Credits</b>		<b>52</b>
RAD 111	Introduction to Radiography	2
RAD 112	Radiographic Procedures I	4
RAD 113	Patient Care	2
RAD 114	Clinical Education I	2
RAD 122	Radiographic Procedures II	4
RAD 124	Clinical Education II	5
RAD 125	Imaging Equipment	3
RAD 134	Clinical Education III	5
RAD 135	Exposure Principles	3
RAD 136	Radiation Protection and Biology	2
RAD 212	Image Evaluation and Pathology	2
RAD 214	Clinical Education IV	8
RAD 224	Clinical Education V	8
RAD 227	Review Seminar	2
<b>Total Credits for Degree</b>		<b>77</b>

**Note:** Before completing this program, students must prove competency in computer applications. Students who fail to demonstrate adequate competency in Computer Science by passing a computer competency exam must successfully complete CIS 146 with a grade of C or higher.

**Radiologic Technology**  
**Associate in Applied Science Degree**  
**Suggested Course Sequence—Year One**

<i>FIRST SEMESTER</i>	<i>SECOND SEMESTER</i>	<i>THIRD SEMESTER</i>
BIO 201*	BIO 202	ENG 101
MTH 100 or higher	CIS 146***	RAD 134
ORI 101 or 105**	RAD 122	RAD 135
ORI 104	RAD 124	RAD 136
RAD 111	RAD 125	
RAD 112		
RAD 113		
RAD 114		

**Radiologic Technology**  
**Associate in Applied Science Degree**  
**Suggested Course Sequence—Year Two**

<i>FIRST SEMESTER</i>	<i>SECOND SEMESTER</i>
PSY 200	RAD 224
RAD 212	RAD 227
RAD 214	Humanities/Fine
SPH 106 or 107	Arts Elective

*\*BIO 103 or a satisfactory score on the ACCS Biology Placement Exam is a prerequisite.*

*\*\*ORI 101 or ORI 105 or transfer credit for an orientation to college course is required for all students.*

*\*\*\*Or competency in Computer Science by passing a computer competency exam. Students who fail to prove competency must complete CIS 146 with a grade of C or higher.*

**RESPIRATORY THERAPIST (RPT)**  
**(Wallace Campus)**

The Respiratory Therapist program is designed to provide the student with didactic and clinical training in various techniques used in the diagnosis and treatment of patients who suffer from disorders of the cardiopulmonary system. The Respiratory Therapist program is accredited by the Commission on Accreditation for Respiratory Care (CoARC), and is recognized by the National Board for Respiratory Care (NBRC). Graduates of the program are able to sit for national examinations to earn the credentials of CRT (Certified Respiratory Therapist) and RRT (Registered Respiratory Therapist). CRT and/or RRT credentials are used as the basis for the licensure in all of the 49 states that regulate the practice of respiratory care.

The Therapist Multiple-Choice Examination (TMC) is designed to objectively measure essential knowledge, skills, and abilities required of entry-level respiratory therapists, as well as determine eligibility for the Clinical Simulation Examination (CSE). There are two established cut scores for the TMC Examination, the first of which earns one the CRT credential and a higher cut score that qualifies examinees to sit for the CSE. Individuals who attempt and pass the TMC with the higher cut score and attempt and pass the CSE will be awarded the Registered Respiratory Therapist (RRT) credential.

Applicants to the Respiratory Therapist program should be aware that the *Alabama State Law Governing Licensure of Respiratory Therapists* requires submission of a complete application for licensure and must disclose information on the application regarding the following questions:

1. Are you currently charged with, or ever been convicted of a felony or misdemeanor?
2. Have you ever pleaded “no contest”, “nolo contendere”, or “guilty” in any criminal case?
3. Have you ever had an adjudication withheld in any criminal case?
4. Do you have any physical, mental, or emotional impairments that would hinder your ability to perform duties assigned in the profession of Respiratory Therapy?
5. Are you or have you ever been addicted to alcohol or drugs?
6. Have you ever been treated for alcohol/substance abuse in a treatment center, hospital, or outpatient setting? If yes, give name of institution, date, and length of treatment.
7. Has any state licensing board refused, revoked, or suspended a certificate/license issued to you or taken other disciplinary action?
8. Have you voluntarily or otherwise surrendered your Healthcare or Respiratory license or certification/registry in any jurisdiction, state, or territory?
9. Are you currently under investigation by any health care licensing board or agency?
10. Have you had any malpractice suits filed against you or your employer on your behalf?

Criminal background checks and full disclosure are requirements of licensure. If applicants to the Respiratory Therapist program have questions concerning potential problems with licensure, they should contact the Alabama State Board of Respiratory Therapy.

### **ASSOCIATE IN APPLIED SCIENCE DEGREE**

On successful completion of all Respiratory Therapist curriculum requirements, graduates are awarded the associate in applied science degree.

### **ADMISSION**

**Program requirements for health programs offered within the Alabama Community College System may be reviewed and revised between publication deadlines for this and future *College Catalog and Student Handbook* documents. Admission requirements below were in effect at the time this document was published and may or may not be current. Prospective**

**students should contact the program office to obtain requirement updates.**

**NOTE: Effective Fall Semester 2012, the minimum math requirement for Respiratory Therapist is Math 100, Intermediate College Algebra.**

Students admitted to the Respiratory Therapist program must meet all College admission requirements as listed in this catalog. Students are admitted to the program without discrimination regarding age, creed, marital status, race, religion, gender, or national origin. Selected applicants are admitted to and begin classes only in fall semester. Applications for admission may be obtained in March of each year. Complete application packets must be submitted prior to the deadline date provided in the application packet.

Acceptance into the Respiratory Therapist Program is conditional and depends on the student's ability to perform the essential functions identified. A copy of the essential functions is available from the RPT program office and published on the College website, [www.wallace.edu](http://www.wallace.edu). Reasonable accommodations will be considered. Completion of a physical examination documenting the student's ability to perform essential functions and proof of required immunizations will be required prior to final acceptance. The applicant will incur the cost of the physical examination, laboratory tests, and immunizations.

Admission to the program is competitive and applicant ranking will determine final acceptance. Applicants will be ranked for admission based on academic performance (grade point average, completed courses) and performance on the ATI Test of Essential Academic Skills, Version V (*TEAS-V*). Additional points are awarded for previously earned Associates or higher degrees from regionally accredited institutions. The applicant will incur the cost of the *TEAS-V*. Scores received on the *TEAS-V* are good for three years from the testing date. It is highly desirable that general academic coursework be completed prior to application to the Respiratory Therapist Program.

Applicants will be ranked in descending numerical order based on admission criteria. Final notification of admission status will be provided to each applicant by mail.

Contractual agreements between the College and clinical agencies impose additional requirements on students enrolled in health programs. These requirements include, but are not limited to, the areas of attire, confidentiality, criminal background check, liability insurance, and substance abuse screening. Health insurance coverage is strongly recommended as the expense for treatment of injury suffered during training is the responsibility of the student. Any student denied clinical privileges or having clinical privileges revoked by a healthcare facility due to positive background findings or clinical misconduct is not eligible for program admission or readmission.

Minimum requirements for application and admission to the Respiratory Therapist Program are:

1. Unconditional admission to Wallace Community College.
2. A 2.0 cumulative GPA on a 4.0 scale for those with previous college credit.
3. Eligibility to enroll for or previous completion with a “C” or higher of ENG101 at the time of program application. Eligibility will be determined by College placement policies. Students enrolled in courses pre-requisite to ENG101 at the time of application may be considered for conditional admission pending grade results at the end of summer term.
4. Eligibility to enroll for or previous completion of MTH100 and BIO201 during the second semester of the Program.
5. Completion of the ATI Test of Essential Academic Skills, Version V (TEAS-V) and submission of score results in the application packet.

### CONDITIONS OF PARTICIPATION AND PROGRESSION

Participation in clinical activities within the program requires strict adherence to program, institutional, and clinical affiliate policies, including those related to professional standards of attendance, behavior, dress, personal appearance, and speech. Written policies are provided to each student on entrance into the program, and penalties for non-compliance are clearly explained. Students who are unable or unwilling to comply with program institutional, and clinical policies will not be allowed continued participation in clinical activity, thus resulting in failure to successfully complete the requirements of the clinical course and/or program.

In addition to the statements above, students must meet each of the following criteria to continue to participate in the program, progress from term to term, and graduate from the Respiratory Therapist program.

1. Complete each course listed as a Respiratory Therapist program curriculum requirement with a grade of **C** or above.
2. Receive a passing score on the Cumulative Clinical Proficiency Examination administered at the end of each term in which a clinical course is contained.
3. Maintain certification in Basic Cardiac Life Support at the Healthcare Provider level. On-line certification without hands-on skills sessions is not acceptable.

Students may repeat any RPT-prefix course only once. Failure to pass a course with the minimum acceptable grade of **C** or above on a second attempt will result in dismissal from the program without the possibility of readmission.

### GRADING SCALE

RPT-prefix courses will be evaluated on the following grading scale:

A	90-100
B	80-89
C	75-79
D	60-74
F	59 and below

### READMISSION

Students who withdraw or are unable to progress in the Respiratory Therapist program may apply for readmission. The Respiratory Therapist Admissions Committee will consider readmission requests on an individual basis. Decisions regarding readmission will be based on program readmission policies in effect at the time of request and availability of openings. Students must apply for readmission by writing a letter to the Respiratory Therapist Admissions Committee, Respiratory Therapist Program, Wallace Community College, 1141 Wallace Drive, Dothan, AL, 36303. To allow timely scheduling of the readmission examination, this letter should be postmarked no later than 60 days prior to the desired date of readmission. Failure to submit this request on time will result in denial or delay of readmission. Students who have been dismissed from any clinical facility are ineligible for readmission. Students may be considered for readmission only once. If a student fails to progress during the first semester of the program they must reapply for acceptance as a new student.

To complete readmission requirements, students must achieve a passing score (80%) on a readmission examination. The readmission examination will be composed from the content of the last *Cumulative Clinical Proficiency Examination* and *Clinical Skills Examination* successfully completed by the student. Failure to achieve a passing score on the readmission examination will result in denial of readmission.

### AUDIT

Effective September 12, 2012 there shall be no auditing allowed for any Health Science classes.

### TRANSFER STUDENTS

Students previously enrolled in other Respiratory Therapist programs will be evaluated on an individual basis to determine appropriate placement. Validation examinations may be required. Transfer students should apply for admission at least 60 days prior to the term in which they desire to enroll. Acceptance may be limited by availability of openings.

## DEGREE CURRICULUM

<b>Required General Education Courses</b>		<b>23</b>
<b>Course</b>		<b>Credit Hour</b>
<b>Area I: Written Communication</b>		<b>3</b>
ENG 101	English Composition I	3
<b>Course</b>		<b>Credit Hour</b>
<b>Area II: Humanities and Fine Arts</b>		<b>6</b>
	Humanities/Fine Arts Elective	3
SPH 106	Fundamentals of Oral Communication <b>OR</b>	
SPH 107	Fundamentals of Public Speaking	3
<b>Course</b>		<b>Credit Hour</b>
<b>Area III: Natural Sciences and Mathematics</b>		<b>11</b>
BIO 201*	Human Anatomy and Physiology I	4
BIO 202	Human Anatomy and Physiology II	4
MTH 100	Intermediate College Algebra or higher	3
<b>Course</b>		<b>Credit Hour</b>
<b>Area IV: History, Social and Behavioral Sciences</b>		<b>3</b>
PSY 200	General Psychology	3
<b>*Prerequisite BIO 103 or placement in BIO 201 on The Alabama Community College System Biology Placement Exam.</b>		
<b>Course</b>		<b>Credit Hour</b>
<b>Area V: Career and Technical Concentration</b>		<b>53</b>
<b>Required Orientation Courses</b>		<b>2</b>
ORI 101	Orientation to College <b>OR</b>	
ORI 105	Orientation and Student Success	1-3
ORI 104	WorkKeys® Assessment and Advisement	1
<b>Required Field of Concentration Courses</b>		<b>51</b>
EMS 266	Advanced Cardiac Life Support Provider	1
RPT 210	Clinical Practice I	2
RPT 211	Introduction to Respiratory Care	2
RPT 212	Fundamentals of Respiratory Care I	4
RPT 213	Anatomy and Physiology for the RCP	3
RPT 214	Pharmacology for the RCP	2
RPT 220	Clinical Practice II	2
RPT 221	Pathology for the RCP I	3
RPT 222	Fundamentals of Respiratory Care II	4
RPT 223	Acid/Base Regulation and ABG Analysis	2
RPT 230	Clinical Practice III	2
RPT 231	Pathology for the RCP II	3
RPT 232	Diagnostic Procedures for the RCP	2
RPT 233	Special Procedures for the RCP	2
RPT 234	Mechanical Ventilation for the RCP	4
RPT 240	Clinical Practice IV	4
RPT 241	Rehabilitation and Home Care for the RCP	2
RPT 242	Perinatal/Pediatric Respiratory Care	3
RPT 243	Computer Applications for the RCP	2
RPT 244	Critical Care Considerations for the RCP	2
<b>Total Credits for Degree</b>		<b>76</b>

**Note:** Before completing this program, students must prove competency in computer applications. Students who fail to demonstrate adequate competency in Computer Science by passing a computer competency exam must successfully complete CIS 146 with a grade of C or higher.

Certification in Basic Cardiopulmonary Life Support (BCLS) for the health care provider is required prior to the first hospital clinical experience. This may be obtained at the College through enrollment in EMS 100 or at any other approved agency or facility. A copy of successful completion must be presented and certification must remain current during the entire program. On-line certification without hands-on skills sessions is not acceptable.

### Respiratory Therapist Two-Year Option Associate in Applied Science Degree Suggested Course Sequence - Year One

FIRST SEMESTER	SECOND SEMESTER	THIRD SEMESTER
EMS 100*	BIO 201***	BIO 202
ENG 101	MTH 100	ORI 104
ORI 101 or 105**	RPT 220	RPT 231
RPT 210	RPT 221	RPT 234
RPT 211	RPT 222	RPT 241
RPT 212	RPT 223	
RPT 213		
RPT 214		

### Respiratory Therapist Two-Year Option Associate in Applied Science Degree Suggested Course Sequence - Year Two

FIRST SEMESTER	SECOND SEMESTER
CIS 146****	EMS 266
PSY 200	Humanities/Fine Arts Elective
RPT 230	RPT 233
RPT 232	RPT 240
RPT 242	RPT 243
RPT 244	SPH 106/107

\*Or current certification in cardiopulmonary resuscitation at the health care provider level. On-line certification without hands-on skills sessions is not acceptable.

\*\*ORI 101 or ORI 105 or transfer credit for an orientation to college course is required for all students.

\*\*\*BIO 103 or a satisfactory score on the Alabama Community College System Biology Placement Exam is a prerequisite.

\*\*\*\*Or competency in Computer Science by passing a computer competency exam. Students who fail to demonstrate competency must complete CIS 146 with a grade of C or higher.

## SMALL ENGINE REPAIR (SER) (Ventress Correctional Facility)

This short certificate program is designed to teach students to repair small gasoline engines. Students receive instruction in the principles of four-stroke cycle and two-stroke cycle engines. Other areas of emphasis are troubleshooting and repair procedures on valves; power producing components; fuel systems; ignition systems; and exhaust, lubrication, and cooling systems.

After completing this program, students will be able to diagnose small engine problems and make repairs to chain saws, lawnmowers, and other similar equipment. Students completing all courses listed in the curriculum will be awarded a certificate. Admission is conditional and depends on the student's ability to perform the essential functions identified for this program. A high school diploma or GED® is not required; however, students are required to demonstrate college and career readiness. (See *Admission to Courses Not Creditable Toward an Associate Degree* in the *Admissions Policies and Procedures* section of this catalog.) Reasonable accommodations are considered.

### SHORT CERTIFICATE CURRICULUM

<i>Course</i>	<i>Credit Hours</i>
<b>Area V: Career and Technical Courses</b>	
<b>Required Field of Concentration Courses</b>	
SER 111 Fundamentals of Small Engine Repair	3
SER 112 Four-Stroke Cycle Engine	3
SER 113 Four-Stroke Cycle Engine Lab	3
SER 115 Basic Small Engine Electrical Systems	3
SER 121 Two-Stroke Cycle Engine	3
SER 122 Engine Reconditioning	2
SER 123 Engine Reconditioning Lab	3
SER 124 Special Projects in Lawn, Garden, and Industrial Engines	3
SER 132 Lawn and Garden Equipment Fundamentals	3
SER 142 Chain Saws and String Trimmers	3
<b>Total Credits for Short Certificate</b>	<b>29</b>

### *Small Engine Repair Short Certificate Suggested Course Sequence*

<i>FIRST SEMESTER</i>	<i>SECOND SEMESTER</i>	<i>THIRD SEMESTER</i>
<i>SER 111</i>	<i>SER 121</i>	<i>SER 132</i>
<i>SER 112</i>	<i>SER 122</i>	<i>SER 142</i>
<i>SER 113</i>	<i>SER 123</i>	
<i>SER 115</i>		
<i>SER 124</i>		

## WELDING TECHNOLOGY (WDT) (Wallace and Sparks Campuses)

The purpose of this program is to prepare students for employment in the Welding industry as plate and/or pipe welders. Certification is encouraged and performed in accordance with American

Welding Society and D1.1 Structural Steel Welding Code. The program includes a wide variety of welding experiences for plate and pipe welders. Students can exit the program after two semesters with a certificate in plate welding or complete both plate and pipe welding as listed below and receive a program certificate as a combination welder. NOTE: At various points during the program, students who qualify, may test for a variety of AWS Certifications. Students must purchase their own books and tools. Admission is conditional and depends on the student's ability to perform the essential functions identified for this program. A high school diploma or GED® is not required; however, students are required to demonstrate college and career readiness. (See *Admission to Courses Not Creditable Toward an Associate Degree* in the *Admissions Policies and Procedures* section of this catalog.) Reasonable accommodations are considered.

**NOTE: Students enrolled in the Welding Technology program are strongly encouraged to take third party industry recognized credentialing tests as part of the program requirements. Credentialing tests will be conducted onsite and students will be responsible for the fees associated with the credentialing tests.**

### CERTIFICATE CURRICULUM

<i>Course</i>	<i>Credit Hours</i>
<b>Area I: Written Communication</b>	<b>3</b>
COM 103 Introductory/Technical English II <b>OR</b>	
ENG 101 English Composition	3
<b>Area II: Humanities and Fine Arts</b>	<b>3</b>
SPC 103 Oral Communication Skills <b>OR</b>	
SPH 106 Fundamentals of Oral Communication <b>OR</b>	
SPH 107 Fundamentals of Public Speaking	3
<b>Area III: Natural Sciences and Mathematics</b>	<b>3</b>
MAH 101 Vocational/Technical Mathematics I <b>OR</b>	
MTH 116 Mathematical Applications	3
<b>Area V: Career and Technical Courses</b>	<b>49</b>
<b>Required Orientation Courses</b>	
ORI 101 Orientation to College <b>OR</b>	1
ORI 105 Orientation and Student Success	3
DPT 103 Introductory/Computer Skills II <b>OR</b>	
CIS 146 Microcomputer Applications	3
<b>Required Field of Concentration Courses</b>	
WKO 110 NCCER Core	3
WDT 108 SMAW Fillet/OFC	3
WDT 109 SMAW Fillet/PAC/CAC	3
WDT 110 Industrial Blueprint Reading	3
WDT 115 GTAW Carbon Pipe	3
WDT 119 Gas Metal Arc/Flux Cored Arc Welding	3
WDT 120 SMAW Groove	3
WDT 122 SMAW Fillet/OFC Lab	3
WDT 123 SMAW Fillet/PAC/CAC Lab	3
WDT 124 Gas Metal Arc/Flux Cored Welding Lab	3
WDT 125 SMAW Groove Lab	3
WDT 155 GTAW Carbon Pipe Lab	3
WDT 217 SMAW Carbon Pipe	3

WDT 257	SMAW Carbon Pipe Lab	3
WKO 106	Workplace Skills	3
<b>Total Field of Concentration Credits</b>		<b>45</b>
<b>Total Credits for Certificate</b>		<b>58</b>

WDT 163	Consumable Welding Applications Lab	3
WDT 115	GTAW Carbon Pipe	3
WDT 228	Gas Tungsten Arc Welding	3
<b>Total Credits for Short Certificate</b>		<b>18</b>

### SHORT CERTIFICATE CURRICULUM

<b>Course</b>		<b>Credit Hours</b>
<b>Area V:</b>	<b>Career and Technical Courses</b>	
<b>Required Field of Concentration Courses</b>		
WKO 110	NCCER Core	3
WDT 108	SMAW Fillet/OFC	3
WDT 109	SMAW Fillet/PAC/CAC	3
WDT 119	Gas Metal Arc/Flux Cored Arc Welding	3
WDT 122	SMAW Fillet/OFC Lab	3
WDT 123	SMAW Fillet/PAC/CAC Lab	3
WDT 124	Gas Metal Arc/Flux Cored Welding Lab	3
WKO 106	Workplace Skills	3
<b>Total Credits for Short Certificate</b>		<b>24</b>

**Advanced Pipe Welding (Stainless Steel Concentration)  
Short Certificate  
Suggested Course Sequence**

<b>FIRST SEMESTER</b>	<b>SECOND SEMESTER</b>
WDT 115	WDT 157
WDT 116	WDT 158
WDT 155	
WDT 156	

**Advanced Mig Welding (Aluminum Concentration)  
Short Certificate  
Suggested Course Sequence**

<b>FIRST SEMESTER</b>	<b>SECOND SEMESTER</b>
WDT 115	WDT 162
WDT 119	WDT 163
WDT 124	
WDT 228	

**Welding Technology  
Short Certificate  
Suggested Course Sequence**

<b>FIRST SEMESTER</b>	<b>SECOND SEMESTER</b>
WDT 108	WDT 119
WDT 109	WDT 124
WDT 122	WDT 123
WKO 110	WKO 106

**Welding Technology  
Certificate  
Suggested Course Sequence**

<b>FIRST SEMESTER</b>	<b>SECOND SEMESTER</b>	<b>THIRD SEMESTER</b>
MAH 101	WDT 110	DPT 103
ORI 101	COM 103	WDT 123
WDT 108	WDT 119	WDT 155
WDT 109	WDT 120	
WDT 122	WDT 124	
WKO 110	WDT 125	
<b>FOURTH SEMESTER</b>		
SPC 103		
WDT 115		
WDT 217		
WDT 257		
WKO 106		

### ADVANCED SHORT CERTIFICATE CURRICULUMS

#### ADVANCED PIPE WELDING (WDP) (Stainless Steel Concentration)

**NOTE: Admission by instructor approval.**

<b>Course</b>		<b>Credit Hours</b>
<b>Area V:</b>	<b>Career and Technical Courses</b>	<b>18</b>
<b>Required Field of Concentration Courses</b>		
WDT 116	GTAW Stainless Pipe	3
WDT 156	GTAW Stainless Pipe Lab	3
WDT 157	Consumable Welding Process	3
WDT 158	Consumable Welding Process Lab	3
WDT 115	GTAW Carbon Pipe	3
WDT 155	GTAW Carbon Pipe Lab	3
<b>Total Credits for Short Certificate</b>		<b>18</b>

#### ADVANCED MIG WELDING (WDM) (Aluminum Concentration)

**NOTE: Admission by instructor approval.**

<b>Course</b>		<b>Credit Hours</b>
<b>Area V:</b>	<b>Career and Technical Courses</b>	<b>18</b>
<b>Required Field of Concentration Courses</b>		
WDT 119	Gas Metal/Flux Cored Arc Welding	3
WDT 124	Gas Metal Arc/Flux Cored Arc Welding Lab	3
WDT 162	Consumable Welding Applications	3

# Course Descriptions

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## COURSE DESCRIPTIONS

Accounting .....	ACC
Accounting—Career and Technical .....	ACT
Agriculture Production .....	AGP
Air Conditioning/Refrigeration .....	ACR
Anthropology .....	ANT
Applied Engineering Technology .....	INT
Art .....	ART
Automotive Technology .....	ASE
Biology .....	BIO
Business .....	BUS
Cabinetmaking .....	CAB
Chemistry .....	CHM
Child Development .....	CHD
Computer Information Science .....	CIS
Salon and Spa Management .....	COS
Criminal Justice .....	CRJ
Economics .....	ECO
Electrical Technology .....	ELT
Emergency Medical Services .....	EMS
Emergency Medical Services—Paramedic .....	EMP
Engineering Graphics and Animation .....	DDT
Engineering Technology .....	ENT
English .....	ENG
English, Introductory—Career and Technical .....	COM
Geography .....	GEO
Health .....	HED
History .....	HIS
Humanities .....	HUM
Masonry .....	MAS
Mathematics .....	MTH
Mathematics—Career and Technical .....	MAH
Medical Assisting .....	MAT
Music .....	MUS
Music—Ensembles .....	MUE
Music—Performance .....	MUP
Nursing, Associate Degree and Practical .....	NUR
Office Administration .....	OAD
Organizational Leadership .....	LDR
Orientation .....	ORI
Orientation—Career and Technical .....	ORT
Philosophy .....	PHL
Physical Education .....	PED
Physical Science .....	PHS
Physical Therapist Assistant .....	PTA
Physics .....	PHY
Political Science .....	POL
Psychology .....	PSY
Radiologic Technology .....	RAD
Reading .....	RDG
Religion .....	REL
Respiratory Therapist .....	RPT
Small Engine Repair .....	SER
Sociology .....	SOC
Spanish .....	SPA
Speech .....	SPH
Speech—Career and Technical .....	SPC

Theater .....	THR
Welding Technology .....	WDT
Workplace Skills .....	WOK

***Note:*** *Theory, lab, and credit hours are indicated in parentheses at the end of each course title below and are presented in the following format: (theory hours, lab hours, credit hours).*

***Note:*** *All courses in all categories may not be offered each term. Courses are offered in response to student demand and the College plan for delivering specific curricula.*

### ACCOUNTING (ACC)

#### ACC 129. INDIVIDUAL INCOME TAXES (3-0-3)

This course introduces the relevant laws governing individual income taxation. Emphasis is placed on filing status, exemptions for dependents, gross income, adjustments, deductions, and computation of tax. Upon completion, students should be able to complete various tax forms pertaining to the topics covered in the course.

### ACCOUNTING—CAREER AND TECHNICAL (ACT)

#### ACT 246. MICROCOMPUTER ACCOUNTING (3-0-3)

**PREREQUISITE:** BUS 241.

This course utilizes the microcomputer in the study of financial accounting principles and practices. Emphasis is placed on the use of software programs for financial accounting applications. Upon completion of this course, the student will be able to use software programs for financial accounting applications.

#### ACT 249. PAYROLL ACCOUNTING (3-0-3)

This course focuses on federal, state and local laws affecting payrolls. Emphasis is on payroll accounting procedures and practices, and on payroll tax reports. Upon completion of this course, the student will be able to apply knowledge of federal, state and local laws affecting payrolls.

#### ACT 262. DIRECTED STUDIES (3-0-3)

This course is an independent study under faculty supervision. Emphasis is placed on subject relevancy and student interest and need.

### AGRICULTURE PRODUCTION (AGP)

#### AGP 130. POULTRY PRODUCTION (3-1-4)

**PREREQUISITE:** As required by program.

This course focuses on the basic technical aspects of poultry production. Topics include housing, growing contacts, heating and cooling, nutrition, economics, and poultry health. Upon course completion, students will be able to develop a poultry production and marketing plan. Students interested in transferring to Auburn

University as a Poultry Science major should become familiar with the degree requirements at Auburn University (these are subject to change). Students in this program will complete their freshman and sophomore years at Wallace Community College and their junior and senior years at Auburn University, completing a bachelor's degree in the high-demand field of Poultry Science.

## AIR CONDITIONING/REFRIGERATION (ACR)

### ACR 111. PRINCIPLES OF REFRIGERATION (1-4-3)

This course emphasizes the fundamental principles for air conditioning and refrigeration. Instruction is provided in the theory and principles of refrigeration and heat transfer, HVAC/R system components, common, and specialty tools for HVAC/R, and application of the concepts of basic compression refrigeration. Upon completion, students should identify system components and understand their functions, identify and use common and specialty HVAC/R tools, and maintain components of a basic compression refrigeration system. This is a **CORE** course.

### ACR 112. HVAC/R SERVICE PROCEDURES (1-4-3)

This course covers system performance checks and refrigerant cycle diagnosis. Emphasis is placed on the use of refrigerant recovery/recycle units, industry codes, refrigerant coils and correct methods of charging and recovering refrigerants. Upon completion, students should be able to properly recover/recycle refrigerants and demonstrate safe, correct service procedures which comply with the no-venting laws.

### ACR 113. REFRIGERATION PIPING PRACTICES (1-4-3)

The course introduces students to the proper installation procedures of refrigerant piping and tubing for the heating, ventilation, air conditioning and refrigeration industry. This course includes various methods of working with and joining tubing. Upon completion, students should comprehend related terminology, and be able to fabricate pipe, tubing, and pipe fittings. This is a **CORE** course.

### ACR 119. FUNDAMENTALS OF GAS HEATING SYSTEMS (1-4-3)

This course provides instruction on general service and installation for common gas furnace system components. Upon completion, students will be able to install and service gas furnaces in a wide range of applications.

### ACR 120. FUNDAMENTALS OF ELECTRIC HEATING SYSTEMS (1-4-3)

This course covers the fundamentals of electric furnace systems. Emphasis is placed on components, general service procedures, and basic installation. Upon completion, students should be able to install and service electric furnaces, heat pumps, and solar and hydronics systems.

### ACR 121. PRINCIPLES OF ELECTRICITY FOR HVAC/R (1-4-3)

This course is designed to provide the student with the basic knowledge of electrical theory and circuitry as it pertains to air conditioning and refrigeration. This course emphasizes safety, definitions, symbols, laws, circuits, and electrical test instruments. Upon completion students should understand and be able to apply the basic principles of HVAC/R circuits and circuit components. This is a **CORE** course.

### ACR 122. HVAC/R ELECTRIC CIRCUITS (1-4-3)

This course introduces the student to electrical circuits and diagrams. Electrical symbols and basic wiring diagrams are constructed in this course. Upon completion, student should understand standard wiring diagrams and symbols and be able to construct various types of electrical circuits. This is a **CORE** course.

### ACR 123. HVAC/R ELECTRICAL COMPONENTS (1-4-3)

This course introduces students to electrical components and controls. Emphasis is placed on the operations on motors, relays, contactors, starters, and other HVAC electrical components. Upon completion, students should be able to install electrical components and determine their proper operation. This is a **CORE** course.

### ACR 127. HVAC/R ELECTRIC MOTORS (1-4-3)

This course covers the basic maintenance of electric motors used in HVAC/R systems. Topics include types of motors, motor operations, motor installation, and troubleshooting motors. Upon completion student should be able to install and service HVAC/R electric motors.

### ACR 132. RESIDENTIAL AIR CONDITIONING (1-4-3)

This course introduces students to residential air conditioning systems. Emphasis is placed on the operation, service, and repair of residential air conditioning systems. Upon completion, students will be able to service and repair residential air conditioning systems.

### ACR 133. DOMESTIC REFRIGERATION (1-4-3)

This course covers domestic refrigerators and freezers. Emphasis is placed on installation, removal, and maintenance of components. Upon completion, students should be able to service and adjust domestic refrigeration units.

### ACR 134. ICE MACHINES (1-4-3)

#### PREREQUISITE: ACR 111 & 112

This course introduces students to commercial ice machines. Emphasis is placed on components, electrical and mechanical operation sequences, control adjustment procedures, preventive maintenance, repairs, and installation procedures. Upon completion, student should be able to install, service and repair commercial ice machines.

### ACR 147. REFRIGERANT TRANSITION AND RECOVERY THEORY (3-0-3)

This course is EPA-approved and covers material relating to the requirements necessary for type I, II, and III universal certification.

Upon completion, students should be prepared to take the EPA 608 certification examination. .

**ACR 148. HEAT PUMP SYSTEMS I (1-4-3)**

**PREREQUISITE: ACR 111 & 112**

Instruction received in this course centers around the basic theory and application of heat pump systems and components. Upon completion students will be able to install and service heat pumps in a wide variety of applications.

**ACR 149. HEAT PUMP SYSTEMS II (1-4-3)**

**PREREQUISITE: ACR 111 & 112**

This is a continuation course of the basic theory and application of heat pump systems. Topics include the electrical components of heat pumps and their function. Upon completion student should be able to install and service heat pumps.

**ACR 192. HVAC APPRENTICESHIP/INTERNSHIP (0-15-3)**

**PREREQUISITE: Instructor approval.**

This course is designed to provide basic hands-on experiences in the work place. The student is provided with a training plan developed by the employer and instructor working together to guide the learning experience. Upon course completion, students should be able to work independently and apply related skills and knowledge. This course involves a minimum of 15 work hours per week.

**ACR 203. COMMERCIAL REFRIGERATION (1-4-3)**

**PREREQUISITE: ACR 111 & 112**

This course focuses on commercial refrigeration systems. Emphasis is placed on evaporators, condensers, compressors, expansion devices, special refrigeration components and application of refrigeration systems. Upon completion students should be able to service and repair commercial refrigeration systems.

**ACR 205. SYSTEM SIZING AND AIR DISTRIBUTION (1-4-3)**

This course provides instruction in the load calculation of a structure and system sizing. Topics of instruction include heat loss, heat gain, equipment and air distribution sizing, and factors making acceptable indoor air quality. Upon course completion, students should be able to calculate system requirements.

**ACR 209. COMMERCIAL AIR CONDITIONING SYSTEMS (1-4-3)**

This course focuses on servicing and maintaining commercial and residential HVAC/R systems. Topics include system component installation and removal and service techniques. Upon completion, the student should be able to troubleshoot and perform general maintenance on commercial and residential HVAC/R systems.

**ACR 210. TROUBLESHOOTING HVAC/R SYSTEMS (1-4-3)**

This course provides instruction in the use of various meters and gauges used in the HVAC/R industry. Emphasis is placed on general service procedures, system diagnosis, and corrective

measure, methods of leak detection, and system evacuation, charging and performance checks. Upon completion students should be able to perform basic troubleshooting of HVAC/R.

**ANTHROPOLOGY (ANT)**

**ANT 200. INTRODUCTION TO ANTHROPOLOGY (3-0-3)**

This course is a survey of physical, social, and cultural development and behavior of human beings.

**APPLIED ENGINEERING TECHNOLOGY (INT)  
(FORMERLY INDUSTRIAL SYSTEMS TECHNOLOGY)**

**INT 100. MATHEMATICS FOR INDUSTRIAL TECHNICIANS (3-0-3)**

This course is designed to provide an understanding of basic mathematical concepts used in an industrial setting. Topics include the arithmetic of whole numbers, fractions, and decimals; basic ratio, proportion, and percent; application problems in industrial maintenance.

**INT 105. INTRODUCTION TO PROCESS TECHNOLOGY(2-3-3)**

**PREREQUISITE: INT 107.**

This course is designed to provide students with an introduction to process control technology and various instruments used to control processes. Upon completion, students should be able to comprehend principles of process control technology and the application of various instruments used to control processes in an industrial setting.

**INT 107. FUNDAMENTALS OF ELECTRICITY I (3-0-3)**

**PREREQUISITE: Instructor approval.**

This theory based course provides students with knowledge of basic electrical theory and the use of basic instruments to measure electricity. It is a foundational course to enable multi-craft industrial maintenance personnel to develop basic knowledge of electricity in a workplace.

**INT 113. INDUSTRIAL MOTOR CONTROL I (1-4-3)**

**PREREQUISITE: ELT 108 or INT 107.**

This course is a study of the construction, operating characteristics, and installation of different motor control circuits and devices. Emphasis is placed on the control of three phase AC motors. This course covers the use of motor control symbols, magnetic motor starters, running overload protection, pushbutton stations, multiple control stations, two wire control, three wire control, jogging control, sequence control, and ladder diagrams of motor control circuits. Upon completion, students should be able to understand the operation of motor starters, overload protection, interpret ladder diagrams using pushbutton stations and understand complex motor control diagrams.

**INT 117. PRINCIPLES OF INDUSTRIAL MECHANICS (2-3-3)**

This course provides instruction in basic physics concepts applicable to mechanics of industrial production equipment. Topics include the basic application of mechanical principles with emphasis on power transmission, specific mechanical components, alignment, and tension. Upon completion, students will be able to perform basic troubleshooting, repair and maintenance functions on industrial production equipment. This is a **CORE** course.

**INT 118. FUNDAMENTALS OF INDUSTRIAL HYDRAULICS AND PNEUMATICS (2-3-3)**

This course includes the fundamental concepts and theories for the safe operation of hydraulic and pneumatic systems used with industrial production equipment. Topics include the physical concepts, theories, laws, air flow characteristics, actuators, valves, accumulators, symbols, circuitry, filters, servicing safety, and preventive maintenance and the application of these concepts to perform work. Upon completion, students should be able to service and perform preventive maintenance functions on hydraulic and pneumatic systems. This is a **CORE** course.

**INT 134. PRINCIPLES OF INDUSTRIAL MAINTENANCE WELDING AND METAL CUTTING TECHNIQUES (2-3-3)**

This course provides instruction in the fundamentals of acetylene cutting and the basics of welding needed for the maintenance and repair of industrial production equipment. Topics include oxy-fuel safety, choice of cutting equipment, proper cutting angles, equipment setup, cutting plate and pipe, hand tools, types of metal welding machines, rod and welding joints, and common welding passes and beads. Upon course completion, students will demonstrate the ability to perform metal welding and cutting techniques necessary for repairing and maintaining industrial equipment. This is a **CORE** course.

**INT 139. INTRODUCTION TO ROBOT PROGRAMMING (1-4-3)**

This course provides an introduction robotic programming. Emphasis is placed on but not limited to the following: Safety, motion programming, creating and editing programs, I/O instructions, macros, program and file storage. Upon completion the student will be able to safely perform basic functions in the work cell as well as program a robot to perform simple functions.

**INT 176. ELEMENTS OF INDUSTRIAL CONTROL (3-0-3)**

**PREREQUISITE: Instructor approval.**

This course focuses on the basics of automated control of industrial systems using the programmable logic controller. Topics include relay logic, ladder logic, motor controls, and the development of ladder logic using software. Upon completion of this course and the associated lab a student will be able to configure and program a PLC.

**INT 177. ELEMENTS OF INDUSTRIAL CONTROL LAB (0-6-2)**

**PREREQUISITE: Instructor approval.**

This course covers the basics of automatic control of industrial systems using the programmable logic controller. Topics include relay logic, ladder logic, motor controls, and the development of ladder logic using software. Upon completion of this course and the associated theory course a student should be able to configure and program a PLC.

**INT 208. ADVANCED PROCESS SIMULATION (1-4-3)**

**PREREQUISITE: INT 105 and INT 284.**

Upon completion, students will be able to demonstrate their ability to develop programs, load programs into real-world PLCs, and troubleshoot the system if necessary. Emphasis is placed on analog programming, designing complete working systems, start-up and troubleshooting techniques, and special projects. Topics include plant safety, piping and instrument diagrams, pressures, levels, flows and temperature, and loops designed to function in real time.

**INT 213. INDUSTRIAL MOTOR CONTROL II (1-4-3)**

**PREREQUISITE: ELT 209 or INT 113.**

This course is a continuation of INT 113 focusing on additional theory and practice regarding industrial motor control schematics and wiring. Included are multispeed and softstart wiring techniques for industrial motors and synchronous motor control. The student will also be exposed to the theory, setup and programming of variable speed drives. Upon completion students will be able to remove, replace, and wire different types of resistors, reactors and transformers similar to those used in the control of industrial polyphase motors and large DC motors.

**INT 291 COOPERATIVE EDUCATION (0-15-3)**

**PREREQUISITE: Instructor approval.**

This course provides students work experience with a college-approved employer in an area directly related to the student's program of study. Emphasis is placed on integrating classroom experiences with work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**ART (ART)**

**ART 100. ART APPRECIATION (3-0-3)**

**PREREQUISITE: Appropriate placement scores.**

This course is designed to help the student find personal meaning in works of art and develop a better understanding of the nature and validity of art. Emphasis is on the diversity of form and content in original art work. Upon completion, students should understand the fundamentals of art, the materials used and have a basic overview of the history of art.

**ART 113. DRAWING I (0-6-3)**

This course provides the opportunity to develop perceptual and technical skills in a variety of media. Emphasis is placed on

communication through experimenting with composition, subject matter and technique. Upon completion, students should demonstrate and apply the fundamentals of art to various creative drawing projects.

**ART 114. DRAWING II (0-6-3)**

**PREREQUISITE: ART 113.**

This course advances the students drawing skills in various art media. Emphasis is placed on communication through experimentation, composition, technique and personal expression. Upon completion, students should demonstrate creative drawing skills, the application of the fundamentals of art, and the communication of personal thoughts and feelings.

**ART 121. TWO-DIMENSIONAL COMPOSITION I (0-6-3)**

This course introduces the basic of concepts of two-dimensional design. Topics include the elements and principles of design with emphasis on the arrangements and relationships among them. Upon completion, students should demonstrate an effective use of these elements and principles of design in creating two-dimensional compositions.

**ART 127. THREE-DIMENSIONAL COMPOSITION (0-6-3)**

This course introduces art materials and principles of design that acquaint the beginner with the fundamentals of three-dimensional art. Emphasis is placed on the use of art fundamentals and the creative exploration of materials in constructing three-dimensional art works. Upon completion, students should demonstrate basic technical skills and a personal awareness of the creative potential inherent in three-dimensional art forms.

**ART 133. CERAMICS I (0-6-3)**

This course introduces methods of clay forming as a means of expression. Topics may include hand building, wheel throwing, glazing, construction, design, and the functional and aesthetic aspects of pottery. Upon completion, students should demonstrate through their work, a knowledge of the methods, as well as an understanding of the craftsmanship and aesthetics involved in ceramics.

**ART 134. CERAMICS II (0-6-3)**

**PREREQUISITE: ART 133.**

This course develops the methods of clay forming as a means of expression. Topics may include hand building, glazing, design and the functional and aesthetic aspects of pottery, although emphasis will be placed on the wheel throwing method. Upon completion, students should demonstrate improved craftsmanship and aesthetic quality in the production of pottery.

**ART 173. PHOTOGRAPHY I (0-6-3)**

This course is an introduction to the art of photography. Emphasis is placed on the technical and aesthetic aspects of photography with detailed instruction in darkroom techniques. Upon completion, students should understand the camera as a creative tool, understand the films, chemicals and papers, and have a knowledge of composition and history.

**ART 174. PHOTOGRAPHY II (0-6-3)**

**PREREQUISITE: ART 173.**

This course advances the students' technical and aesthetic knowledge of photography beyond the introductory level. Emphasis is placed on photographic composition and darkroom techniques as a means of communication. Upon completion, students should demonstrate through the photographic process his/her creative and communication skills.

**ART 175. DIGITAL PHOTOGRAPHY (3-0-3)**

**PREREQUISITE: As required by college.**

This course introduces students to digital imaging techniques. Emphasis is placed on the technical application of the camera, digital photographic lighting methods, and overall composition. Upon completion, students should be able to take digital images and understand the technical aspects of producing high quality photos.

**ART 180. INTRODUCTION TO GRAPHIC DESIGN (0-6-3)**

This course is a general introduction to graphic design. Topics include history, processes, and production design. Upon completion, students should understand the concepts used to create media graphics.

**ART 203. ART HISTORY I (3-0-3)**

**PREREQUISITE: Appropriate placement scores.**

This course covers the chronological development of different forms of art, such as sculpture, painting, and architecture. Emphasis is placed on history from the ancient period through the Renaissance. Upon completion, students should be able to communicate a knowledge of time period and chronological sequence including a knowledge of themes, styles and of the impact of society on the arts.

**ART 204. ART HISTORY II (3-0-3)**

**PREREQUISITE: Appropriate placement scores.**

This course covers a study of the chronological development of different forms of art, such as sculpture, painting and architecture. Emphasis is placed on history from the Baroque to the present. Upon completion, students should be able to communicate a knowledge of time period and chronological sequence including a knowledge of themes, styles and of the impact of society on the arts.

**ART 216. PRINTMAKING I (0-6-3)**

**PREREQUISITE: ART 113, 121, or instructor permission.**

This course introduces various printmaking processes. Topics include relief, intaglio, serigraphy, or lithography and the creative process. Upon completion, students should have a basic understanding of the creative and technical problems associated with printmaking.

**ART 217. PRINTMAKING II (0-6-3)**

**PREREQUISITE: ART 216.**

This course provides the opportunity for the student to study a printmaking process beyond the introductory level. Emphasis is placed on creativity, composition, and technique in the

communication of ideas through printmaking. Upon completion, students should demonstrate an understanding of the printmaking process as a creative tool for the expression of ideas.

**ART 220. INTRODUCTION TO COMPUTER GRAPHICS (0-6-3)**

This course is designed to acquaint the student with the technology, vocabulary, and procedures used to produce artworks with computers. Emphasis is placed on the fundamentals of art, creativity, and the understanding of various graphic software. Upon completion, students should demonstrate a knowledge of computer graphics through production on a graphic program in a computer environment.

**ART 221. COMPUTER GRAPHICS I (0-6-3)**

**PREREQUISITE: ART 220.**

These courses are designed to enhance the student's ability to produce computer generated graphics. Emphasis is on the application of original design to practical problems using a variety of hardware and software. Upon completion students should have an understanding of professional computer graphics.

**ART 222. COMPUTER GRAPHICS II (0-6-3)**

**PREREQUISITE: ART 221.**

This course is designed to enhance the student's ability to produce an advanced level of computer generated graphics. Emphasis is on the application of original design to practical problems using a variety of hardware and software. Upon completion students should have an understanding of professional computer graphics.

**ART 233. PAINTING I (0-6-3)**

**PREREQUISITE: ART 113, 121, or instructor permission.**

This course is designed to introduce the student to fundamental painting processes and materials. Topics include art fundamentals, color theory, and composition. Upon completion, students should be able to demonstrate the fundamentals of art and discuss various approaches to the media and the creative processes associated with painting.

**ART 234. PAINTING II (0-6-3)**

**PREREQUISITE: ART 233.**

This course is designed to develop the student's knowledge of the materials and procedures of painting beyond the introductory level. Emphasis is placed on the creative and technical problems associated with communicating through composition and style. Upon completion, students should be able to demonstrate the application of the fundamentals of painting and the creative process to the communication of ideas.

**ART 243. SCULPTURE I (0-6-3)**

**PREREQUISITE: ART 127 or instructor permission.**

This course provides a study of three-dimensional form by familiarizing students with sculpting media and techniques. Topics include the fundamentals of art, sculpting media with emphasis on the creative process. Upon completion, students should understand the fundamentals of art and three-dimensional form, as well as the various media and processes associated with sculpture.

**ART 244. SCULPTURE II (0-6-3)**

**PREREQUISITE: ART 243.**

This course is designed to sharpen skills in the media and processes of sculpture. Emphasis is placed on personal expression through three-dimensional form. Upon completion, students should be able to apply the fundamentals of art, their knowledge of form, and the sculptural processes to communicating ideas.

**ART 253. GRAPHIC DESIGN I (0-6-3)**

**PREREQUISITE: ART 180.**

This course is designed to introduce the study of visual communication through design. Emphasis is placed on the application of design principles to projects involving such skills as illustration, layout, typography and production technology. Upon completion, students should demonstrate a knowledge of the fundamentals of art and understanding of the relationship between materials, tools and visual communication.

**ART 254. GRAPHIC DESIGN II (0-6-3)**

**PREREQUISITE: ART 253.**

This course further explores the art of visual communication through design. Emphasis is placed on the application of design principles to projects involving such skills as illustration, layout, typography and production technology. Upon completion, students should be able to apply the knowledge of the fundamentals of art, material and tools to the communication of ideas.

**ART 258. PHOTOGRAPHIC AND MEDIA PROBLEMS (0-6-3)**

**PREREQUISITE: ART 174.**

This course deals with special problems in the student's area of interest. Emphasis is placed on design, technique and results. Upon completion the student will be able to produce professional quality photographs in one particular area of photography.

**ART 275. ADVANCED DIGITAL PHOTOGRAPHY (3-0-3)**

**PREREQUISITE: ART 175 and/or as required by program.**

This course explores various uses of digital photography. Subjects may include studio, portrait, landscape and other areas of photography. Upon completion, the student should be able to apply the techniques necessary to produce professional photographs of a variety of subjects.

**ART 291. SUPERVISED STUDY IN STUDIO ART I (0-6-3)**

**PREREQUISITE: Instructor permission.**

This course is designed to enable the student to continue studio experiences in greater depth. Topics are to be chosen by the student with the approval of the instructor. Upon completion the student should have a greater expertise in a particular area of art.

**ART 292. SUPERVISED STUDY IN STUDIO ART II (0-6-3)**

**PREREQUISITE: ART 291 or instructor permission.**

This course is designed to enable the student to continue studio experiences in greater depth. Topics are to be chosen by the student with the approval of the instructor. Upon completion the student should have greater expertise in a particular area of art.

**ART 293. DIRECTED READINGS IN ART (3-0-3)**

**PREREQUISITE: As required by program.**

This course offers supervised readings in the literature of visual arts. Emphasis is placed on in-depth analysis of the chosen area of study. Upon completion, students should have an extensive knowledge of an advanced area in art and evidence of his or her work in the form of research.

**ART 299. ART PORTFOLIO (0-6-3)**

**PREREQUISITE: Instructor permission.**

This course is designed to help the art major in the preparation and presentation of an art portfolio. Emphasis is placed on representing the student's potential as an artist in order to interest employers, clients or schools. Upon completion, students should be able to make a professional presentation of their design and communication skills.

## **AUTOMOTIVE TECHNOLOGY (ASE)**

**ASE 101. FUNDAMENTALS OF AUTOMOTIVE TECHNOLOGY (1-4-3)**

This course provides basic instruction in Fundamentals of Automotive Technology. This is a **CORE** course. *Supports CIP code 15.0803 and 47.0604.*

**ASE 112. ELECTRICAL FUNDAMENTALS (1-4-3)**

This course introduces the principles and laws of electricity. Emphasis is placed on wiring diagrams, test equipment, and identifying series, parallel and series-parallel circuits. Upon completion, students should be able to calculate, build, and measure circuits. This is a **CORE** course.

**ASE 121. BRAKING SYSTEMS (1-6-3)**

**PREREQUISITE: ASE 130 or instructor approval.**

This course provides instruction in automotive technology or auto mechanics. Emphasis is placed on the practical application of brakes. ABR 223 Automotive Mechanical Components is a suitable substitute for this course. This is a **CORE** course.

**ASE 122. STEERING AND SUSPENSION (1-6-3)**

This course provides instruction in automotive technology or auto mechanics. Emphasis is placed on the practical application of steering and suspension. This is a **CORE** course. ABR 255 – Steering & Suspension is a suitable substitute for this course.

**ASE 124. AUTOMOTIVE ENGINES (1-6-3)**

This course provides instruction on the operation, design, and superficial repair of automotive engines. Emphasis is placed on

understanding the four stroke cycle, intake and exhaust manifolds and related parts, engine mechanical timing components, engine cooling and lubrication system principles and repairs, and basic fuel and ignition operation. This is a **CORE** course and supports CIP code 47.0604 and 15.0803.

**ASE 130. DRIVE TRAIN AND AXLES (1-4-3)**

This course provides basic instruction in automotive drive trains and axles. Emphasis is placed on the understanding and application of basic internal and external operation relating to proper operation and driveability. ABR 223 Automotive Mechanical Components is a suitable substitute for this course. This is a **CORE** course.

**ASE 133. MOTOR VEHICLE AIR CONDITIONING (1-6-3)**

This course provides basic instruction in theory, operation, and repair of automotive heating and air conditioning systems. Emphasis is placed on the understanding and repair of vehicle air conditioning and heating systems, including but not limited to air management, electrical and vacuum controls, refrigerant recovery, and component replacement. *ABR 258 – Heating and AC in Collision Repair is a suitable substitute for this course.*

**ASE 162. ELECTRICAL AND ELECTRONIC SYSTEMS (1-4-3)**

This is an intermediate course in automotive electrical and electronic systems. Emphasis is placed on troubleshooting and repair of battery, starting, charging, and lighting systems, subsystems, and components. This is a **CORE** course.

**ASE 191. CO-OP (0-10-2)**

This course constitutes a series wherein the student works on a part-time basis in a job directly related to automotive mechanics. In these courses the employer evaluates the student's productivity and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.

**ASE 212. ADVANCED ELECTRICAL AND ELECTRONIC SYSTEMS (1-4-3)**

This course provides instruction in advanced automotive electrical and electronic systems. Emphasis is placed on troubleshooting and repair of advanced electrical and electronic systems, subsystems, and components.

**ASE 224. MANUAL TRANSMISSION/TRANSAXLE (1-4-3)**

**PREREQUISITE: ASE 130 or instructor approval.**

This course covers basic instruction in manual transmissions and transaxles. Emphasis is placed on the understanding and application of basic internal and external operation relating to proper operation and driveability. *This course supports CIP codes 15.0803 and 47.0604.*

**ASE 230. AUTOMATIC TRANSMISSION/TRANSAXLE (1-6-3)**

**PREREQUISITE: Instructor approval.**

This course provides basic instruction in automatic transmissions and transaxles. Emphasis is placed on the comprehension of principles and power flow of automatic transmissions and repairing or replacing internal and external components. This is a **CORE** course. *Supports CIP Code 15.0803 and 47.0604.*

**ASE 239. ENGINE PERFORMANCE (1-4-3)**

**PREREQUISITE: ASE 110 or instructor approval.**

This course provides basic instruction in engine performance with emphasis on fuel and ignition systems relating to engine operation. This is a **CORE** course. *Supports CIP code 15.0803 and 47.0604.*

**ASE 244. ENGINE PERFORMANCE AND DIAGNOSTICS (1-4-3)**

**PREREQUISITE: ASE 239 or instructor approval.**

This course provides advanced instruction in engine performance. Emphasis is placed on engine management and computer controls of ignition, fuel, and emissions systems relating to engine performance and driveability. This is a **CORE** course. *Supports CIP Code 15.0803 and 47.0604.*

**ASE 246. AUTOMOTIVE EMISSIONS (1-4-3)**

**PREREQUISITE: ASE 239 or instructor approval.**

This is an introductory course in automotive emission systems. Emphasis is placed on troubleshooting and repair of systems, subsystems, and components. *This course supports CIP code 15.0803 and 47.0604.*

**ASE 291. CO-OP (0-15-3)**

This course constitutes a series wherein the student works on a part-time basis in a job directly related to automotive mechanics. In these courses the employer evaluates the student's productivity and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.

## BIOLOGY (BIO)

**BIO 101. INTRODUCTION TO BIOLOGY I (3-2-4)**

Introduction to Biology I is the first of a two-course sequence designed for non-science majors. It covers historical studies illustrating the scientific method, cellular structure, bioenergetics, cell reproduction, Mendelian and molecular genetics, and a survey of human organ systems. *A 120-minute laboratory is required.*

**BIO 102. INTRODUCTION TO BIOLOGY II (3-2-4)**

**PREREQUISITE: BIO 101.**

Introduction to Biology II is the second of a two-course sequence for non-science majors. It covers evolutionary principles and relationships, environmental and ecological topics, classification, and a survey of biodiversity. *A 120-minute laboratory is required.*

**BIO 103. PRINCIPLES OF BIOLOGY I (3-2-4)**

This is an introductory course for science and non-science majors. It covers physical, chemical, and biological principles common to all organisms. These principles are explained through a study of cell structure and function, cellular reproduction, basic biochemistry, cell energetics, the process of photosynthesis, and Mendelian and molecular genetics. Also included are the scientific method, basic principles of evolution, and an overview of the diversity of life with emphasis on viruses, prokaryotes, and protist. *A 120-minute laboratory is required.*

**BIO 104. PRINCIPLES OF BIOLOGY II (3-3-4)**

**PREREQUISITE: A grade of C or better in BIO 103.**

This course is an introduction to the basic ecological and evolutionary relationships of plants and animals and a survey of plant and animal diversity including classification, morphology, physiology, and reproduction. *A 180-minute laboratory is required.* This is a **CORE** course.

**BIO 201. HUMAN ANATOMY PHYSIOLOGY I (3-2-4)**

**PREREQUISITE: A grade of C or better in BIO 103 or successful placement on the Alabama Community College System Biology Placement Exam.**

Human Anatomy and Physiology I covers the structure and function of the human body. Included is an orientation of the human body, basic principles of chemistry, a study of cells and tissues, metabolism, joints, the integumentary, skeletal, muscular, and nervous systems, and the senses. Dissection, histological studies, and physiology are featured in the laboratory experience. *A 120-minute laboratory is required.*

**BIO 202. HUMAN ANATOMY PHYSIOLOGY II (3-2-4)**

**PREREQUISITES: A grade of C or better in BIO 103 or successful placement on the Alabama Community College System Biology Placement Exam and a grade of C or better in BIO 201.**

Human Anatomy and Physiology II covers the structure and function of the human body. Included is a study of basic nutrition, basic principles of water, electrolyte, and acid-base balance, the endocrine, respiratory, digestive, excretory, cardiovascular, lymphatic, and reproductive systems. Dissection, histological studies, and physiology are featured in the laboratory experience. *A 120-minute laboratory is required.*

**BIO 220. GENERAL MICROBIOLOGY (2-4-4)**

**PREREQUISITE: A grade of C or better in BIO 103 or successful placement on the Alabama Community College System Biology Placement Exam.**

**RECOMMENDED: 4 semester hours of chemistry.**

This course includes historical perspectives, cell structure and function, microbial genetics, infectious diseases, immunology, distribution, physiology, culture, identification, classification, and disease control of microorganisms. The laboratory experience includes micro-techniques, distribution, culture, identification, and control. *Two 120-minute laboratories are required.*

**BIO 250. DIRECTED STUDIES IN BIOLOGY I (0-8-4)**

This course allows independent study under the direction of an instructor. Topics to be included in the course material will be approved by the instructor prior to or at the beginning of the class. Upon completion, students will be able to demonstrate knowledge of the topics as specified by the instructor.

**BIO 251. DIRECTED STUDIES IN BIOLOGY II (0-8-4)**

**PREREQUISITE: BIO 250.**

This course allows independent study under the direction of an instructor. Topics to be included in the course material will be approved by the instructor prior to or at the beginning of the class. Upon completion, students will be able to demonstrate knowledge of the topics as specified by the instructor.

**BUSINESS (BUS)**

**BUS 100. INTRODUCTION TO BUSINESS (3-0-3)**

This is a survey course designed to acquaint the student with American business as a dynamic process in a global setting. Topics include the private enterprise system, forms of business ownership, marketing, and factors of production, personnel, labor, finance, and taxation. This is a *CORE* course.

**BUS 146. PERSONAL FINANCE (3-0-3)**

This course is a survey of topics of interest to the consumer. Topics include budgeting, financial institutions, basic income tax, credit, consumer protection, insurance, house purchase, retirement planning, estate planning, investing, and consumer purchases. This is a *CORE* course.

**BUS 186. ELEMENTS OF SUPERVISION (3-0-3)**

This course is an introduction to the fundamentals of supervision. Topics include the functions of management, responsibilities of the supervisor, management-employee relations, organizational structure, project management, and employee training and rating.

**BUS 215. BUSINESS COMMUNICATIONS (3-0-3)**

This course covers written, oral and nonverbal communications. Topics include the application of communication principles to the production of clear, correct, and logically organized faxes, e-mail, memos, letters, resumes, reports, and other business communications. This is a *CORE* course.

**BUS 241. PRINCIPLES OF ACCOUNTING I (3-0-3)**

**PREREQUISITE: Appropriate placement scores.**

This course is designed to provide a basic theory of accounting principles and practices used by service and merchandising enterprises. Emphasis is placed on financial accounting, including the accounting cycle and financial statement preparation analysis.

**BUS 242. PRINCIPLES OF ACCOUNTING II (3-0-3)**

**PREREQUISITE: BUS 241.**

This course is a continuation of BUS 241. In addition to a study of financial accounting, this course also emphasizes managerial accounting, with coverage of corporations; statement analysis; introductory cost accounting; and use of information for planning, control, and decision-making.

**BUS 248. MANAGERIAL ACCOUNTING (3-0-3)**

**PREREQUISITE: BUS 241.**

This course is designed to familiarize the student with management concepts and techniques of industrial accounting procedures. Emphasis is placed on cost behavior, contribution approach to decision-making, budgeting, overhead analysis, cost-volume-profit analysis, and cost accounting systems.

**BUS 263. THE LEGAL AND SOCIAL ENVIRONMENT OF BUSINESS (3-0-3)**

**PREREQUISITE: Appropriate placement scores.**

This course provides an overview of the legal and social environment for business operations with emphasis on contemporary issues and their subsequent impact on business. Topics include the Constitution, the Bill of Rights, the legislative process, civil and criminal law, administrative agencies, trade regulations, consumer protection, contracts, employment and personal property.

**BUS 271. BUSINESS STATISTICS I (3-0-3)**

**PREREQUISITE: Two years of high school algebra, intermediate algebra, or appropriate score on math placement test.**

This is an introductory study of basic statistical concepts applied to economic and business problems. Topics include the collection, classification, and presentation of data; the statistical description and analysis of data; measures of central tendency and dispersion; elementary probability; sampling; estimation; and an introduction to hypothesis testing.

**BUS 275. PRINCIPLES OF MANAGEMENT (3-0-3)**

This course provides a basic study of the principles of management. Topics include planning, organizing, staffing, directing, and controlling, with emphasis on practical business applications. This is a *CORE* course.

**BUS 279. SMALL BUSINESS MANAGEMENT (3-0-3)**

This course provides an overview of the creation and operation of a small business. Topics include buying a franchise, starting a business, identifying capital resources, understanding markets, managing customer credit, managing accounting systems, budgeting systems, inventory systems, purchasing insurance, and the importance of appropriate legal counsel.

**BUS 298. DIRECTED STUDIES I (2-0-2)**

This course offers independent study under faculty supervision. Emphasis is placed on subject relevancy and student interest and need.

**BUS 299. DIRECTED STUDIES II (3-0-3)**

This course offers independent study under faculty supervision. Emphasis is placed on subject relevancy and student interest and need.

**CABINETMAKING (CAB)****CAB 101. INTRODUCTION TO CABINETMAKING (1-4-3)**

This is a beginning woodworking course, which deals with basic materials, and processes. Topics include basic safety procedures while in the Cabinet shop, an introduction to the safe use of tools and equipment, basic measurement principles, wood products, cutting, and fastening. Upon course completion, students should be able to safely inspect and use shop equipment, measure, mark, and perform various types of cuts, and assemble a specified project. This is a *CORE* course.

**CAB 102. INTRODUCTION TO LUMBER AND WOOD PRODUCTS (2-2-3)**

This is an introductory course to lumber, grades, sizes, characteristics and uses. Topics include the natural properties of trees, identification of various types of wood, the milling process, various defects found in wood, and how it is manufactured. Upon completion the students should be knowledgeable in the use of wood and wood products for the production of cabinets and fine furniture. This is a *CORE* course.

**CAB 103. SIZE, DIMENSIONS, AND JOINTS (1-4-3)**

This course includes the study of cutting lumber to dimensions and materials to size with power tools. Emphasis is on job planning and the construction of all types of joints made with hand and power tools. Upon course completion, students should be able to plan jobs, make shop drawings, job layouts and patterns. This is a *CORE* course.

**CAB 104. CABINET SHOP OPERATIONS (3-0-3)**

This course covers start up and general operation of a cabinet shop. Topics include shop organization, fire safety, financing, and tool acquisition. Upon completion, students should have basic knowledge of starting a custom cabinet shop.

**CAB 110. EQUIPMENT MAINTENANCE (1-4-3)**

This is an introductory course to maintaining woodworking tools and equipment. Emphasis is on equipment inspection, cleaning and lubrication, as well as removing and replacing saw blades, jointer, shaper, and planer knives. Upon course completion, students should be proficient in maintaining basic woodworking equipment. This is a *CORE* course.

**CAB 140. WOOD FINISHING FUNDAMENTALS (1-4-3)**

This is an introductory woodfinishing course. Topics include sanding, filling, staining, brushing and spraying. Upon course completion, students should be able to perform basic woodfinishing procedures. This is a *CORE* course.

**CAB 141. WOOD FINISHING (0-6-3)**

This course is a continuation of CAB 140. Emphasis is on filling, rubbing, spraying, and building up finishes. Upon course completion, students should be able to perform wood finishing procedures.

**CAB 145. REFINISHING FURNITURE AND ANTIQUES (0-6-3)**

This course offers instruction in refinishing furniture and restoring antiques. Emphasis is on the removal of old finish by stripping, washing, and sanding furniture; repair of broken pieces; and the use of veneers in patching. Upon course completion, students should be able to refinish furniture and antiques.

**CAB 204. CABINETMAKING AND MILLWORK (1-4-3)**

This course focuses on all aspects of cabinet millwork and construction. Topics include casework, frame and panel components, cabinet supports, doors, drawers, and cabinet and tabletops. Upon completion students should be able to perform all functions necessary to construct basic cabinets.

**CAB 205. FURNITURE CONSTRUCTION (1-4-3)**

This course covers design and construction of fine furniture. Emphasis is on the development of basic furniture construction skills, such as milling, joining, building jigs and fixtures. Upon course completion, students should be able to perform basic skills necessary to construct fine furniture.

**CAB 206. SPECIAL PROJECTS IN FURNITURE CONSTRUCTION (0-6-3)**

This course is a continuation of the study and performance of advanced furniture projects that began in CAB 205. Emphasis is on shaping, routing and carving. Upon course completion, students should be able to perform advanced skills necessary to construct fine furniture.

**CAB 208. SPECIAL PROJECTS IN FURNITURE CONSTRUCTION (0-6-3)**

This course is a continuation of the study and performance of advanced furniture projects that began in CAB 205. Emphasis is on shaping, routing and carving. Upon course completion, students should be able to perform advanced skills necessary to construct fine furniture.

**CAB 211. CABINET INSTALLATION AND TRIM WORK (1-4-3)**

This course introduces students to cabinet installation and trim work. Emphasis is placed upon cabinet shipping and handling, cabinet and countertop installation, and trim work. Upon completion of the course, students should be able to explain proper cabinet handling procedures as well as the appropriate sequence and methods of installing kitchen and bathroom cabinets, and installing all appropriate trim work for the job.

**CAB 230. ESTIMATING COSTS IN CABINETMAKING (3-0-3)**

This course focuses on estimating costs necessary to complete cabinetmaking projects. Emphasis is on figuring costs of materials

and labor and on the use of pertinent formulas. Upon course completion, students should be able to estimate costs of complete cabinetmaking projects.

#### **CAB 260. WOOD TURNING I (1-4-3)**

This course focuses on turning components for fine furniture projects. Emphasis is on operation and maintenance of wood lathes and tools. Upon course completion, students should be able to turn duplicate posts and table legs.

### **CHEMISTRY (CHM)**

#### **CHM 104. INTRODUCTION TO INORGANIC CHEMISTRY (3-3-4)**

**PREREQUISITE: MTH 092 or equivalent math placement score.** This is a survey course of general chemistry for students who do not intend to major in science or engineering and may not be substituted for CHM 111. Lecture will emphasize the facts, principles, and theories of general chemistry including math operations, matter and energy, atomic structure, symbols and formulas, nomenclature, the periodic table, bonding concepts, equations, reactions, stoichiometry, gas laws, phases of matter, solutions, pH, and equilibrium reactions. *Laboratory is required.*

#### **CHM 105. INTRODUCTION TO ORGANIC CHEMISTRY (3-3-4)**

**PREREQUISITE: CHM 104 or 111.** This is a survey course of organic chemistry and biochemistry for students who do not intend to major in science or engineering. Topics will include basic nomenclature, classification of organic compounds, typical organic reactions, reactions involved in life processes, function of biomolecules, and the handling and disposal of organic compounds. *Laboratory is required.*

#### **CHM 111. COLLEGE CHEMISTRY I (3-3-4)**

**PREREQUISITE: MTH 112 or equivalent math placement score.**

This is the first course in a two-semester sequence designed for the science or engineering major who is expected to have a strong background in mathematics. Topics in this course include measurement, nomenclature, stoichiometry, atomic structure, equations and reactions, basic concepts of thermochemistry, chemical and physical properties, bonding, molecular structure, gas laws, kinetic-molecular theory, condensed matter, solutions, colloids, and some descriptive chemistry topics. *Laboratory is required.*

#### **CHM 112. COLLEGE CHEMISTRY II (3-3-4)**

**PREREQUISITE: CHM 111.**

This is the second course in a two-semester sequence designed primarily for the science and engineering student who is expected to have a strong background in mathematics. Topics in this course include chemical kinetics, chemical equilibria, acids and bases, ionic equilibria of weak electrolytes, solubility product principle, chemical thermodynamics, electrochemistry, oxidation-reduction, nuclear chemistry, an introduction to organic chemistry and biochemistry, atmospheric chemistry, and selected topics in

descriptive chemistry including the metals, nonmetals, semi-metals, coordination compounds, transition compounds, and post-transition compounds. *Laboratory is required.*

#### **CHM 221. ORGANIC CHEMISTRY I (3-3-4)**

**PREREQUISITE: CHM 112.**

This is the first course in a two-semester sequence. Topics in this course include nomenclature, structure, physical and chemical properties, synthesis, and typical reactions for aliphatic, alicyclic, and aromatic compounds with special emphasis on reaction mechanisms, spectroscopy, and stereochemistry. Laboratory is required and will include the synthesis and confirmation of representative organic compounds with emphasis on basic techniques.

#### **CHM 222. ORGANIC CHEMISTRY II (3-3-4)**

**PREREQUISITE: CHM 221.**

This is the second course in a two-semester sequence. Topics in this course include nomenclature, structure, physical and chemical properties, synthesis, and typical reactions for aliphatic, alicyclic, aromatic, and biological compounds, polymers and their derivatives, with special emphasis on reaction mechanisms, spectroscopy, and stereochemistry. Laboratory is required and will include the synthesis and confirmation of representative organic compounds with emphasis on basic techniques.

### **CHILD DEVELOPMENT (CHD)**

#### **CHD 100. INTRODUCTION TO EARLY CARE AND EDUCATION OF CHILDREN (3-0-3)**

This course introduces students to the child education and care profession. It is designed to increase understanding of the basic concepts of child development and the developmental characteristics of children from birth through age 8-9 years. This course is the foundation for planning appropriate activities for children and establishing appropriate expectations of young children. This class also offers an opportunity to study the developmental domains (social, emotional, cognitive/language, and physical). Course includes observations of the young child in early childhood settings.

#### **CHD 201. CHILD GROWTH AND DEVELOPMENT PRINCIPLES (3-0-3)**

**PREREQUISITE: PSY 200 or instructor permission.**

This course is a systematic study of child growth and development from conception through early childhood. Emphasis is on principles underlying physical, mental, emotional and social development, and methods of child study and practical implications. Upon completion, students will be able to use knowledge of how young children differ in development and approaches to learning to provide opportunities that supports physical, social, emotional, language, cognitive, and aesthetic development. This is a *CORE* course. *PSY 210 or PSY 211 may be used as a suitable substitute for this course for AAT and AAS degree programs at the discretion of the college.*

**CHD 202. CHILDREN'S CREATIVE EXPERIENCES  
(3-0-3)**

This course focuses on fostering creativity in preschool children and developing a creative attitude in teachers. Topics include selecting and developing creative experiences in language arts, music, art, science, math and movement with observation and participation with young children required. On completion, student will be able to select and implement creative and age-appropriate experiences for young children.

**CHD 203. CHILDREN'S LITERATURE AND  
LANGUAGE DEVELOPMENT (3-0-3)**

**PREREQUISITE: Appropriate placement scores.**

This course surveys appropriate literature and language arts activities designed to enhance young children's speaking, listening, pre-reading and writing skills. Emphasis is placed on developmental appropriateness as related to language. Upon completion, students should be able to create, evaluate and demonstrate activities which support a language-rich environment for young children. This is a **CORE** course.

**CHD 204. METHODS AND MATERIALS FOR  
TEACHING YOUNG CHILDREN (3-0-3)**

This course introduces basic methods and materials used in teaching young children. Emphasis is placed on students compiling a professional resource file of activities used for teaching math, language arts, science, and social studies concepts. Upon completion students will be able to demonstrate basic methods of creating learning experiences using developmental appropriate techniques, materials, and realistic expectations. Course includes observations of young children in a variety of childcare environments. This is a **CORE** course. **NOTE: CGM must teach this as a 2-1-3 configuration of theory/lab hours.**

**CHD 205. PROGRAM PLANNING FOR  
EDUCATING YOUNG CHILDREN (3-0-3)**

**PREREQUISITE: CHD 204 or instructor permission.**

This course provides students with knowledge to develop programs for early child development. Specific content includes a review of child development concepts and program contents. Upon completion students will be able to develop and evaluate effective programs for the education of young children.

**CHD 206. CHILDREN'S HEALTH AND SAFETY (3-0-3)**

This course introduces basic health, nutrition and safety management practices for young children. Emphasis is placed on how to set up and maintaining safe, healthy environments for young children including specific procedures for infants and toddlers and procedures regarding childhood illnesses and communicable diseases. This is a **CORE** course.

**CHD 208. ADMINISTRATION OF CHILD  
DEVELOPMENT PROGRAMS (3-0-3)**

This course includes appropriate administrative policies and procedures relevant to preschool programs. Topics include local, state, and federal regulations; budget planning; record keeping; personnel policies; and parent involvement. On completion, students should be able to identify elements of a sound business

plan, develop familiarity with basic record-keeping techniques, and identify elements of a developmentally appropriate program.

**CHD 209. INFANT AND TODDLER EDUCATION  
PROGRAMS (3-0-3)**

This course focuses on child development from infancy through thirty-five months of age with emphasis on planning programs using developmentally appropriate materials. Emphasis is placed on positive ways to support an infant or toddler's social, emotional, physical and intellectual development. Upon completion, the students should be able to plan an infant-toddler program and environment that is appropriate and supportive of the families and the children.

**CHD 210. EDUCATING EXCEPTIONAL CHILDREN  
(3-0-3)**

This course explores the many different types of exceptionalities found in young children. Topics include speech, language, hearing and visual impairments, gifted and talented children, mental retardation, emotional, behavioral, and neurological handicaps. Upon completion, students should be able to identify appropriate strategies for working with children. This is a **CORE** course..

**CHD 214. FAMILIES AND COMMUNITIES IN EARLY  
CARE AND EDUCATION PROGRAMS (3-0-3)**

**PREREQUISITE: CHD 201 or instructor permission.**

This course provides students with information about working with diverse families and communities. Students will be introduced to family and community settings, the importance of relationships with children, and the pressing needs of today's society. Students will study and practice techniques for developing these important relationships and effective communication skills.

**CHD 215. SUPERVISED PRACTICAL EXPERIENCE IN  
CHILD DEVELOPMENT (0-6-3)**

**PREREQUISITE: Permission of division director.**

This course provides a minimum of 90 hours of hands-on, supervised experience in an approved program for young children. Students will develop a portfolio documenting experiences gained during this course.

**CHD 217. MATH AND SCIENCE FOR YOUNG  
CHILDREN (3-0-3)**

**PREREQUISITE: CHD 204 or instructor permission.**

This course provides students with information on children's conceptual development and the fundamental basic concepts of both math and science. Students learn various techniques for planning, implementing, and evaluating developmentally appropriate activities. Students will also learn about integrated curriculum.

**CHD 220. PARENTING SKILLS (3-0-3)**

This course introduces childcare providers to important issues in parenting education, beginning with prenatal concerns and continuing through childhood years. Emphasis is placed on using effective parenting and childrearing practices including appropriate guidance methods. Students learn to apply parenting skills for

diverse families. Upon completion, students will be more effective in working with families and young children.

## COMPUTER INFORMATION SCIENCE (CIS, DPT)

### CIS 113. SPREADSHEET SOFTWARE APPLICATION (3-0-3)

#### PREREQUISITE: CIS 146.

This course provides students with hands-on experience using spreadsheet software. Students will develop skills common to most spreadsheet software by developing a wide variety of spreadsheets. Emphasis is on planning, developing, and editing functions associated with spreadsheets.

### CIS 117. DATABASE MANAGEMENT SOFTWARE APPLICATIONS (3-0-3)

#### PREREQUISITE: CIS 146.

This course provides students with hands-on experience using database management software. Students will develop skills common to most database management software by developing a wide variety of databases. Emphasis is on planning, developing, and editing functions associated with database management.

### CIS 146. MICROCOMPUTER APPLICATIONS (3-0-3)

This course is an introduction to the most common microcomputer software applications. These software packages should include typical features of applications, such as word processing, spreadsheets, database management, and presentation software. Upon completion, students will be able to utilize selected features of these packages. This course will help prepare students for the MOS and IC3 certification.

### CIS 147. ADVANCED MICROCOMPUTER APPLICATIONS (3-0-3)

#### PREREQUISITE: CIS 146.

This course is a continuation of CIS 146 in which students utilize the advanced features of topics covered in CIS 146. Advanced functions and integration of word processing, spreadsheets, database, and presentation packages among other topics are generally incorporated into the course and are to be applied to situations found in society and business. Upon completion, the student should be able to apply the advanced features of selected software appropriately to typical problems found in society and business. *This course will help prepare students for the MOS certification.*

### CIS 148. POST-ADVANCED MICROCOMPUTER APPLICATIONS (3-0-3)

#### PREREQUISITE: CIS 147.

This course builds on concepts associated with various microcomputer applications with emphasis on advanced features commonly found in software applications. Advanced features of word processing, spreadsheets, database, and presentation packages are introduced. Features such as macros, Visual Basic

Applications, and online features are included in the content of the course. Upon completion, the student will be able to apply the advanced features of selected software to the workplace. *This course will help prepare students for the MOS certification.*

### CIS 150. INTRODUCTION TO COMPUTER LOGIC AND PROGRAMMING (3-0-3)

This course includes logic, design and problem solving techniques used by programmers and analysts in addressing and solving common programming and computing problems. The most commonly used techniques of flowcharts, structure charts, and pseudocode will be covered and students will be expected to apply the techniques to designated situations and problems. This is a *CORE* course.

### CIS 151. GRAPHICS FOR THE WORLD WIDE WEB (3-0-3)

This course will provide an overview to the theory, tools, and techniques necessary for creating high-quality graphics using design software tools. At the completion of this course students will be able to apply various software packages to create graphics for Web applications in raster or vector format.

### CIS 155. INTRODUCTION TO MOBILE APP DEVELOPMENT (3-0-3)

#### PREREQUISITE: CIS 150.

The purpose of this course is to introduce students to various app development tools for various mobile platforms. Specific topics include: app distribution sources, mobile device operating systems, survey of app development software, processes for design, build, deploying, and optimizing apps. At the conclusion of this course students will be able to design, build, deploy, and optimize a basic app.

### CIS 157. INTRODUCTION TO APP DEVELOPMENT WITH SWIFT (1-2-3)

#### PREREQUISITE: AS REQUIRED BY THE COLLEGE.

This introductory one-semester course is designed to help students build a solid foundation in programming fundamentals using Swift as the language. Students get practical experience with the tools, techniques, and concepts needed to build a basic IOS system.

### CIS 161. INTRODUCTION TO NETWORKING COMMUNICATIONS (3-0-3)

This course is designed to introduce students to basic concepts of computer networks. Emphasis is placed on terminology and technology involved in implementing selected networked systems. The course covers various network models, topologies, communications protocols, transmission media, networking hardware and software, and network troubleshooting. Students gain hands-on experience in basic networking. This course further helps prepare students for certification. *Note: This course is a suitable substitute for CIS 199. Additionally, CIS 170 may be used as a suitable substitute for this course. However, CIS 161 will not substitute for CIS 270.*

**CIS 171. LINUX I (3-0-3)**

This course presents fundamental applications in Linux. Included in this course are skills development for OS installation and setup, recompile techniques, system configuration settings, file/folder structures and types, run levels, basic network applications, and scripting. Additionally, the course presents security features from an administrative and user consideration.

**CIS 185. COMPUTER ETHICS (3-0-3)**

**COREQUISITE: CIS 146.**

This course will survey the various issues surrounding computer ethics.

**CIS 196. COMMERCIAL SOFTWARE APPLICATIONS (3-0-3)**

**PREREQUISITE: CIS 146.**

This is a “hands-on” introduction to software packages, languages, and utility programs currently in use, with the course being able to repeat for credit for each different topic being covered. Emphasis is placed on the purpose capabilities and utilization of each package, language or program. Upon completion, students will be able to use the features selected for the application covered.

**CIS 207. INTRODUCTION TO WEB DEVELOPMENT (3-0-3)**

**PREREQUISITE: CIS 146.**

At the conclusion of this course, students will be able to use specified markup languages to develop basic Web pages.

**CIS 208. INTERMEDIATE WEB DEVELOPMENT (3-0-3)**

**PREREQUISITE: CIS 146.**

This course builds upon basic skills in Web authoring. Various Web authoring tools are introduced. Upon completion students will be able to use these tools to enhance Web sites.

**CIS 211. PRINCIPLES OF INFORMATION ASSURANCE (3-0-3)**

**PREREQUISITE: CIS 150.**

This course is designed to introduce students to information security principles. Topics covered in this course will include the need for security, risk management, security technology, cryptography, and physical security. Security policies and legal/ethical issues will also be covered.

**CIS 212. VISUAL BASIC PROGRAMMING (3-0-3)**

**PREREQUISITE: CIS 150 or instructor permission.**

This course emphasizes BASIC programming using a graphical user interface. The course will emphasize graphical user interfaces with additional topics on such topics as advanced file handling techniques, simulation, and other selected areas. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

**CIS 219. ANDROID APP DEVELOPMENT (3-0-3)**

**PREREQUISITE: CIS 150.**

In this course students learn to program apps for an Android® operating system using a specified programming language. Student will be able to develop, build, deploy, and optimize an app for an Android® operating system.

**CIS 220. APP DEVELOPMENT WITH SWIFT I (1-2-3)**

**PREREQUISITE: AS REQUIRED BY THE COLLEGE.**

This is the first of two courses designed to teach specific skills related to app development using Swift language.

**CIS 227. APP DEVELOPMENT WITH SWIFT II (1-2-3)**

**PREREQUISITE: AS REQUIRED BY THE COLLEGE**

This course focuses on building specific features for IOS apps. Students apply their knowledge and skills to developing new apps.

**CIS 241. INTRODUCTION TO RPG PROGRAMMING (3-0-3)**

**PREREQUISITE: CIS 150.**

This course introduces the fundamental concepts of RPG (Report Program Generator). It includes such topics as report preparation, control breaks, and file processing. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

**CIS 246. ETHICAL HACKING (3-0-3)**

This course emphasizes scanning, testing, and securing computer systems. The lab-intensive environment provides opportunities to understand how perimeter defenses work and how hackers are able to compromise information systems. With awareness of hacking strategies, students learn to counteract those attempts in an ethical manner.

**CIS 250. E-COMMERCE (3-0-3)**

**COREQUISITE: CIS 146.**

This course is an introduction into e-commerce. Topics include marketing, building an e-commerce store, security, and electronic payment systems. Upon completion students will be able to build an e-commerce presence.

**CIS 251. C++ PROGRAMMING LANGUAGE (3-0-3)**

**PREREQUISITE: CIS 150.**

This course is an introduction to the C++ programming language including object oriented programming. Topics include: problem solving and design; control structures; objects and events; user interface construction; and document and program testing.

**CIS 268. SOFTWARE SUPPORT (3-0-3)**

**PREREQUISITE: CIS 146.**

This course provides students with hands-on practical experience in installing computer software, operating systems, and troubleshooting. The class will help to prepare participants for the A+ Certification sponsored by CompTIA. This course is a suitable substitute for CIS 239, Networking Software.

**CIS 269. HARDWARE SUPPORT (3-0-3)****PREREQUISITE: CIS 146.**

This course provides students with hands-on practical experience in installation and troubleshooting computer hardware. The class will help to prepare participants for the A+ Certification sponsored by CompTIA. *This is a suitable substitute for CIS 240, Networking Hardware.*

**CIS 280. NETWORK SECURITY (3-0-3)**

This course provides a study of threats to network security and methods of securing a computer network from such threats. Topics included in this course are security risks, intrusion detection, and methods of securing authentication, network access, remote access, Web access, and wired and wireless network communications. Upon completion students will be able to identify security risks and describe appropriate counter measures.

**CIS 282. COMPUTER FORENSICS (3-0-3)**

This course introduces students to methods of computer forensics and investigations. This course helps prepare students for industry specific certification.

**CIS 285. OBJECT-ORIENTED PROGRAMMING (3-0-3)****PREREQUISITE: CIS 150.**

This course is an advanced object-oriented programming course and covers advanced program development techniques and concepts in the context of an object-oriented language. Subject matter includes object-oriented analysis and design, encapsulation, inheritance, polymorphism (operator and function overloading), information hiding, abstract data types, reuse, dynamic memory allocation, and file manipulation. Upon completion, students should be able to develop a hierarchical class structure necessary to the implementation of an object-oriented software system.

**DPT 103. INTRODUCTORY COMPUTER SKILLS II (3-0-3)**

This course is designed to focus on the development of computer skills. The course will generally use software packages appropriate to occupational programs and may include such topics as word processing, database, basic graphics, spreadsheets or other features typically needed in the field. Upon completion, the student will be able to demonstrate proficiency by the completion of appropriate assignments and occupation-specific applications. *Non-degree creditable.*

**SALON AND SPA MANAGEMENT (COS)****COS 111. INTRODUCTION TO COSMETOLOGY (3-0-3)****COREQUISITE: COS 112.**

This course is designed to provide students with an overview of the history and development of cosmetology and standards of professional behavior. Students receive basic information regarding principles and practices of infection control, diseases, and disorders. Additionally students receive introductory information regarding hair design. The information presented in this course is enhanced by hands-on application performed in a

controlled lab environment. Upon completion, students should be able to apply safety rules and regulations and write procedures for skills identified in this course. This is a **CORE** course.

**COS 112. INTRODUCTION TO COSMETOLOGY LAB (0-9-3)****COREQUISITE: COS 111.**

In this course, students are provided the practical experience for sanitation, shampooing, hair shaping, and hairstyling. Emphasis is placed on disinfection, shampooing, hair shaping, and hairstyling for various types of hair for men and women. This course offers opportunities for students to put into practice concepts learned in the theory component from COS 111. This is a **CORE** course.

**COS 113. THEORY OF CHEMICAL SERVICES (3-0-3)****COREQUISITE: COS 114.**

During this course students learn concepts of theory of chemical services related to the chemical hair texturing. Specific topics include basics of chemistry and electricity, properties of the hair and scalp, and chemical texture services. Safety considerations are emphasized throughout this course. This course is foundational for other courses providing more detailed instruction on these topics. This is a **CORE** course.

**COS 114. CHEMICAL SERVICES LAB (0-9-3)****COREQUISITE: COS 113.**

During this course students perform various chemical texturing activities. Emphasis is placed on cosmetologist and client safety, chemical use and handling, hair and scalp analysis, and client consulting. This is a **CORE** course.

**COS 115. HAIR COLOR THEORY (3-0-3)****COREQUISITE: COS 116.**

In this course, students learn the techniques of hair coloring and hair lightening. Emphasis is placed on color application, laws, levels and classifications of color and problem solving. Upon completion, the student will should be able to identify all classifications of haircoloring and the effects on the hair. This is a **CORE** course.

**COS 116. HAIR COLOR LAB (0-9-3)****COREQUISITE: COS 115.**

In this course, students apply hair coloring and hair lightening techniques. Topics include consultation, hair analysis, skin test and procedures and applications of all classifications of hair coloring and lightening. Upon completion, the student will be able to perform procedures for hair coloring and hair lightening. This is a **CORE** course.

**COS 117. BASIC SPA TECHNIQUES THEORY (3-0-3)****COREQUISITE: COS 118.**

This course is the study of cosmetic products, massage, skin care, and hair removal, as well as identifying the structure and function of various systems of the body. Topics include massage skin analysis, skin structure, disease and disorder, light therapy, facials, facial cosmetics, anatomy, hair removal, and nail care. Upon completion, the student will be able to state procedures for analysis, light therapy, facials, hair removal, and identify the structures,

functions, disorders of the skin, and nail care. This is a **CORE** course.

**COS 118. BASIC SPA TECHNIQUES LAB (0-9-3)**

**COREQUISITE: COS 117.**

This course provides practical applications related to the care of the skin and related structure. Emphasis is placed on facial treatments, product application, skin analysis, massage techniques, facial make-up, hair removal, and nail care. Upon completion, the student should be able to prepare clients, assemble sanitized materials, follow procedures for product application, recognize skin disorders, demonstrate facial massage movement, cosmetic application, and hair removal using safety and sanitary precautions, and nail care. This is a **CORE** course.

**COS 119. BUSINESS OF COSMETOLOGY (3-0-3)**

This course is designed to develop job-seeking and entry-level management skills for the beauty industry. Topics include job seeking, leader and entrepreneurship development, business principles, business laws, insurance, marketing, and technology issues in the workplace. Upon completion, the student should be able to list job-seeking and management skills and the technology that is available for use in the salon.

**COS 134. ADVANCED ESTHETICS (1-6-3)**

**PREREQUISITE: As required by college.**

This course includes an advanced study of anatomy and physiology relating to skin care, cosmetic chemistry, histology of the skin, and massage and facial treatments. Upon completion, the student should be able to discuss the functions of the skin, effects of chemicals on skin, different types of massage and benefits, and key elements of the basic facial treatment.

**COS 135. ADVANCED ESTHETICS APPLICATIONS (0-9-3)**

**PREREQUISITE: As required by college.**

This course provides advanced practical applications related to skin care. Principal topics include massage techniques, various facial treatments, proper product application through skin analysis, and introduction to ingredients and treatments, prescribe proper type of facial treatment and product, and demonstrate facials using any of the eight functions of the facial machine.

**COS 148. NAIL CARE THEORY (3-0-3)**

**COREQUISITE: COS 152.**

This course focuses on all aspects of nail care. Topics include salon conduct, professional ethics, sanitation, nail structure, manicuring, pedicuring, nail disorders, and anatomy and physiology of the arm and hand. Upon completion, the student should be able to demonstrate professional conduct, recognize nail disorders and diseases, and identify the procedures for sanitation and nail care services.

**COS 149. NAIL ART THEORY (3-0-3)**

**COREQUISITE: COS 154.**

This course focuses on nail enhancement products and techniques. Topics include acrylic, gel, fiberglass nails, and nail art. Upon completion, the student should be able to identify the different

types of sculptured nails and recognize the different techniques of nail art.

**COS 152. NAIL CARE APPLICATIONS (0-9-3)**

**COREQUISITE: COS 151.**

This course provides practice in all aspects of nail care. Topics include salon conduct, professional ethics, bacteriology, sanitation and safety, manicuring and pedicuring. Upon completion, the student should be able to perform nail care procedures.

**COS 154. NAIL ART APPLICATIONS (0-9-3)**

**COREQUISITE: COS 153.**

This course provides practice in advanced nail techniques. Topics include acrylic, gel, fiberglass nails, and nail art. Upon completion, the student should be able to perform the procedures for nail sculpturing and nail art.

**COS 163. FACIAL TREATMENTS (1-6-3)**

**PREREQUISITE: As required by college.**

This course includes all phases of facial treatments in the study of skin care. Topics include treatments for oily, dry, and special skin applications. Upon completion, students will be able to apply facial treatments according to skin type.

**COS 164. FACIAL MACHINES (0-9-3)**

**PREREQUISITE: As required by college.**

This is a course designed to provide practical experience using the vapor and facial machine with hydraulic chair. Topics include the uses of electricity and safety practices, machine and apparent, use of the magnifying lamp, and light therapy. Upon completion, the student will be able to demonstrate an understanding of electrical safety and skills in the use of facial machines.

**COS 165. RELATED SUBJECTS ESTHETICIANS (0-9-3)**

**PREREQUISITE: As required by college.**

This course includes subjects related to the methods for removing unwanted hair. This course includes such topics as electrolysis information and definitions, safety methods of permanent hair removal, the practice of removal of superfluous hair, and the use of depilatories. Upon completion of this course, students will be able to apply depilatories and practice all safety precautions.

**COS 167. STATE BOARD REVIEW (1-6-3)**

Students are provided a complete review of all procedures and practical skills pertaining to their training in the program. Upon completion, the student should be able to demonstrate the practical skills necessary to complete successfully the required State Board of Cosmetology examination and entry-level employment.

**COS 168. BACTERIOLOGY AND SANITATION (1-6-3)**

In this skin care course, emphasis is placed on the decontamination, infection control and safety practiced in the esthetics facility. Topics covered include demonstration of sanitation, sterilization methods and bacterial prevention. Upon completion, the student will be able to properly sanitize facial implements and identify non-reusable items.

**COS 169. SKIN FUNCTIONS (0-9-3)**

This course introduces skin functions and disorders. Topics include practical application for skin disorder treatments, microdermabrasion, and skin refining. Upon completion of this course students will be able to demonstrate procedures for acne, facials and mask for deeper layers and wrinkles.

**COS 181. SPECIAL TOPICS THEORY (3-0-3)**

This course is designed to allow students to explore issues relevant to the profession of cosmetology. Upon completion, students should have developed new skills in areas of specialization for the cosmetology profession.

**COS 182. SPECIAL TOPICS LAB (0-9-3)**

This course is designed to allow students to explore issues relevant to the profession of cosmetology. Upon completion, students should have developed new skills in areas of specialization for the cosmetology profession.

## CRIMINAL JUSTICE (CRJ)

**CRJ 100. INTRODUCTION TO CRIMINAL JUSTICE (3-0-3)**

This course surveys the entire criminal justice process from law enforcement to the administration of justice through corrections. It discusses the history and philosophy of the system and introduces various career opportunities.

**CRJ 116. POLICE PATROL (3-0-3)**

This course studies the duties and responsibilities of the uniformed police patrol. It emphasizes the importance of patrol functions and includes principles, methods, procedures, and resources used in police patrol operations.

**CRJ 140. CRIMINAL LAW AND PROCEDURE (3-0-3)**

This course examines both substantive and procedural law. The legal elements of various crimes are discussed, with emphasis placed on the contents of the Alabama Code. Areas of criminal procedure essential to the criminal justice profession are also covered.

**CRJ 146. CRIMINAL EVIDENCE (3-0-3)**

This course considers the origins of the law of evidence and current rules of evidence. Types of evidence, their definitions and uses are covered, as well as the functions of the court regarding evidence.

**CRJ 147. CONSTITUTIONAL LAW (3-0-3)**

This course involves constitutional law as it applies to criminal justice. It includes recent Supreme Court decisions affecting criminal justice professionals, such as right to counsel, search and seizure, due process, and civil rights.

**CRJ 150. INTRODUCTION TO CORRECTIONS (3-0-3)**

This course provides an introduction to the philosophical and historical foundations of corrections in America. Incarceration and some of its alternatives are considered.

**CRJ 177. CRIMINAL AND DEVIANT BEHAVIOR (3-0-3)**

This course analyzes criminal and deviant behavior systems. An emphasis is placed on sociological and psychological theories of crime causation

**CRJ 178. NARCOTICS AND DANGEROUS DRUGS (3-0-3)**

This course surveys the history and development of drug abuse in society. Theories of drug abuse and identification and classification of drugs are covered. Strategies for combating the drug problem are discussed.

**CRJ 209. JUVENILE DELINQUENCY**

This course examines the causes of delinquency. It also reviews programs of prevention, and control of juvenile delinquency as well as the role of the courts.

**CRJ 216. POLICE ADMINISTRATION (3-0-3)**

This course examines the principles of organization and administration of law enforcement agencies. Theories of management, budgeting, and various personnel issues are covered.

**CRJ 220. CRIMINAL INVESTIGATION (3-0-3)**

This course explores the theory and scope of criminal investigation. The duties and responsibilities of the investigator are included. The techniques and strategies used in investigation are emphasized.

**CRJ 226. FINGERPRINT SCIENCE (3-0-3)**

This course involves the history, classification, and current procedures of handling latent fingerprints. Latent print examination, filing, and courtroom presentations are considered.

**CRJ 227. HOMICIDE INVESTIGATION (3-0-3)**

This course covers the principles, techniques, and strategies of homicide investigation. Topics emphasized include ballistics, pathology, toxicology, immunology, jurisprudence, and psychiatry.

**CRJ 230. CRIMINALISTICS (3-0-3)**

This course surveys the different techniques of scientific investigation. Emphasis is given to ballistics, photography, fingerprints, DNA, trace evidence, body fluids, casts, and the like.

**CRJ 236. ADVANCED CRIMINALISTICS (3-0-3)**

This course covers the collection, handling, and analysis of evidence from crime scene to laboratory to courtroom. Topics include hair, fibers, body fluids, firearms, glass, paint, drugs, documents, etc. Laboratory experiences may be utilized.

**CRJ 237. FORENSIC PHOTOGRAPHY (3-0-3)**

This course analyzes the principles, techniques, and uses of forensic photography in criminal investigation. Emphasis is placed on basic camera operation and mechanics, crime scene photography, and rules of photographic evidence.

**CRJ 238. CRIME SCENE INVESTIGATION (3-0-3)**

This course examines the fundamentals of crime scene investigation. Measuring and sketching the scene, photography, evidence collection and preservation, and courtroom procedures are considered.

**CRJ 239. ISSUES IN LAW ENFORCEMENT (3-0-3)**

This course involves research, writing, and discussion of selected subjects relating to law enforcement. An analysis of contemporary police problems is provided.

**CRJ 280. INTERNSHIP IN CRIMINAL JUSTICE (3-0-3)**

This course involves practical experience with a criminal justice agency under faculty supervision. Permission of the instructor is required. This course may be repeated with the approval of the department head.

**CRJ 290. SELECTED TOPICS - SEMINAR IN CRIMINAL JUSTICE (3-0-3)**

This course involves reading, research, writing, and discussion of selected subjects relating to criminal justice. Various contemporary problems in criminal justice are analyzed. This course may be repeated with approval from the department head.

**ECONOMICS (ECO)****ECO 231. PRINCIPLES OF MACROECONOMICS (3-0-3)**

This course is an introduction to macroeconomic theory, analysis, and policy applications. Topics include the following: scarcity, demand and supply, national income analysis, major economic theories concerning monetary and fiscal policies as stabilization measures, the banking system, and other economic issues or problems including international trade.

**ECO 232. PRINCIPLES OF MICROECONOMICS (3-0-3)**

This course is an introduction of the microeconomic theory, analysis, and applications. Topics include scarcity; the theories of consumer behavior, production and cost, markets, output and resource pricing, and international aspects of microeconomics.

**ELECTRICAL TECHNOLOGY (ELT)****ELT 108. DC FUNDAMENTALS (1-4-3)**

**COREQUISITE: ELT 109.**

This course provides a study of atomic theory, direct current (DC), properties of conductors and insulators, direct current characteristics of series, parallel, and series parallel circuits. Inductors and capacitors are introduced and their effects on DC circuits are examined. Students are prepared to analyze complex DC circuits, solve for unknown circuits variables with the use of Ohm's Law and to use basic electronic test equipment. This is a **CORE** course.

**ELT 109. AC FUNDAMENTALS (1-4-3)**

**PREREQUISITE/COREQUISITE: ELT 108.**

This course provides a study of the theory of alternating current (AC). Students are prepared to analyze complex AC circuit configurations with resistor, capacitors, and inductors in series and parallel combinations. Upon completion, students should be able to design AC circuits and explain the function of alternating circuits such as RLC, impedance, phase relationships and power factor. This is a **CORE** course.

**ELT 110. WIRING METHODS (1-4-3)**

This course is a study of various tasks, wiring methods, materials, and associated NEC requirements that students will be required to work with in residential and commercial wiring courses. This is a **CORE** course.

**ELT 114. RESIDENTIAL WIRING METHODS I (2-3-3)**

**PREREQUISITE: ELT 109.**

This course is a study of residential wiring practices and methods, the NEC requirements and residential blueprint interpretations. **This is a CORE course. ELT 114 and ELT 115 may be taken in the place of ELT 116.**

**ELT 115. RESIDENTIAL WIRING METHODS II (2-3-3)**

**PREREQUISITES: ELT 109 and 114.**

This course is a study of residential wiring practices and methods, the NEC requirements and residential blueprint interpretations. **This is a CORE course. ELT 114 and ELT 115 may be taken in the place of ELT 116.**

**ELT 117. AC/DC MACHINES (1-4-3)**

This course covers the theory and operation of DC motors single and three phase AC motors and the labs will reinforce this knowledge. Emphasis is placed on the various types of single and three phase motors, wiring diagrams, starting devices, and practical application in the lab. This is a **CORE** course.

**ELT 118. COMMERCIAL/INDUSTRIAL WIRING I (1-4-3)**

**PREREQUISITE: ELT 109.**

This course focuses on principles and applications of commercial and industrial wiring. Topics include, electrical safety practices, an overview of National Electric Code requirements as applied to commercial and industrial wiring, conduit bending, circuit design, pulling cables, transformers, switch gear, and generation principles. This is a **CORE** course.

**ELT 122. ADVANCED AC/DC MACHINES (2-3-3)**

**PREREQUISITE: ELT 117.**

This course focuses on single and three phase motors and also introduces students to DC motors. Emphasis is placed on field wiring various types of AC and DC motors, troubleshooting procedures, and utilization of test equipment. Upon completion, students should be able to explain, wire, troubleshoot, and test all types of AC and DC electric motors.

**ELT 132. COMMERCIAL/INDUSTRIAL WIRING II (2-3-3)**

**PREREQUISITE: ELT 118.**

This course is a continuation of ELT 131 and is all inclusive. Including the study of branch circuits, installation requirements for services, feeders and special equipment considerations including the NEC code requirements. Emphasis is placed on load calculations, conductors, service sizing, installation requirements, NEC code requirements, transformers, lighting, HVAC and special equipment considerations. Upon completion, students should be able to know how to size complete electrical commercial/industrial systems and know the NEC requirements for each system.

**ELT 209. MOTOR CONTROLS I (1-4-3)**

This course covers the use of motor control symbols, magnetic motor starters, running overload protection, push-button stations, sizing of magnetic motor starters and overload protection, and complex ladder diagrams of motor control circuits. Topics include sizing magnetic starters and overload protection, the use of push-button stations, ladder diagrams, and magnetic motor starters in control of electric motors, wye-delta starting, part start winding, resistor starting and electric starting devices. Upon completion, students should be able to understand the operation of motor starters, overload protection, interpret ladder diagrams using push-button stations and understand complex motor control diagrams. This is a *CORE* course for ELT.

**ELT 212. MOTOR CONTROLS II (2-3-3)**

**PREREQUISITES: ELT 108, 109, and 209.**

This course covers complex ladder diagrams of motor control circuits and the uses of different motor starting techniques. Topics include wye-delta starting, part start winding, resistor starting and electronic starting devices. Upon completion, the students should be able to understand and interpret the more complex motor control diagrams and understand the different starting techniques of electrical motors.

**ELT 217. TRANSFORMERS (2-3-3)**

This course is designed to train the student in the theory of operation, various connections, troubleshooting, and repair of single phase as well as three phase transformers. KVA load calculations and applications will also be covered in the class. Upon completion, the student should be able to perform calculations relating to transformers, make proper Delta and WYE connections, and understand the basic polarity and voltage test for each application.

**ELT 221. ELECTRONICS FOR ELECTRICIANS (2-3-3)**

**PREREQUISITE: ELT 109 or INT 103.**

This course introduces the basic principles of solid state electronic equipment as found in many electrical and motor control circuits. Emphasis is placed on fundamental concepts of diodes, transistors, FETs and MOSFETs as they are used in electrical control circuits. Upon completion, students should be able to explain the basic operation of these solid state components and be able to perform basic troubleshooting tasks.

**ELT 224. SECURITY AND ALARM SYSTEMS (2-3-3)**

This course introduces the basic operation and installation of home and business security and fire alarm systems as well as low voltage (under 30v) systems such as lighting, door chimes and intercom systems. Emphasis is placed on installation of home and business security and fire alarm systems. Upon completion, students should be able to install residential and commercial security systems in accordance with code and directives.

**ELT 225. SMART HOUSE WIRING (2-3-3)**

**PREREQUISITE: ELT 222, ELT 222, comparable competency, and/or as required by program.**

This course introduces the newest technology available for Smart House wiring equipment and wiring methods to include control of whole-house electrical equipment and home entertainment produces. Emphasis is placed on specialized skills and tools required for wiring Smart Houses. Upon completion, students should be able to install special devices and automated equipment in a high-technology Smart House.

**ELT 231. INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLLERS (2-3-3)**

**PREREQUISITE: ELT 109. COREQUISITE: ELT 232.**

This course provides an introduction to programmable logic controllers. Emphasis is placed on, but not limited to, the following: PLC hardware and software, numbering systems, installation, and programming. Upon completion, students must demonstrate their ability by developing, loading, debugging, and optimizing PLC programs.

**ELT 232. ADVANCED PROGRAMMABLE CONTROLLERS (2-3-3)**

**PREREQUISITE/COREQUISITE: ELT 231.**

This course includes the advanced principals of PLC's including hardware, programming, and troubleshooting. Emphasis is placed on developing advanced working programs, and troubleshooting hardware and software communication problems. Upon completion, students should be able to demonstrate their ability in developing programs and troubleshooting the system.

**ELT 233. APPLIED PROGRAMMABLE CONTROLS (2-3-3)**

**PREREQUISITE: ELT 232.**

This state-of-the-art course covers the more advanced topics of PLCs. High-speed devices, analog programming, designing complete working systems, startup and troubleshooting techniques, and special projects are emphasized. On completion, students must demonstrate the ability to develop programs, load programs into PLCs, and troubleshoot the system if necessary.

**ELT 241. NATIONAL ELECTRIC CODE (3-0-3)**

This course introduces the students to the National Electric Code and text and teaches the student how to find needed information within this manual. Emphasis is placed on locating and interpreting needed information within the NEC code manual. Upon completion, students should be able to locate, with the NEC code requirements for a specific electrical installation.

**ELT 245. ELECTRICAL GROUNDING SYSTEMS  
(3-0-3)**

This course provides the knowledge to understand how to properly ground an electrical system. Emphasis is placed on, but not limited to the following: residential installations, commercial installations, and the function of independent grounding elements. Upon completion, the students should be able to explain and design a simple grounding system.

**EMERGENCY MEDICAL SERVICES (EMS)**

**EMS 100. CARDIOPULMONARY RESUSCITATION I  
(1-0-0-1)**

This course provides students with concepts as related to areas of basic life support to include coronary artery disease, prudent heart living, symptoms of heart attack, adult one-and-two rescuer CPR, first aid for choking, pediatric basic life support, airway adjuncts, EMS system entry access, automated external defibrillation (AED), and special situations for CPR. Upon course completion, students should be able to identify situations requiring action related to heart or breathing conditions and effectively implement appropriate management for each condition. Students successfully completing this course will receive appropriate documentation of course completion.

**EMS 118. EMERGENCY MEDICAL TECHNICIAN  
(6-9-0-9)**

This course is required to apply for certification as an Emergency Medical Technician. This course provides students with insights into the theory and application of concepts related to the profession of emergency medical services. Specific topics include: EMS preparatory, airway maintenance, patient assessment, treating trauma patients, various medical procedures, treating infants and children, and various EMS operations. This course is based on the NHTSA National Emergency Medical Services Education Standards.

**EMS 119. EMERGENCY MEDICAL TECHNICIAN  
CLINICAL (0-0-3-1)**

This course is required to apply for certification as an EMT. This course provides students with clinical education experiences to enhance knowledge and skills learned in the EMS 118, Emergency Medical Technician Theory and Lab. This course helps students prepare for the National Registry Exam.

**EMS 155. ADVANCED EMERGENCY MEDICAL  
TECHNICIAN (4-9-0-7)**

This course is required to apply for certification as an Advanced Emergency Medical Technician (AEMT). This course introduces the theory and application of concepts related to the profession of the AEMT. The primary focus of the AEMT is to provide basic and limited advanced emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Topics include: extending the knowledge of the EMT to a more complex breadth and depth, intravenous access and fluid therapy, medication

administration, blind insertion airway devices, as well as the advanced assessment and management of various medical illnesses and traumatic injuries. This course is based on the NHTSA National Emergency Medical Services Education Standards. Requires licensure or eligibility for licensure at the EMT level and EMS 156 must be taken as a co-requisite.

**EMS 156. ADVANCED EMERGENCY MEDICAL  
TECHNICIAN CLINICAL (0-0-6-2)**

This course is required to apply for certification as an Advanced Emergency Medical Technician (AEMT). This course provides students with clinical education experiences to enhance knowledge and skills learned in EMS 155. This course helps prepare students for the National Registry AEMT Exam. The student will have the opportunity to use the basic and advanced skills of the AEMT in the clinical and field settings under the direct supervision of licensed healthcare professionals. Requires licensure or eligibility for licensure at the EMT level and EMS 155 must be taken as a co-requisite.

**EMS 241. PARAMEDIC CARDIOLOGY (2-3-0-3)**

This course introduces the cardiovascular system, cardiovascular electrophysiology, and electrocardiographic monitoring. This course further relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for specific cardiovascular conditions. Content areas include: cardiovascular anatomy and physiology, cardiovascular electrophysiology, electrocardiographic monitoring, rhythm analysis, and prehospital 12-lead electrocardiogram monitoring and interpretation, assessment of the cardiovascular patient, pathophysiology of cardiovascular disease and techniques of management including appropriate pharmacologic agents and electrical therapy.

**EMS 242. PARAMEDIC PATIENT ASSESSMENT (1-3-0-2)**

This course provides the knowledge and skills needed to perform a comprehensive patient assessment, make initial management decisions, and to communicate assessment findings and patient care verbally and in writing. Content areas include: airway management, history taking, techniques of the physical examination, patient assessment, clinical decision making, communications, documentation and assessment based management.

**EMS 243. PARAMEDIC PHARMACOLOGY (0-3-0-1)**

This course introduces basic pharmacological agents and concepts with an emphasis on drug classifications and the knowledge and skills required of a paramedic for safe, effective medication administration. Content areas include: general principles of pharmacology and pharmacologic pathophysiology; venous and intraosseous access techniques, the metric and apothecary system; computation of dosage and solution problems, administration of pharmacologic agents; pharmacokinetics and pharmacodynamics, and nasogastric tube placement.

**EMS 244. PARAMEDIC CLINICAL I (0-0-3-1)**

This course is directed toward the application of knowledge and skills developed in didactic and skills laboratory experiences to the

clinical setting. Theory and skills are applied to a variety of patient situations in the clinical setting, with a focus on patient assessment and management, advanced airway management, electro-therapy, I.V./I.O. initiation and medication administration.

**EMS 245. PARAMEDIC MEDICAL EMERGENCIES I  
(2-3-0-3)**

This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation treatment plans for specific medical conditions. Content areas include: pulmonology, neurology, gastroenterology, renal/urology, toxicology, hematology, environmental conditions, infectious and communicable diseases, abuse and assault, patients with special challenges, and acute interventions for the chronic care patient.

**EMS 246. PARAMEDIC TRAUMA MANAGEMENT  
(2-3-0-3)**

This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for trauma patients. Content areas include the pathophysiology, assessment, and management of trauma as related to: trauma systems; mechanisms of injury; hemorrhage and shock; soft tissue injuries; burns; and head, facial, spinal, thoracic, abdominal, and musculoskeletal trauma.

**EMS 247. PARAMEDIC SPECIAL POPULATIONS  
(1-3-0-2)**

This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for specific medical conditions. Content areas include: endocrinology, allergies and anaphylaxis, behavioral/psychiatric conditions, gynecology, obstetrics, neonatology, pediatrics, and geriatrics. In the clinical setting, theory and skills are applied to a variety of medical situations across the life span of the patient, with a focus on communication with and management of cardiac, acute care, psychiatric/behavioral, obstetrical, newborn, pediatric, geriatric, and acute interventions for chronic care patients, and patients with special challenges.

**EMS 248. PARAMEDIC CLINICAL II  
(0-0-9-3)**

This course is directed toward the application of knowledge and skills developed in didactic and skills laboratory experiences to the clinical setting. Theory and skills are applied to a variety of medical and trauma situations across the life span of the patient, with a focus on communication with and management of trauma, cardiac, acute care, psychiatric/behavioral, obstetrical, newborn, pediatric, geriatric, and acute interventions for chronic care patients, and patients with special challenges.

**EMS 253. PARAMEDIC TRANSITION TO THE  
WORKFORCE (1-3-0-2)**

This course is designed to meet additional state and local educational requirements for paramedic practice. Content may include: prehospital protocols, transfer medications, topics in critical care and transport, systems presentation, and/or national standard certification courses as dictated by local needs or state requirement.

**EMS 254. ADVANCED COMPETENCIES FOR  
PARAMEDIC (1-3-0-2)**

This course is designed to assist students in preparation for the paramedic licensure examination. Emphasis is placed on validation of knowledge and skills through didactic review, skills lab performance, and/or computer simulation and practice testing. Upon course completion, students should be sufficiently prepared to sit for the paramedic licensure examination.

**EMS 255. PARAMEDIC FIELD PRECEPTORSHIP  
(0-0-15-5)**

This course provides field experiences in the prehospital setting with advanced life support EMS units. Under the direct supervision of a field preceptor, students synthesize cognitive knowledge and skills developed in the skills laboratory and hospital clinical to provide safe and effective patient care in the prehospital environment. Upon course completion, students should have refined and validated their patient care practices to provide safe and effective patient care over a broad spectrum of patient situations and complaints.

**EMS 256. PARAMEDIC TEAM LEADERSHIP  
(0-0-3-1)**

This course is designed to evaluate students' ability to integrate didactic, psychomotor skills, clinical, and field internship instruction to serve as a competent entry-level paramedic. This final evaluative (rather than instructional) course focuses on students' professional attributes and integrative competence in clinical decision-making and team leadership in the prehospital setting. Upon course completion, students should have demonstrated adequate knowledge and skills, professional attitudes and attributes, clinical decision-making and team leadership abilities to effectively function as a competent entry-level paramedic.

**EMS 266. ADVANCED CV LIFE SUPPORT  
(1-0-0-1)**

**PREREQUISITE: As required by program.**

The Advanced Cardiovascular Life Support Provider Course provides students with concepts related to advanced cardiovascular life support. Content areas include acute myocardial infarction, stroke, cardiovascular pharmacology, electrophysiology, various rhythm disturbances, and techniques of management of cardiovascular emergencies. The course is taught in accordance with national standards and requires specific student competencies. Students successfully completing this course will receive appropriate documentation of course completion.

**ENGINEERING GRAPHICS AND ANIMATION  
(FORMERLY DRAFTING AND DESIGN TECHNOLOGY)  
(DDT)**

**DDT 104. INTRODUCTION TO COMPUTER-AIDED  
DRAFTING AND DESIGN (1-4-3)**

This course provides an introduction to basic Computer Aided Drafting and Design (CADD) functions and techniques, using

“hands-on” applications. Topics include terminology, hardware, basic CADD and operating system functions, file manipulation, and basic CADD software applications in producing softcopy and hardcopy.

**DDT 111. FUNDAMENTALS OF DRAFTING AND DESIGN TECHNOLOGY (1-4-3)**

This course serves as an introduction to the field of drafting and design and provides a foundation for the entire curriculum. Topics include safety, lettering, tools and equipment, geometric constructions, and orthographic sketching, and drawing.

**DDT 124. INTRO TO TECHNICAL DRAWING (1-4-3)**

**PREREQUISITE: DDT 104 or instructor approval.**

This course covers sections, auxiliary views, and basic space geometry. Emphasis will be placed on the theory as well as the mechanics of applying sections, basic dimensioning, auxiliary views, and basic space geometry.

**DDT 125. SURFACE DEVELOPMENT (1-4-3)**

**PREREQUISITES: DDT 104 or instructor approval.**

This course covers surface intersections and developments. Emphasis is placed on the basic types of intersections using simple geometric forms. Upon completion, students should be able to draw common types of surface intersection and handle them simply as applications of the concepts learned in this class.

**DDT 127. INTERMEDIATE COMPUTER-AIDED DRAFTING AND DESIGN (1-4-3)**

**PREREQUISITES: DDT 104 or instructor approval.**

This course covers intermediate-level concepts and applications of CADD. Emphasis will be placed on intermediate-level features, commands, and applications of CADD software.

**DDT 128. INTERMEDIATE TECHNICAL DRAWING (1-4-3)**

**PREREQUISITES: DDT 104 or instructor approval.**

This course is designed to develop a strong foundation in common drafting and design practices and procedures. Topics include multi-view working drawings with advanced dimensioning, basic tolerancing and pictorial drawings.

**DDT 131. MACHINE DRAFTING BASICS (1-4-3)**

This course in machine drafting and design provides instruction in the largest speciality area of drafting in the United States, in terms of scope and job opportunities. Emphasis will be placed on the applications of multi-view drawings, including drawing organization and content, title blocks and parts lists, assembly drawings, detail drawings, dimensioning and application of engineering controls in producing industrial-type working drawings. Upon completion, students should be able to organize, layout, and produce industrial-type working drawings, including the application of title blocks, parts lists, assemblies, details, dimensions, and engineering controls.

**DDT 144. BASIC 3D MODELING (1-4-3)**

**PREREQUISITES: DDT 104 or instructor approval.**

This course is an introduction to 3D solid modeling techniques utilizing feature-based, constraint-based parametric design. This

course encourages the student to visualize parts in the 3D world and have a “design intent” plan for each part in which they will design. Upon completion of the course students should be able to create basic 3D models and 2D working drawings.

**DDT 150. THEORY OF RESIDENTIAL DRAWING AND DESIGN (3-0-3)**

**PREREQUISITE: DDT 104 or instructor approval.**

**COREQUISITE: DDT 155.**

This course provides the theory of residential drawing and design. Topics include architectural styles, house design, site and space planning, climate, drawing requirements, construction materials and process, terminology, and specific types of drawings required to complete a full set of construction documents. Introductory and intermediate level topics are covered. Emphasis is placed on an understanding of the various issues and requirements essential to the field of residential drawing and design.

**DDT 155. DRAWING FOR RESIDENTIAL CONSTRUCTION (0-8-4)**

**PREREQUISITE: DDT 104 or instructor approval.**

**COREQUISITE: DDT 150.**

This course is an applications lab for the theory of residential drawing and design. Topics include house design, site and space planning, construction materials and process, terminology, and specific types of drawings required to complete a set of construction documents. Introductory and intermediate level topics are covered. Upon completion, students should be able to produce drawings to convey the various issues and requirements essential to the field of residential drawing and design.

**DDT 212. INTERMEDIATE ARCHITECTURAL DRAFTING (1-4-3)**

**PREREQUISITE: DDT 104, 150, 155 or instructor approval.**

This second course in architectural design and drafting continues with more advanced and detailed architectural plans. Topics include interior elevations, plot plans, and interior details. Upon completion, students should be able to draw and specify advanced-level plans including various architectural details.

**DDT 213. CIVIL DRAFTING, PLAT MAPS (1-4-3)**

**PREREQUISITES: DDT 104 or instructor approval.**

This course introduces the drafting practices, symbols, conventions, and standards utilized in civil engineering contract documents. Topics include site planning, land surveying, topographic surveys, along with civil terminology. Upon completion, students should be able to draw accurate plat maps giving legal descriptions of land parcels, draw simple site plans, and identify and use proper symbols and conventions on civil engineering drawings.

**DDT 216. DESIGN OF STRUCTURAL WOOD MEMBERS (3-0-3)**

This course provides theory for structural wood members. Joists, beams, girders, rafters, posts, and columns are designed as related to residential and light commercial needs. Bending moment, shear, and slenderness ratios are discussed as well as code requirements.

**DDT 220. ADVANCED TECHNICAL DRAWING (1-4-3)****PREREQUISITE: DDT 104, 124, or instructor approval.**

This course covers the methods of providing size description and manufacturing information for production drawings. Emphasis will be placed on accepted dimensioning and tolerancing practices including Geometric Dimensioning and Tolerancing for both the ANSI and the ISO System. Upon completion, students should be able to apply dimensions, tolerances, and notes to drawings to acceptable standards, including Geometric Dimensioning and Tolerancing, and produce drawings using and specifying common threads and various fasteners, including welding methods.

**DDT 222. ADVANCED ARCHITECTURAL DRAFTING (1-4-3)****PREREQUISITE: DDT 104, 150, 155, or instructor approval.**

This third course in architectural design and drafting continues with advanced architectural plans, including a slant toward light commercial construction. Topics include climate control plans, application of building codes, building materials and finish specifications, cost estimating, and bid specifications. Upon completion, students should be able to apply current techniques in producing advanced-level architectural plans, including residential and light commercial applications.

**DDT 225. STRUCTURAL STEEL DRAFTING (1-4-3)****PREREQUISITE: DDT 104 or instructor approval.**

This course covers the theory and practical applications necessary to understand the basic design and terminology of structural steel components used in light commercial buildings. Emphasis is placed on structural steel drafting techniques, bolted and welded connections, framing plans, sections, fabrication and connection details, and bills of material. Upon completion, students should be able to produce engineering and shop drawings incorporating standard shapes, sizes, and details using the A.I.S.C. Manual and incorporating safety practices.

**DDT 231. ADVANCED CAD (1-4-3)****PREREQUISITES: DDT 104 or instructor approval.**

This course allows the student to plan, execute, and present results of individual projects in Advanced CAD topics. Emphasis is placed on enhancing skill attainment in Advanced CAD skill sets. The student will be able to demonstrate and apply competencies identified and agreed upon between the student and instructor.

**DDT 233. INTERMEDIATE 3D MODELING (1-4-3)****PREREQUISITES: DDT 144 or instructor approval.**

This course emphasizes the more advanced techniques in 3D solid modeling. It covers advanced features of part creation, part editing, and analysis. Some techniques that will be discussed are: lofting, sweeping, sheet metal part creation, interference checking and stress analysis. Upon completion of the course students should be able to create advanced 3D models and perform stress analysis/interference checking.

**DDT 234. 3D GRAPHICS AND ANIMATION (1-4-3)****PREREQUISITES: DDT 144 or instructor approval.**

This course is designed to challenge the imagination of the student in a 3-dimensional problem solving environment. The student will

be given a basic introduction to the concepts of 3D design and animation, then apply those concepts to a design project. Upon completion, students should be able to create and animate objects in a 3-dimensional environment.

**DDT 235. SPECIALIZED CAD (1-4-3)****PREREQUISITE: DDT 104 or instructor approval.**

This course allows the student to plan, execute, and present results of individual projects in Specialized CAD topics. Emphasis is placed on enhancing skill attainment in Specialized CAD skill sets. The student will be able to demonstrate and apply competencies identified by the instructor.

**DDT 236. DESIGN PROJECT (1-4-3)****PREREQUISITE: DDT 104, 124, or instructor approval.**

This course allows the student to plan, execute, and present results of an individual design project. Emphasis is placed on attainment of skills related to a project agreed upon by the Instructor and student. The student will be able to demonstrate and apply competencies identified and agreed upon between the student and instructor.

**DDT 237. CURRENT TOPICS IN CAD (1-4-3)****PREREQUISITE: DDT 104 or instructor approval.**

This course allows the student to plan, execute, and present results of individual projects relating to the Current topics in CAD. Emphasis is placed on attainment of skills related to changes in current CAD technology. The student will be able to demonstrate and apply competencies identified by the instructor.

**DDT 244. ADVANCED 3D MODELING (1-4-3)****PREREQUISITES: DDT 144 or instructor approval.**

This course is designed to challenge the imagination of the student in a three dimensional problem-solving environment using solids modeling software. Upon completion, a student should be able to create parts in 3D models, produce working drawings and understand basic simulations.

**DDT 260. PORTFOLIO (1-4-3)****PREREQUISITES: DDT 144 or instructor approval.**

This course includes the preparation of technical and/or architectural drawings for a portfolio presentation and a resume for portfolio presentation. Upon completion, students should be able to prepare and produce a resume and portfolio for presentation in both hard copy as well as electronic copy.

## ENGLISH (ENG)

**ENR 098. WRITING AND READING FOR COLLEGE (4-0-4)**

This course integrates reading and writing skills students need to comprehend and interact with college-level texts and to produce original college-level writing. Reading skills will center on processes for literal and critical comprehension, as well as the development of vocabulary skills. Writing skills will focus on

using an effective writing process including generating ideas, drafting, organizing, revising and editing to produce competent essays using standard written English. This course may include a one-hour lab component.

**ENG 101. ENGLISH COMPOSITION I (3-0-3)**

**PREREQUISITE: Successful completion of ENG 093, or a score of 62 or higher on the writing section of the ACCUPLACER® test, or a score of 20 or better on the ACT® test (or equivalent SAT® score).**

English Composition I provides instruction and practice in the writing of at least six (6) extended compositions and the development of analytical and critical reading skills and basic reference and documentation skills in the composition process. English Composition I may include instruction and practice in library usage.

**ENG 102. ENGLISH COMPOSITION II (3-0-3)**

**PREREQUISITE: A grade of C or better in ENG 101 or equivalent.**

English Composition II provides instruction and practice in the writing of six (6) formal, analytical essays, at least one of which is a research project using outside sources and/or references effectively and legally. Additionally, English Composition II provides instruction in the development of analytical and critical reading skills in the composition process. English Composition II may include instruction and practice in library usage.

**ENG 130. TECHNICAL REPORT WRITING (3-0-3)**

**PREREQUISITE: ENG 101 or equivalent.**

This course provides instruction in the production of technical and/or scientific reports. Emphasis is placed on research, objectivity, organization, composition, documentation, and presentation of the report. Students will demonstrate the ability to produce a written technical or scientific report by following the prescribed process and format.

**ENG 246. CREATIVE WRITING I (3-0-3)**

**PREREQUISITE: ENG 102.**

This course provides instruction and practice in the writing of critical analysis of imaginative forms of literature. Emphasis is placed on originality in the creative writing process, and this course may include instruction on publishing. Students will compose a significant body of imaginative literature, which may be read by or to the class.

**ENG 247. CREATIVE WRITING II (3-0-3)**

**PREREQUISITES: ENG 246 and/or as required by program.**

A continuation of ENG 246, this course provides instruction and practice in the writing of critical analysis of imaginative forms of literature. Emphasis is placed on originality in the creative writing process, and this course may include instruction on publishing. Students will compose a significant body of imaginative literature, which may be read by or to the class.

**ENG 248. CREATIVE WRITING III (3-0-3)**

**PREREQUISITES: ENG 247 and/or as required by program.**

A continuation of ENG 247, this course provides instruction and practice in the writing of critical analysis of imaginative forms of literature. Emphasis is placed on originality in the creative writing process, and this course may include instruction on publishing. Students will compose a significant body of imaginative literature, which may be read by or to the class.

**ENG 251. AMERICAN LITERATURE I (3-0-3)**

**PREREQUISITE: ENG 102 or equivalent.**

This course is a survey of American literature from its inception to the middle of the nineteenth century. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

**ENG 252. AMERICAN LITERATURE II (3-0-3)**

**PREREQUISITE: ENG 102 or equivalent.**

This course is a survey of American literature from the middle of the nineteenth century to the present. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

**ENG 261. ENGLISH LITERATURE I (3-0-3)**

**PREREQUISITE: ENG 102 or equivalent.**

This course is a survey of English literature from the Anglo-Saxon period to the Romantic Age. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

**ENG 262. ENGLISH LITERATURE II (3-0-3)**

**PREREQUISITE: ENG 102 or equivalent.**

This course is a survey of English literature from the Romantic Age to the present. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

**ENG 271. WORLD LITERATURE I (3-0-3)****PREREQUISITE: ENG 102 or equivalent.**

This course is a study of selected literary masterpieces from Homer to the Renaissance. Emphasis is placed on major representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

**ENG 272. WORLD LITERATURE II (3-0-3)****PREREQUISITE: ENG 102 or equivalent.**

This course is a study of selected literary masterpieces from the Renaissance to the present. Emphasis is placed on major representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

**ENG 297. AFRICAN-AMERICAN LITERATURE (3-0-3)****PREREQUISITE: ENG 102 or equivalent.**

This course is a study of literature produced by representative African Americans from the eighteenth century to the present. The course emphasizes the diversity of themes and techniques found in these works and examines the historical, cultural, literary, and philosophical forces that shaped these works and that are reflected in them. Students will demonstrate the ability to interpret the literature and to relate the works to their historical and literary contexts.

**ENG 298. SPECIAL TOPICS IN LANGUAGE AND LITERATURE (1-2-0-1-2)****PREREQUISITE: Instructor permission.**

This course, which may be repeated for credit so long as the topics differ, permits a student to study with an instructor a topic in English language or in literature. Emphasis is placed on a narrowly focused topic in which the instructor has special expertise, knowledge, or interest. Students will demonstrate through a research paper and/or a literary critique an understanding of the topic.

**ENG 299. DIRECTED STUDIES IN LANGUAGE AND LITERATURE (3-0-3)**

This course, which may be repeated for credit so long as the topics differ, permits a student to study with an instructor a topic in English language or in literature. Emphasis is placed on a narrowly focused topic in which the instructor has special expertise, knowledge, or interest. Students will demonstrate through a research paper and/or literary critique an understanding of the topic.

**ENGLISH, INTRODUCTORY—  
CAREER AND TECHNICAL (COM)****COM 103. INTRODUCTORY TECHNICAL ENGLISH II (3-0-3)**

This course is designed to enhance writing and speaking skills for the workplace. Emphasis is placed on generating short writings such as job application documents, memoranda, and developing interpersonal communication skills with employees and the public with substantial focus on occupational performance requirements and industry standards. Upon completion students should be able to prepare effective, short, and job-related written and oral communications. *Non-degree creditable.*

**GEOGRAPHY (GEO)****GEO 100. WORLD REGIONAL GEOGRAPHY (3-0-3)**

This course surveys various countries and major regions of the world with respect to location and landscape, world importance, political status, population, type of economy, and its external and internal organization problems and potentials.

**HEALTH (HED)****HED 224. PERSONAL AND COMMUNITY HEALTH (3-0-3)**

This course covers health problems for the individual and for the community. Areas of study include mental health, family life, physical health, chronic and degenerative diseases, control of communicable diseases, and the understanding of depressants and stimulants. Healthful living habits will be emphasized.

**HED 231. FIRST AID (3-0-3)**

This course provides instruction to the immediate, temporary care which should be given to the victims of accidents and sudden illness. It also includes standard and advanced requirements of the American Red Cross, and/or the American Heart Association. CPR training also is included.

**HISTORY (HIS)****HIS 101. WESTERN CIVILIZATION I (3-0-3)****PREREQUISITE: Appropriate placement scores.**

This course is a survey of social, intellectual, economic, and political developments, which have molded the modern western world. This course covers the ancient and medieval periods and concludes in the era of the Renaissance and Reformation.

**HIS 102. WESTERN CIVILIZATION II (3-0-3)****PREREQUISITE: Appropriate placement scores.**

This course is a continuation of HIS 101; it surveys development of the modern western world from the era of the Renaissance and Reformation to the present.

**HIS 121. WORLD HISTORY I (3-0-3)****PREREQUISITE: Appropriate placement scores.**

This course surveys social, intellectual, economic, and political developments which have molded the modern world. Focus in on both non-western and western civilizations from the prehistoric to the early modern era.

**HIS 122. WORLD HISTORY II (3-0-3)****PREREQUISITE: Appropriate placement scores.**

This course is a continuation of HIS 121; it covers world history, both western and non-western, from the early modern era to the present.

**HIS 201. UNITED STATES HISTORY I (3-0-3)****PREREQUISITE: Appropriate placement scores.**

This course surveys United States history during colonial, Revolutionary, early national and antebellum periods. It concludes with the Civil War and Reconstruction.

**HIS 202. UNITED STATES HISTORY II (3-0-3)****PREREQUISITE: Appropriate placement scores.**

This course is a continuation of HIS 201; it surveys United States history from the Reconstruction era to the present.

**HIS 216. HISTORY OF WORLD RELIGIONS (3-0-3)****PREREQUISITE: Appropriate placement scores.**

This course presents a comparison of the major religions of the world from a historical perspective. Emphasis is placed on the origin, development, and social influence of Christianity, Judaism, Islam, Hinduism, Buddhism, and others.

**HIS 256. AFRICAN-AMERICAN HISTORY (3-0-3)****PREREQUISITE: Appropriate placement scores.**

This course focuses on the experience of African-American people in the western hemisphere, particularly the United States. It surveys the period from the African origins of the slave trade during the period of exploration and colonization to the present. The course presents a comparison between the African experience in the United States and in Mexico and South America.

**HIS 260. ALABAMA HISTORY (3-0-3)****PREREQUISITE: Appropriate placement scores.**

This course surveys the development of the state of Alabama from pre-historic times to the present. The course presents material on the discovery, exploration, colonization, territorial period, antebellum Alabama, Reconstruction, and modern history.

**HIS 285. SOUTHERN RESEARCH (3-0-3)****PREREQUISITE: Appropriate placement scores.**

Instruction in research techniques and resources for studies of the people of the Southern United States.

**HIS 299. DIRECTED STUDIES IN HISTORY (3-0-3)****PREREQUISITE: Instructor permission.**

This course affords students opportunities to study selected topics of a historical nature under the direction of an instructor either as part of class or on an individual basis. Internships with historical and preservation organizations, thesis development, and the

analysis of secondary monographs are examples of activities for this course. *HIS 299 may be repeated for credit.*

**HUMANITIES (HUM)****HUM 100. HUMANITIES FORUM (1-0-1)**

In this course, credit is given for participation in lectures, concerts, and other events which have relevance to the study of the humanities. *The course may be repeated for credit.*

**HUM 101. INTRODUCTION TO HUMANITIES I (3-0-3)****PREREQUISITE: Appropriate placement scores.**

This is the first course in a two-semester sequence which offers the student an introduction to the humanities using selections from art, music, literature, history, and philosophy which relates to a unifying theme.

**HUM 102. INTRODUCTION TO HUMANITIES II (3-0-3)****PREREQUISITE: As required by program.**

This course is a continuation of HUM 101.

**HUM 298. DIRECTED STUDIES IN HUMANITIES (3-0-3)****PREREQUISITE: Instructor permission.**

This course provides an opportunity for the student to study selected topics in the area of the humanities under the supervision of a qualified instructor. The specific topics will be determined by the interests of the students and faculty and the course may be repeated for credit.

**MASONRY (MAS)****MAS 111. MASONRY FUNDAMENTALS (2-2-3)**

This course is designed as an introduction and orientation to masonry construction, specifically to brick and block construction. Topics include the identification and safe use of tools, equipment, and masonry materials. Upon completion, the students should have a general knowledge of masonry. This is a *CORE* course.

**MAS 121. BRICK/BLOCK MASONRY FUNDAMENTALS (1-4-3)****PREREQUISITE/COREQUISITE: MAS 111.**

This course is designed to provide the student with basic fundamental skills for working with brick and block. Emphasis is placed on the importance of proper work site set up, dry bonding, head and bed joints, leveling, plumbing, and straight edging. Upon completion the students should have requisite skills meeting entry level standards. This is a *CORE* course.

**MAS 131. BRICK/BLOCK MASONRY FUNDAMENTALS II (1-4-3)****PREREQUISITE/COREQUISITE: MAS 111 and 121.**

This course is designed to provide the student with a working knowledge of laying bricks and blocks. Emphasis is placed on set up, layout, building corners, and laying to the line. Upon

completion the students should have entry level skills in brick and block masonry. This is a *CORE* course.

**MAS 151. BRICK/BLOCK MASONRY  
FUNDAMENTALS III (1-4-3)**

**PREREQUISITE/COREQUISITE: MAS 111, 121, 131.**

This course is designed to provide the student with a working knowledge of the various methods of laying bricks and blocks. Emphasis is placed on hanging a speed pole, layout, building corners, and laying to a line. Upon completion the students should have entry level skills in basic bonds, tooling and finishing joints, toothing corners, and cutting masonry units. This is a *CORE* course.

**MAS 161. BLOCK MASONRY LAB (0-6-3)**

**PREREQUISITES/COREQUISITES: MAS 111, 121, 131, 151.**

This course provides practical application of block laying techniques. Emphasis is placed on developing skill in laying block, constructing and reinforcing walls, joints, and sample panels. Upon completion, the student should be able to construct block walls to entry-level standards. This is a *CORE* course.

**MAS 162. BRICK MASONRY LAB (0-6-3)**

**PREREQUISITES: MAS 111 and 121.**

This course provides practical application of advanced brick laying techniques. Emphasis is placed on developing skill in laying brick, constructing and reinforcing walls, joints, and sample panels. Upon completion, the student should be able to construct brick walls to entry-level standards. This is a *CORE* course.

**MAS 211. STONE MASONRY (1-4-3)**

**PREREQUISITES/COREQUISITES: MAS 111 and 121.**

This course provides an introduction to stone and decorative masonry techniques, fireplace construction, and repair and restoration of brick structures. Topics include brick arches, fireplace construction, stone materials, laying techniques, moisture control, wall supports, joints, coping, sample panels, and cultured stone. Upon completion, the student should be able to identify appropriate materials and techniques for the stated topics.

**MAS 251. STONE MASONRY LAB (0-6-3)**

**PREREQUISITES/COREQUISITES: MAS 111, 121, 211.**

This course provides practical application of stone and decorative masonry techniques, repair and restoration of brick structures, and brick arches. Emphasis is placed on developing skill in performing these techniques. Upon completion, the student should be able to lay stone, repair and restore brick structures, and build brick arches to entry-level standards.

**MAS 252. FIREPLACE CONSTRUCTION (0-6-3)**

**PREREQUISITES/COREQUISITES: MAS 111 and 121.**

This course provides practical application of techniques for constructing fireplaces and other decorative work. Emphasis is placed on developing skill in constructing decorative masonry techniques. Upon completion, the student should be able to construct a variety of fireplaces to entry-level standards.

## MATHEMATICS (MTH)

**MTH 098. ELEMENTARY ALGEBRA (3-0-3)**

This course is a review of the fundamental arithmetic and algebra operations. The topics include the numbers of ordinary arithmetic and their properties; integers and rational numbers; the solving of equations; polynomials and factoring; and an introduction to systems of equations and graphs.

**MTH 100. INTERMEDIATE COLLEGE ALGEBRA (3-0-3)**

**PREREQUISITE: MTH 098 or appropriate mathematics placement score.**

This course provides a study of algebraic techniques such as linear equations and inequalities, quadratic equations, systems of equations, and operations with exponents and radicals. Functions and relations are introduced and graphed with special emphasis on linear and quadratic functions. This course does not apply toward the general core requirement for mathematics.

**MTH 103. INTRODUCTION TO TECHNICAL  
MATHEMATICS (3-0-3)**

**PREREQUISITE: MTH 092, 098, or appropriate mathematics placement score.**

This course is designed for the student in technology needing simple arithmetic, algebraic, and right triangle trigonometric skills.

**MTH 110. FINITE MATHEMATICS (3-0-3)**

**PREREQUISITES: All core mathematics courses in Alabama must have as a minimum prerequisite high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score. An alternative to this is that the student should successfully pass with a C or higher (S if taken as pass/fail) Intermediate College Algebra.**

This course is intended to give an overview of topics in finite mathematics together with their applications, and is taken primarily by students who are not majoring in science, engineering, commerce, or mathematics (i.e., students who are not required to take Calculus). This course will draw on and significantly enhance the student's arithmetic and algebraic skills. The course includes sets, counting, permutations, combinations, basic probability (including Baye's Theorem), and introduction to statistics (including work with Binomial Distributions and Normal Distributions), matrices and their applications to Markov chains and decision theory. Additional topics may include symbolic logic, linear models, linear programming, the simplex method and applications.

**MTH 112. PRECALCULUS ALGEBRA (3-0-3)**

**PREREQUISITES: All core mathematics courses in Alabama must have as a minimum prerequisite high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score. An alternative to this is that the student should successfully pass with C or higher (S if taken as pass/fail) Intermediate College Algebra.**

This course emphasizes the algebra of functions - including polynomial, rational, exponential, and logarithmic functions. The course also covers systems of equations and inequalities, quadratic

inequalities, and the binomial theorem. Additional topics may include matrices, Cramer's Rule, and mathematical induction.

### **MTH 113. PRECALCULUS TRIGONOMETRY (3-0-3)**

**PREREQUISITES: A minimum prerequisite of high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score is required. An alternative to this is that the student should successfully pass with a C or higher (S if taken as pass/fail) MTH 112.**

This course includes the study of trigonometric (circular functions) and inverse trigonometric functions, and includes extensive work with trigonometric identities and trigonometric equations. The course also covers vectors, complex numbers, DeMoivre's Theorem, and polar coordinates. Additional topics may include conic sections, sequences, and using matrices to solve linear systems.

### **MTH 115. PRECALCULUS ALGEBRA AND TRIGONOMETRY (4-0-4)**

**PREREQUISITES: A minimum prerequisite of high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score is required. An alternative to this is that the student should successfully pass with a C or higher (S if taken as pass/fail) MTH 100 and receive permission from the department chairperson.**

This course is a one semester combination of Precalculus Algebra and Precalculus Trigonometry intended for superior students. The course covers the following topics: the algebra of functions (including polynomial, rational, exponential, and logarithmic functions), systems of equations and inequalities, quadratic inequalities, and the binomial theorem, as well as the study of trigonometric (circular functions) and inverse trigonometric functions, and includes extensive work with trigonometric identities and trigonometric equations, vectors, complex numbers, DeMoivre's Theorem, and polar coordinates.

### **MTH 116. MATHEMATICAL APPLICATIONS (3-0-3)**

**PREREQUISITE: MTH 090 or appropriate mathematics placement score. .**

This course provides practical applications of mathematics and includes selected topics from consumer math and algebra. Some topics included are integers, percent, interest, ratio and proportion, metric system, probability, linear equations, and problem solving.

### **MTH 120. CALCULUS AND ITS APPLICATIONS (3-0-3)**

**PREREQUISITES: A minimum prerequisite of high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score is required. An alternative to this is that the student should successfully pass with a C or higher MTH 112.**

This course is intended to give a broad overview of calculus and is taken primarily by students majoring in Commerce and Business Administration. It includes differentiation and integration of algebraic, exponential, and logarithmic functions and applications to business and economics. The course should include functions of several variables, partial derivatives (including applications), Lagrange Multipliers, L'Hopital's Rule, and multiple integration (including applications).

### **MTH 125. CALCULUS I (4-0-4)**

**PREREQUISITES: A minimum prerequisite of high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score is required. An alternative to this is that the student should successfully pass with a C or higher MTH 113 or MTH 115.**

This is the first of three courses in the basic calculus sequence taken primarily by students in science, engineering, and mathematics. Topics include the limit of a function; the derivative of algebraic, trigonometric, exponential, and logarithmic functions; and the definite integral and its basic applications to area problems. Applications of the derivative are covered in detail, including approximations of error using differentials, maximum and minimum problems, and curve sketching using calculus.

### **MTH 126. CALCULUS II (4-0-4)**

**PREREQUISITES: A minimum prerequisite of high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score is required. An alternative to this is that the student should successfully pass with a C or higher MTH 125.**

This is the second of three courses in the basic calculus sequence. Topics include vectors in the plane and in space, lines and planes in space, applications of integration (such as volume, arc length, work and average value), techniques of integration, infinite series, polar coordinates, and parametric equations

### **MTH 227. CALCULUS III (4-0-4)**

**PREREQUISITE: MTH 126.**

This is the third of three courses in the basic calculus sequence. Topics include vector functions, functions of two or more variables, partial derivatives (including applications), quadric surfaces, multiple integration, and vector calculus (including Green's Theorem, Curl and Divergence, surface integrals, and Stokes' Theorem.

### **MTH 231. MATH FOR THE ELEMENTARY TEACHER I (3-0-3)**

**PREREQUISITE: As required by program.**

This course is designed to provide appropriate insights into mathematics for students majoring in elementary education and to ensure that students going into elementary education are more than proficient at performing basic arithmetic operations. Topics include logic, sets and functions, operations and properties of whole numbers and integers including number theory; use of manipulatives by teachers to demonstrate abstract concepts; and by students while learning these abstract concepts as emphasized in the class. Upon completion, students are required to demonstrate proficiency in each topic studied as well as to learn teaching techniques that are grade level and subject matter appropriate, and test for mathematical proficiency and the learning of teaching concepts.

### **MTH 232. MATH FOR THE ELEMENTARY TEACHER II (3-0-3)**

**PREREQUISITE: MTH 231.**

This course is the second of a three-course sequence and is designed to provide appropriate insights into mathematics for

students majoring in elementary education and to ensure that students going into elementary education are more proficient at performing basic arithmetic operations. Topics include numeration skills with fractions, decimals and percentages, elementary concepts of probability and statistics, and analytic geometry concepts associated with linear equations and inequalities. The use of manipulatives and calculators in the teaching and learning process is stressed. Upon completion, students will test for mathematical proficiency and the learning of teaching concepts. Students also will demonstrate an appropriate teaching technique by preparing a lesson and teaching it to the class for their final exam grade.

### **MTH 237. LINEAR ALGEBRA (3-0-3)**

**PREREQUISITE:** MTH 126.

This course introduces the basic theory of linear equations and matrices, real vector spaces, bases and dimension, linear transformations and matrices, determinants, eigenvalues and eigenvectors, inner product spaces, and the diagonalization of symmetric matrices. Additional topics may include quadratic forms and the use of matrix methods to solve systems of linear differential equations.

### **MTH 238. APPLIED DIFFERENTIAL EQUATIONS I (3-0-3)**

**COREQUISITE:** MTH 227.

An introduction to numerical methods, qualitative behavior of first order differential equations, techniques for solving separable and linear equations analytically, and applications to various models (e.g., populations, motion, chemical mixtures, etc.); techniques for solving higher order linear differential equations with constant coefficients (general theory, undetermined coefficients, reduction of order and the method of variation of parameters), with emphasis on interpreting the behavior of the solutions, and applications to physical models whose governing equations are of higher order; the Laplace transform as a tool for the solution of initial value problems whose inhomogeneous terms are discontinuous.

### **MTH 265. ELEMENTARY STATISTICS (3-0-3)**

**PREREQUISITE:** MTH 100 or appropriate mathematics placement score.

This course provides an introduction to methods of statistics, including the following topics: sampling, frequency distributions, measures of central tendency, graphic representation, reliability, hypothesis testing, confidence intervals, analysis, regression, estimation, and applications. Probability, permutations, combinations, binomial theorem, random variables, and distributions may be included.

## **MATHEMATICS—CAREER AND TECHNICAL (MAH)**

### **MAH 101. INTRODUCTORY MATHEMATICS I (2-2-3)**

**PREREQUISITE:** Satisfactory placement score.

This course is a comprehensive review of arithmetic with basic algebra designed to meet the needs of certificate and diploma

programs. Topics include business and industry related arithmetic and geometric skills used in measurement, ratio and proportion, exponents and roots, applications of percent, linear equations, formulas, and statistics. Upon completion, students should be able to solve practical problems in their specific occupational areas of study. *Non-degree creditable.*

## **MEDICAL ASSISTING (MAT)**

### **MAT 101. MEDICAL TERMINOLOGY (3-0-3)**

**PREREQUISITE:** Instructor permission.

This course is designed for medical assistants, student nurses, and others in medically related fields. The course will focus on the more common prefixes, roots, and suffixes used to construct medical terms with these word parts to determine the meanings of new or unfamiliar terms. The student will learn a system of word building which will enable them to interpret medical terms. This is a *CORE* course.

### **MAT 102. MEDICAL ASSISTING THEORY I (3-0-3)**

**PREREQUISITE:** Instructor permission.

A description of anatomical descriptors and the cell introduces the student to and serves as an overview of the body's systems. The structure and function of the nervous, sensory, integumentary, muscular, skeletal, and cardiovascular systems are taught with the diseases related to these systems presented. Upon completion, students should be able to demonstrate a basic working knowledge of these body systems. This is a *CORE* course.

### **MAT 103. MEDICAL ASSISTING THEORY II (3-0-3)**

**PREREQUISITE:** Instructor permission.

The structure and function of the digestive, urinary, reproduction, endocrine, respiratory, and immune systems are presented. Disease processes that are related to these systems will be included. Basic concepts of reproduction, growth and development, and nutrition are taught. Upon completion, students should be able to demonstrate a basic working knowledge of these body systems. This is a *CORE* course.

### **MAT 111. CLINICAL PROCEDURES I FOR THE MEDICAL ASSISTANT (2-3-3)**

**PREREQUISITE:** Instructor permission.

This course includes instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with examination, and patient education. Upon completion, students will be able to demonstrate competence in exam room procedures. This is a *CORE* course.

### **MAT 120. MEDICAL ADMINISTRATIVE PROCEDURES I (2-3-3)**

**PREREQUISITES:** MAT 101 and CIS 146 or equivalent.

This course introduces medical office administrative procedures. Topics include appointment scheduling, telephone techniques, managing the physician's schedule, handling mail, preparing and maintaining medical records, and patient orientation. Upon completion, students should be able to perform basic medical secretarial skills. This is a *CORE* course.

**MAT 121. MEDICAL ADMINISTRATIVE PROCEDURES II (2-3-3)**

This course introduces medical office administrative procedures not covered in Medical Administrative Procedures I. Topics include fees, credit, and collections, banking, bookkeeping payroll, and computerized finance applications. Upon completion students should be able to manage financial aspects of medical offices. This is a *CORE* course.

**MAT 122. BASIC CONCEPTS OF INTERPERSONAL RELATIONSHIPS (3-0-3)**

**PREREQUISITE: Instructor permission.**

This course is designed to assist students in health occupations to learn basic principles of human behavior. Activities for developing effective interpersonal relations are included. Exploration of self concept and the negative effect of poor self concept as they relate to one's health are presented. Upon completion, students should be able to apply these concepts to the work setting.

**MAT 125. LABORATORY PROCEDURES I FOR THE MEDICAL ASSISTANT (2-3-3)**

**PREREQUISITE: Instructor permission.**

This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective diagnostic tests, such as a CBC, screening and follow-up of test results and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics. This is a *CORE* course.

**MAT 128. MEDICAL LAW AND ETHICS FOR THE MEDICAL ASSISTANT (3-0-3)**

**PREREQUISITE: Instructor permission.**

This course provides basic information related to the legal relationship of patient and physician. Topics to be covered include creation and termination of contracts, implied and informed consent, professional liability, invasion of privacy, malpractice, tort, liability, breach of contract, and the Medical Practice Act. Upon completion, students should be able to recognize ethical and legal implications of these topics as they relate to the medical assistant. This is a *CORE* course.

**MAT 130. MEDICAL OFFICE COMMUNICATION (3-0-3)**

**PREREQUISITE: Instructor permission.**

This course prepares the student to communicate with patients and other allied health professionals which he/she may come in contact within the medical setting. Emphasis is placed on verbal, nonverbal, written communication skills, and medical document formatting. Upon completion, students should be able to demonstrate an understanding of the skills needed for effective communication in the medical setting.

**MAT 200. MANAGEMENT OF OFFICE EMERGENCIES (2-0-2)**

**PREREQUISITES: MAT 101, 102, and 103 or instructor permission.**

This course is designed to instruct students in handling emergencies in the medical office. Emergencies presented will include

cardiovascular emergencies, diabetic emergencies, seizures, syncope, hyperthermia and hypothermia, shock, musculoskeletal emergencies, and poisoning. Upon completion, students should be able to recognize emergency situations and take appropriate actions. This is a *CORE* course.

**MAT 211. CLINICAL PROCEDURES II FOR THE MEDICAL ASSISTANT (2-3-3)**

**PREREQUISITE: Instructor permission.**

This course includes instruction in vital signs and special examination procedures. Emphasis is placed on interviewing skills, appropriate triage and preparing patients for diagnostic procedures. Upon completion, students should be able to assist with special procedures. This is a *CORE* course.

**MAT 215. LABORATORY PROCEDURES II FOR THE MEDICAL ASSISTANT (2-3-3)**

**PREREQUISITE: Instructor permission.**

This course instructs the student in the fundamental theory and lab application for the medical office. Microbiology, urinalysis, serology, blood chemistry, and venipuncture theory as well as venipuncture collection procedures are discussed and performed. Upon completion, students should be able to perform basic lab tests/skills on course topics. This is a *CORE* course.

**MAT 216. MEDICAL PHARMACOLOGY FOR THE MEDICAL OFFICE (3-3-4)**

**PREREQUISITES: MAT 101, 102, 103, and MTH 116 or instructor permission.**

This course teaches the commonly administered drugs used in the medical field including their classifications, actions, indications, contraindications, and side effects on the body. Correct demonstration of drug calculation, preparation, administration, and documentation are also taught. Upon completion, students should be able to demonstrate safe drug administration and recognize common medical classifications and their patient implications. This is a *CORE* course.

**MAT 220. MEDICAL OFFICE INSURANCE (2-3-3)**

**PREREQUISITES: MAT 101, 121, and CIS 146 or equivalent.**

In this course emphasis is placed on insurance procedures with advanced diagnostic and procedural coding in the outpatient facility. Study will include correct completion of insurance forms and coding. Upon completion, students should be able to demonstrate proficiency in coding for reimbursements. This is a *CORE* course.

**MAT 222. MEDICAL TRANSCRIPTION I (1-3-2)**

**PREREQUISITES: MAT 101, 130, and CIS 146 or equivalent; acceptable keyboarding speed; or instructor permission.**

This course introduces dictating equipment and typical medical dictation. Emphasis is placed on correct punctuation, capitalization, and spelling. Upon completion, students should be able to transcribe physician's dictation.

**MAT 227. SPECIAL TOPICS IN MEDICAL ASSISTING  
(1-0-1)**

**PREREQUISITE: Instructor permission.**

This course includes specialized study on current topics and issues in the field of medical assisting. Emphasis is placed on personal and occupational responsibilities, and developing problem-solving skills encountered in the medical office. Upon completion, students should be able to apply problem-solving skills to medical office situations.

**MAT 228. MEDICAL ASSISTANT REVIEW COURSE  
(1-0-1)**

**PREREQUISITE: Instructor permission.**

This course includes a general review of administrative and clinical functions performed in a medical office. The course will assist the student or graduate in preparing for national credentialing examination.

**MAT 229. MEDICAL ASSISTANT PRACTICUM  
(0-15-3)**

**PREREQUISITES: MAT 111, 125, 200, 211, 215, 216, 222, plus 30 additional credit hours in MAT program.**

This course is designed to provide the opportunity to apply clinical, laboratory, and administrative skills in a physician's office, clinic or outpatient facility. The student will gain experience in applying knowledge learned in the classroom in enhancing competence, in strengthening professional communications and interactions. Upon completion, students should be able to perform as an entry-level Medical Assistant. This is a *CORE* course.

**MAT 239. PHLEBOTOMY PRACTICUM (0-15-3)**

**PREREQUISITES: MAT 101, 102, 125, 128, 215, and CIS 146 or equivalent.**

This course is designed to provide the opportunity to apply phlebotomy techniques in the physician's clinic and hospital setting. Emphasis is placed on training individuals to properly collect and handle blood specimens for laboratory testing and to interact with health care personnel, patients, and the general public. Upon completion, students should be prepared for entry-level phlebotomy and to sit for the *Phlebotomy Technician Examination* (ASCP).

**MUSIC (MUS)**

**MUS 101. MUSIC APPRECIATION (3-0-3)**

This course is designed for non-music majors and requires no previous musical experience. It is a survey course that incorporates several modes of instruction including lecture, guided listening, and similar experiences involving music. The course will cover a minimum of three (3) stylistic periods, provide a multi-cultural perspective, and include both vocal and instrumental genres. Upon completion, students should be able to demonstrate a knowledge of music fundamentals, the aesthetic/stylistic characteristics of historical periods, and an aural perception of style and structure in music.

**MUS 104. JAZZ: AN INTRODUCTION AND HISTORY  
(2-0-2)**

**PREREQUISITE: As required by program.**

This course provides a study of the origins, development and existing styles of jazz. Topics include the blues, piano styles, Dixieland, swing, bebop, third stream, cool, free jazz and jazz/rock fusion. Upon completion, students should be able to demonstrate a knowledge, understanding and an aural perception of the different style characteristics of jazz music.

**MUS 110. BASIC MUSICIANSHIP (3-0-3)**

**PREREQUISITE: MUS 099 or suitable placement score or permission of the instructor.**

This course is designed to provide rudimentary music knowledge and skills for the student with a limited music background. Topics include a study of notation, rhythm, scales, keys, intervals, chords and basic sight singing and ear training skills. Upon completion, students should be able to read and understand musical scores and demonstrate basic sight singing and ear training skills for rhythm, melody and harmony.

**MUS 111. MUSIC THEORY I (3-2-4)**

**PREREQUISITE: MUS 110 or suitable placement score or permission of the instructor.**

This course introduces the student to the diatonic harmonic practices in the Common Practice Period. Topics include fundamental musical materials (rhythm, pitch, scales, intervals, diatonic harmonies) and an introduction to the principles of voice leading and harmonic progression. Upon completion, students should be able to demonstrate a basic competency using diatonic harmony through analysis, writing, sight singing, dictation and keyboard skills.

**MUS 112. MUSIC THEORY II (3-2-4)**

**PREREQUISITE: MUS 111.**

This course completes the study of diatonic harmonic practices in the Common Practice Period and introduces simple musical forms. Topics include principles of voice leading used in three- and four-part triadic harmony and diatonic seventh chords, non-chord tones, cadences, phrases and periods. Upon completion, students should be able to demonstrate competence using diatonic harmony through analysis, writing, sight singing, dictation and keyboard skills.

**MUS 203. MUSIC History I (3-3-0)**

**PREREQUISITE: As required by program.**

This course provides a study of the development of music from ancient times through the Baroque Period. Emphasis is placed on period style characteristics, representative composers and their works, and socio-cultural influences. Upon completion, students should be able to demonstrate knowledge, understanding and an aural perception of period style characteristics, forms, composers and representative works.

**MUS 204. MUSIC History II (3-3-0)**

**PREREQUISITE: As required by program.**

This is the second of a two-course sequence which survey's instrumental and vocal music to acquaint the student with musical compositions, composers and styles from the Classical Period to

the present. Emphasis is placed on the development of analytical listening skills. Upon completion, students should be able to recognize the music, identify the major composers and describe the styles of the various musical periods.

## MUSIC—ENSEMBLES (MUL)

### MUSIC ENSEMBLES (0-4-2) OR (0-2-1)

**PREREQUISITE: Instructor permission.**

This course provides an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble.

- MUL 180-81; 280-81 CHORUS I, II, III, IV**  
**MUL 182-83; 282-83 VOCAL ENSEMBLE I, II, III, IV**  
**MUL 184-85; 284-85 JAZZ/SHOW CHOIR I, II, III, IV**  
**MUL 192-93-292-93 INSTRUMENTAL ENSEMBLE I, II, III, IV**  
**MUL 196-97; 296-97 JAZZ/SHOW BAND I, II, III, IV**

### CLASS PERFORMANCE INSTRUCTION (0-2-1)

Group instruction is available in voice, piano, strings, woodwinds, brass, percussion and fretted instruments for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals.

- MUL 101-02; 201-02 CLASS PIANO I, II, III, IV**  
**MUL 111-12; 211-12 CLASS VOICE I, II, III, IV**  
**MUL 121-22; 221-22 CLASS STRINGS I, II, III, IV**  
**MUL 131-32; 231-32 CLASS WOODWINDS I, II, III, IV**  
**MUL 141-42; 241-42 CLASS BRASS I, II, III, IV**  
**MUL 151-52; 251-52 CLASS PERCUSSION I, II, III, IV**  
**MUL 161-62; 261-62 CLASS FRETTED INSTRUMENTS I, II, III, IV**

## MUSIC—PERFORMANCE (MUP)

### INDIVIDUAL PERFORMANCE INSTRUCTION (0-4-2)

**PREREQUISITE: Instructor permission.**

Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

- MUP 101-02; 201-02 PRIVATE PIANO I, II, III, IV**  
**MUP 111-12; 211-12 PRIVATE VOICE I, II, III, IV**  
**MUP 133-34; 233-34 PRIVATE GUITAR I, II, III, IV**  
**MUP 121-22; 221-22 PRIVATE VIOLIN I, II, III, IV**

# NURSING

## ASSOCIATE DEGREE NURSING (NUR)

### NUR 102. FUNDAMENTALS OF NURSING (3-6-3-6)

**PREREQUISITE: Nursing program admission.**

This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students learn concepts and theories basic to the art and science of nursing. The role of the nurse as a member of the healthcare team is emphasized. Students are introduced to the concepts of client needs, safety, communication, teaching/learning, critical thinking, ethical-legal, cultural diversity, nursing history, and the program's philosophy of nursing. Additionally, this course introduces psychomotor nursing skills needed to assist individuals in meeting basic human needs. Skills necessary for maintaining microbial, physical, and psychological safety are introduced along with skills needed in therapeutic interventions. At the conclusion of this course students demonstrate competency in performing basic nursing skills for individuals with common health alterations.

### NUR 103. HEALTH ASSESSMENT (0-3-0-1)

**PREREQUISITE: Nursing program admission.**

This course is designed to provide students the opportunity to learn and practice history taking and physical examination skills with individuals of all ages, with emphasis on the adult. The focus is on symptom analysis along with physical, psychosocial, and growth and development assessments. Students will be able to utilize critical thinking skills in identifying health alterations, formulating nursing diagnoses and documenting findings appropriate to nursing.

### NUR 104. INTRODUCTION TO PHARMACOLOGY (0-3-0-1)

**PREREQUISITE: Nursing program admission.**

This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. This course introduces students to basic principles of pharmacology and the knowledge necessary to safely administer medication. Course content includes legal implications, pharmacokinetics, pharmacodynamics, calculations of drug dosages, medication administration, and an overview of drug classifications. Students will be able to calculate and administer medications.

### NUR 105. ADULT NURSING (5-3-6-8)

**PREREQUISITES: NUR 102, 103, 104, MTH 100 or higher, and BIO 201.**

This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Emphasis is placed on providing care to individuals undergoing surgery, fluid and electrolyte imbalance, and common alterations in respiratory, musculoskeletal, gastro-intestinal, cardiovascular, and endocrine systems. Nutrition, pharmacology, communication, cultural, and community concepts are integrated.

**NUR 106. MATERNAL AND CHILD NURSING (4-0-3-5)**  
**PREREQUISITES: NUR 102, 103, 104, MTH 100 or higher, and BIO 201.**

This course focuses on the role of the nurse in meeting the physiological, psychosocial, cultural and developmental needs of the maternal and child client. Course content includes antepartal, intrapartal, and postpartal care, complications of pregnancy, newborn care, human growth and development, pediatric care, and selected pediatric alterations. Nutrition, pharmacology, cultural diversity, use of technology, communication, anatomy and physiology review, medical terminology, critical thinking, and application of the nursing process are integrated throughout this course. Upon completion of this course students will be able to provide and manage care for maternal and pediatric clients in a variety of settings.

**NUR 200. LPN ROLE TRANSITION TO ASSOCIATE DEGREE NURSE (RN) (3-3-3-5)**

**PREREQUISITES: ADN program admission, MTH 100 or higher, BIO 201 and 202, and ENG 101.**

This course focuses on application of nursing science to assist the Licensed Practical Nurse (LPN) transitioning into the role of the associate degree nurse (ADN). Emphasis in this course is placed on evidenced based clinical decision making and nursing care provided in a family and community context for a variety of health alterations across the lifespan. Upon successful completion of the course, students will be able to articulate into the ADN program. Sixteen non-traditional credits will be awarded after successful completion of this course.

**NUR 201. NURSING THROUGH THE LIFESPAN I (3-0-6-5)**

**PREREQUISITES: NUR 105 and 106, ENG 101, and BIO 202.**

This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students manage and provide collaborative care to clients who are experiencing selected alterations in gastrointestinal, reproductive, sensory, and endocrine systems in a variety of settings. Additional instruction is provided for oncology, mental health, teaching/learning concepts, and advanced dosage calculations. Nutrition, pharmacology, communication, cultural, and community concepts are integrated.

**NUR 202. NURSING THROUGH THE LIFESPAN II (3-0-9-6)**

**PREREQUISITES: NUR 201, PSY 200, and BIO 220.**

This course builds upon previous instruction and provides additional opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students manage and provide collaborative care to clients who are experiencing selected alterations in cardiovascular, hematologic, immune, and genitourinary systems in a variety of settings. Additional instruction is provided for psychiatric disorders, and high-risk obstetrics. Teaching/learning concepts, advanced dosage calculations, nutrition, pharmacology, communication, cultural, and community concepts are integrated.

**NUR 203. NURSING THROUGH THE LIFESPAN III (4-0-6-6)**

**PREREQUISITES: NUR 202, SPH 106 or 107, and PSY 210.**

This course builds upon previous instruction and provides additional opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students manage and provide collaborative care to clients who are experiencing selected alterations in cardiovascular, respiratory, and neurological systems in a variety of settings. Additional instruction is provided care for selected mental health disorders, selected emergencies, multiple organ dysfunction syndrome and related disorders. Teaching/learning concepts, advanced dosage calculations, nutrition, pharmacology, communication, cultural, and community concepts are integrated.

**NUR 204. ROLE TRANSITION FOR THE REGISTERED NURSE (2-0-6-4)**

**PREREQUISITES: NUR 202, SPH 106 or 107, and PSY 210.**

This course provides students with opportunities to gain knowledge and skills necessary to transition from student to registered nurse. Content includes current issues in health care, nursing leadership and management, professional practice issues for registered nurses, and transition into the workplace. Additional instruction is provided for preparing for the NCLEX-RN.

## **PRACTICAL NURSING (NUR)**

**NUR 102. FUNDAMENTALS OF NURSING (3-6-3-6)**

**PREREQUISITE: Nursing program admission.**

This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students learn concepts and theories basic to the art and science of nursing. The role of the nurse as a member of the healthcare team is emphasized. Students are introduced to the concepts of client needs, safety, communication, teaching/learning, critical thinking, ethical-legal, cultural diversity, nursing history, and the program's philosophy of nursing. Additionally, this course introduces psychomotor nursing skills needed to assist individuals in meeting basic human needs. Skills necessary for maintaining microbial, physical, and psychological safety are introduced along with skills needed in therapeutic interventions. At the conclusion of this course students demonstrate competency in performing basic nursing skills for individuals with common health alterations.

**NUR 103. HEALTH ASSESSMENT (0-3-0-1)**

**PREREQUISITE: Nursing program admission.**

This course is designed to provide students the opportunity to learn and practice history taking and physical examination skills with individuals of all ages, with emphasis on the adult. The focus is on symptom analysis along with physical, psychosocial, and growth and development assessments. Students will be able to utilize critical thinking skills in identifying health alterations, formulating nursing diagnoses and documenting findings appropriate to nursing.

**NUR 104. INTRODUCTION TO PHARMACOLOGY  
(0-3-0-1)**

**PREREQUISITE: Nursing program admission.**

This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. This course introduces students to basic principles of pharmacology and the knowledge necessary to safely administer medication. Course content includes legal implications, pharmacokinetics, pharmacodynamics, calculations of drug dosages, medication administration, and an overview of drug classifications. Students will be able to calculate and administer medications.

**NUR 105. ADULT NURSING (5-3-6-8)**

**PREREQUISITES: NUR 102, 103, and 104; MTH 116 or higher; and BIO 201 or NUR 101.**

This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Emphasis is placed on providing care to individuals undergoing surgery, fluid and electrolyte imbalance, and common alterations in respiratory, musculoskeletal, gastro-intestinal, cardiovascular, and endocrine, systems. Nutrition, pharmacology, communication, cultural, and community concepts are integrated.

**NUR 106. MATERNAL AND CHILD NURSING (4-0-3-5)**

**PREREQUISITES: NUR 102, 103, and 104; MTH 116; and BIO 201 or NUR 101.**

This course focuses on the role of the nurse in meeting the physiological, psychosocial, cultural and developmental needs of the maternal and child client. Course content includes antepartal, intrapartal, and postpartal care, complications of pregnancy, newborn care, human growth and development, pediatric care, and selected pediatric alterations. Nutrition, pharmacology, cultural diversity, use of technology, communication, anatomy and physiology review, medical terminology, critical thinking, and application of the nursing process are integrated throughout this course. Upon completion of this course students will be able to provide and manage care for maternal and pediatric clients in a variety of settings.

**NUR 107. ADULT/CHILD NURSING I (5-0-9-8)**

**PREREQUISITES: NUR 105 and 106, ENG 101, and BIO 202 or NUR 101.**

This course provides students with opportunities to develop competencies necessary to meet the needs of individuals throughout the life span in a safe, legal, and ethical manner using the nursing process in a variety of settings. Emphasis is placed on providing care to individuals experiencing complex alterations in: sensory/perceptual, reproductive, endocrine, genitourinary, neurological, immune, cardiovascular, and lower gastrointestinal systems. Additional instruction is provided for care for clients experiencing burns, cancer, and emergent conditions. Nutrition, pharmacology, therapeutic communication, community, cultural diversity, health promotion, error prevention, critical thinking, impacts on maternal and child clients are integrated throughout the course.

**NUR 108. PSYCHOSOCIAL NURSING (2-0-3-3)**

**PREREQUISITES: NUR 105 and 106, ENG 101, and BIO 202 or NUR 101.**

This course is designed to provide an overview of psychosocial adaptation and coping concepts used when caring for clients with acute and chronic alterations in mental health in a variety of settings. Topics include therapeutic communication skills, normal and abnormal behaviors, treatment modalities, and developmental needs. Upon completion of this course, students will demonstrate the ability to assist clients in maintaining psychosocial integrity through the use of the nursing process.

**NUR 109. ROLE TRANSITION FOR THE PRACTICAL  
NURSE (2-3-0-3)**

**PREREQUISITES: NUR 105 and 106, ENG 101, and BIO 202 or NUR 101.**

This course provides students with opportunities to gain knowledge and skills necessary to transition from student to practicing nurse. Content includes a discussion of current issues in health care, practical nursing leadership and management, professional practice issues, and transition into the workplace. Emphasis is placed on NCLEX-PN test-taking skills, computer-assisted simulations and practice tests, development of a prescriptive plan for remediation, and review of selective content, specific to the practice of practical nursing.

**OFFICE ADMINISTRATION (OAD)**

**OAD 101. BEGINNING KEYBOARDING (3-0-3)**

This course is designed to enable the student to use the touch method of keyboarding through classroom instruction and outside lab. Emphasis is on speed and accuracy in keying alphabetic, symbol, and numeric information using a keyboard. Upon completion, the student should be able to demonstrate proper technique and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of basic business documents such as memoranda, letters, reports, etc.

**OAD 103. INTERMEDIATE KEYBOARDING (3-0-3)**

**PREREQUISITE: OAD 101 or instructor permission.**

This course is designed to assist the student in increasing speed and accuracy using the touch method of keyboarding through classroom instruction and lab exercises. Emphasis is on the production of business documents such as memoranda, letters, reports, tables, and outlines from unarranged rough draft to acceptable format. Upon completion, the student should be able to demonstrate proficiency and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of business documents. This is a *CORE* course.

**OAD 104. ADVANCED KEYBOARDING (3-0-3)**

**PREREQUISITE: OAD 103.**

This course is designed to assist the student in continuing to develop speed and accuracy using the touch method of keyboarding through classroom instruction and lab exercises. Emphasis is on the production of business documents using decision-making skills.

Upon completion, the student should be able to demonstrate proficiency and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of high-quality business documents.

#### **OAD 125. WORD PROCESSING (3-0-3)**

**PREREQUISITE: OAD 103 or instructor permission.**

This course is designed to provide the student with basic word processing skills through classroom instruction and outside lab. Emphasis is on the utilization of software features to create, edit, and print common office documents. Upon completion, the student should be able to demonstrate the ability to use industry-standard software to generate appropriately formatted, accurate, and attractive business documents such as memoranda, letters, and reports. This is a **CORE** course.

#### **OAD 126. ADVANCED WORD PROCESSING (3-0-3)**

**PREREQUISITE: OAD 125.**

This course is designed to increase student proficiency in using advanced word processing functions. Emphasis is on the use of industry-standard software to maximize productivity. Upon completion, the student should be able to demonstrate the ability to generate complex documents such as forms, newsletters, and multi-page documents.

#### **OAD 137. COMPUTERIZED FINANCIAL RECORD KEEPING (3-0-3)**

This course is designed to provide the student with skill in using the microcomputer to enter financial data through classroom instruction and outside lab. Emphasis is on the use of appropriate software in the preparation of journals, financial statements, and selected payroll records. Upon completion, the student will be able to demonstrate the ability to use a microcomputer system to record financial data. This is a **CORE** course.

#### **OAD 138. RECORDS/INFORMATION MANAGEMENT (3-0-3)**

This course is designed to give the student knowledge about managing office records and information. Emphasis is on basic filing procedures, methods, systems, supplies, equipment, and modern technology used in the creation, protection, and disposition of records stored in a variety of forms. Upon completion, the student should be able to perform basic filing procedures. This is a **CORE** course.

#### **OAD 232. THE ELECTRONIC OFFICE (3-0-3)**

**PREREQUISITE: OAD 126 and advisor permission. This is a capstone course that should be taken at the end of student's degree plan.**

This course is designed to enable the student to develop skill in the use of integrated software through classroom instruction and lab exercises. Emphasis is on the use of computerized equipment, software, and communications technology. Upon completion, the student should be able to satisfactorily perform a variety of office tasks using current technology.

## **ORGANIZATIONAL LEADERSHIP (LDR)**

### **LDR 101. INTRODUCTION TO LEADERSHIP: THEORY, CONTEXT AND PRACTICE (3-0-3)**

This course analyzes current historical leadership styles, theories, and concepts with a focus on how leaders emerge and assume responsibility within a framework of social responsibility.

## **ORIENTATION (ORI)**

### **ORI 101. ORIENTATION TO COLLEGE (1-0-1)**

This course aids new students in their transition to the institution; exposes new students to the broad educational opportunities of the institution; and integrates new students into the life of the institution.

### **ORI 104. WORKKEYS® ASSESSMENT AND ADVISEMENT (1-0-1)**

This course provides entering students with an introduction to the ACT WorkKeys System. Students will complete WorkKeys assessments in the areas of Applied Math, Workplace Documents, and Graphic Literacy. Upon completion, students will be advised of their performance on the assessments and of the methods available to improve their individual performance levels.

### **ORI 105. ORIENTATION AND STUDENT SUCCESS (3-0-3)**

This course is designed to orient students to the college experience by providing them with tools needed for academic and personal success. Topics include: developing an internal focus of control, time management and organizational skills, critical and creative thinking strategies, personal and professional maturity, and effective study skills for college and beyond.

## **ORIENTATION—CAREER AND TECHNICAL (ORT)**

### **ORT 100. ORIENTATION FOR CAREER STUDENTS (1-0-1)**

This course is designed to introduce the beginning student to college. College policies and regulations are covered as well as stress management, resume preparation, job application procedures, and employment interviewing techniques.

## **PHILOSOPHY (PHL)**

### **PHL 106. INTRODUCTION TO PHILOSOPHY (3-0-3)** **PREREQUISITE: Appropriate placement scores.**

This course is an introduction to the basic concepts of philosophy. The literacy and conceptual approach of the course is balanced with emphasis on approaches to ethical decision making. The student should have an understanding of major philosophical ideas in an historical survey from the early Greeks to the modern era.

**PHL 206. ETHICS AND SOCIETY (3-0-3)**

**PREREQUISITE:** Appropriate placement scores.

This course involves the study of ethical issues which confront individuals in the course of their daily lives. The focus is on the fundamental questions of right and wrong, of human rights, and of conflicting obligations. The student should be able to understand and be prepared to make decisions in life regarding ethical issues.

**PHYSICAL EDUCATION (PED)**

**PED 103. WEIGHT TRAINING—BEGINNING (0-2-1)**

This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight training program.

**PED 104. WEIGHT TRAINING—INTERMEDIATE (0-2-1)**

**PREREQUISITE:** PED 103 or instructor permission.

This course covers advanced levels of weight training. Emphasis is placed on meeting individual training goals and addressing weight training needs and interests. Upon completion, students should be able to establish and implement an individualized advanced weight training program.

**PED 105. PERSONAL FITNESS (0-2-1)**

This course is designed to provide the student with information allowing him/her to participate in a personally developed fitness program. Topics include cardiovascular, strength, muscular endurance, flexibility and body composition.

**PED 118. GENERAL CONDITIONING—BEGINNING (0-2-1)**

This course provides an individualized approach to general conditioning utilizing the five major components. Emphasis is placed on the scientific basis for setting up an engaging in personalized physical fitness and conditioning programs. Upon completion, students should be able to set up and implement an individualized physical fitness and conditioning program.

**PED 119. GENERAL CONDITIONING—INTERMEDIATE (0-2-1)**

**PREREQUISITE:** PED 118 or instructor permission.

This course is an intermediate-level fitness and conditioning program class. Topics include specific exercises contributing to fitness and the role exercise plays in developing body systems. Upon completion, students should be able to implement and evaluate an individualized physical fitness and conditioning program.

**PED 200. FOUNDATIONS OF PHYSICAL EDUCATION (3-0-3)**

In this course, the history, philosophy, and objectives of health, physical education, and recreation are studied with emphasis on the physiological, sociological, and psychological values of physical education. It is required of all physical education majors.

*The following varsity sports may be repeated for credit up to a maximum of 6 credit hours:*

**PED 252. VARSITY BASEBALL (0-2-1)**

**PREREQUISITE:** Instructor permission.

This course covers advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play baseball at a competitive level.

**PED 254. VARSITY SOFTBALL (0-2-1)**

**PREREQUISITE:** Instructor permission.

This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to play competitive softball.

**PHYSICAL SCIENCE (PHS)**

**PHS 111. PHYSICAL SCIENCE I (3-2-4)**

**PREREQUISITE:** Appropriate placement scores.

This course provides the non-technical student with an introduction to the basic principles of geology, oceanography, meteorology, and Astronomy. *Laboratory is required.*

**PHS 112. PHYSICAL SCIENCE II (3-2-4)**

**PREREQUISITE:** MTH 098 or 116.

This course provides the non-technical student with an introduction to the basic principle of chemistry and physics. *Laboratory is required.*

**PHYSICAL THERAPIST ASSISTANT (PTA)**

**PTA 100. INTRODUCTION TO PHYSICAL THERAPY (2-0-2)**

**PREREQUISITE:** Program admission.

This course is an introduction to the field of physical therapy as a career choice. Emphasis is on the role of the PT and PTA, educational requirements, scope of practice and subspecialty areas such as pediatrics, geriatrics, sports. Upon completion of the course, the student should have a general understanding of the role of physical therapy in the health care environment.

**PTA 180. MEDICAL TERMINOLOGY (1-0-1)**

**PREREQUISITE:** Program admission.

This course is an introduction to the language of medicine with emphasis on its use in physical therapy. Emphasis is on terminology of anatomical systems, root forms, prefixes and suffixes, surgery, symptomatology, psychiatric terms, pharmaceutical terms, anesthetic terms, and abbreviation. Upon completion, the student should be able to recognize this terminology as it is used in physical therapy.

**PTA 200. PT ISSUES AND TRENDS (2-0-2)****PREREQUISITE: PTA 263.**

This is an introductory course to the trends and issues in physical therapy. Emphasis is placed on areas such as history, practice issues, psychosocial aspects of illness and cultural diversity. Upon completion, the student should be able to discuss trends and issues relevant to physical therapy. This is a *CORE* course.

**PTA 201. PTA SEMINAR (2-0-2)****PREREQUISITE: PTA 263.**

This course is a continuing study of issues and trends in physical therapy practice. Emphasis is placed on issues such as licensure, job skills, board exam review, practitioner roles, legal and ethical issues. Upon completion, the student should have acquired necessary skills for transition from student to practitioner. This is a *CORE* course.

**PTA 202. PTA COMMUNICATION SKILLS (2-0-2)****PREREQUISITE: PTA 220.**

This course is the study of verbal and nonverbal communication and documentation in health care. Emphasis will be placed on terminology, format, computer usage, reimbursement, interpersonal communication, and legal issues. Upon completion, student should be able to discuss and demonstrate communication methods for achieving effective interaction with patients, families, the public and other health care providers.

**PTA 204. PTA FORUM I (1-0-1)****PREREQUISITE: PTA 210.**

This course consists of independent visits to relevant clinical and related sites and activities. Students observe and assist with sports and recreational activities and visit specialized clinical sites. By the end of the course, the student should have broad exposure to activities in which physically challenged persons participate and specialized clinical areas.

**PTA 210. INTRODUCTION TO PHYSICAL THERAPY CLINIC (0-5-1)****PREREQUISITE: PTA 250.**

This clinical course is designed to introduce the student to the practice of physical therapy in the clinical setting. Emphasis is on student observation of techniques in the clinic that they have been taught in the classroom and will entail on-going communication between the clinical instructor, student and course coordinator. Upon completion of the course, the student should be able to demonstrate practical application of basic physical therapy assistant skills.

**PTA 220. FUNCTIONAL ANATOMY AND KINESIOLOGY (3-0-3)****PREREQUISITE: Program admission.**

This course provides an in-depth, clinically oriented study of functional anatomy. Emphasis is placed on the musculoskeletal system, nervous system, and study of human movement. Upon completion of the course, the student should be able to identify specific anatomical structures and analyze human movements. This is a *CORE* course.

**PTA 222. FUNCTIONAL ANATOMY AND KINESIOLOGY LAB (0-6-2)****PREREQUISITE: PTA 220.**

This laboratory course allows for hands-on appreciation of anatomical structures and kinesiological concepts as they relate to therapeutic exercise. Emphasis may include muscle and joint function, testing applications and therapeutic exercise. Upon completion, the student should be able to integrate content areas into an understanding of normal human movement.

**PTA 230. NEUROSCIENCE (2-0-2)****PREREQUISITE: PTA 210.**

This course provides students with an overview of the neuroanatomy of the CNS and PNS, as it relates to treatment necessary for patients with dysfunctions of these systems. Emphasis includes the structure and function of the nervous system, neurophysiological concepts, human growth and development, neurologic dysfunctions. Upon completion of this course, the student should be able to identify and discuss specific anatomical structures, functions of the nervous system, basic concepts of human growth and development and identify neurologic pathologies. This is a *CORE* course.

**PTA 231. REHABILITATION TECHNIQUES (0-6-2)****PREREQUISITES: PTA 263.**

This course allows for hands on appreciation of advanced rehabilitation techniques. Emphasis is on orthopedic and neurologic treatment techniques, therapeutic exercise procedures and analysis and treatment of pathologic gait. Upon completion, the student should be able to demonstrate an understanding of advanced rehabilitation techniques appropriate to orthopedic and neurologic dysfunctions. This is a *CORE* course.

**PTA 232. ORTHOPEDICS FOR THE PTA (2-0-2)****PREREQUISITE: PTA 222.**

This course provides the student with an overview of orthopedic conditions seen in physical therapy. Emphasis is on the study of orthopedic conditions and appropriate physical therapy intervention and a review of related anatomical structures. Upon completion of the course, the student should be able to discuss PT interventions for common orthopedic conditions.

**PTA 240. PHYSICAL DISABILITIES I (2-0-2)****PREREQUISITE: PTA 250.**

This course presents the student with a body systems approach to the etiology, pathology, signs/symptoms and treatment of conditions seen in PT. Emphasis may include conditions most commonly treated in physical therapy. Upon completion, the student should be able to discuss basic pathological processes, treatment options and prognoses of conditions studied. This is a *CORE* course.

**PTA 241. PHYSICAL DISABILITIES II (2-0-2)****PREREQUISITE: PTA 240.**

This course continues a body systems approach to study of common PT pathologies. Emphasis includes various neurological pathologies with additional focus on the needs of special populations. Upon completion, the student should be able to

discuss PT interventions appropriate to a variety of diagnoses. This is a **CORE** course.

**PTA 250. THERAPEUTIC PROCEDURES I (2-6-4)**

**PREREQUISITE: PTA 220.**

This laboratory course provides a hands on introduction to the principles and procedures of therapeutic physical therapy intervention. Emphasis is on basic patient care skills and procedures utilized in physical therapy. Upon completion, the student should be able to demonstrate safe and effective delivery of those procedures with an in-depth understanding of the rationale for each treatment. This is a **CORE** course.

**PTA 251. THERAPEUTIC PROCEDURES II (2-6-4)**

**PREREQUISITE: PTA 250.**

This laboratory course is a continued study of the principles and procedures of therapeutic PT intervention. Emphasis is on advanced physical therapy interventions and procedures and their rationale. Upon completion, the student should be able to demonstrate safe and effective delivery with an in-depth understanding of each. This is a **CORE** course.

**PTA 253. THERAPEUTIC PROCEDURES III (2-6-4)**

**PREREQUISITES: PTA 251.**

This laboratory course is a continued study of the principles and procedures of therapeutic PT intervention. Emphasis is on specialized physical therapy interventions and procedures and their rationale. Upon completion, the student should be able to demonstrate safe and effective delivery with an in-depth understanding of each.

**PTA 263. CLINICAL AFFILIATION I (0-15-3)**

**PREREQUISITE: PTA 210.**

This clinical class will provide clinical interaction in the health care environment. The course entails on-going communication between the clinical instructor, student, and course coordinator. Upon completion, the student should be able to safely and effectively apply procedures and techniques previously attained in the classroom.

**PTA 268. CLINICAL PRACTICUM (0-25-5)**

**PREREQUISITES: PTA 263.**

This clinical education experience allows the student to practice in the health care environment, using entry level skills attained in previous classroom instruction. The course entails on-going communication between the clinical instructor, student, and course coordinator. Upon completion of this course, the student should be able to demonstrate entry level competency in those skills necessary for functioning as a physical therapist assistant.

**PTA 290. THERAPEUTIC EXERCISE (0-3-1)**

**PREREQUISITE: PTA 250.**

This lab course covers exercise techniques commonly used in PTA practice. It may include aquatics, isometric, isotonic, isokinetic, plyometric, Swiss ball, and aerobic exercise. Upon completion of the course the student should have entry level skills in exercise application.

**PTA 293. DIRECTED STUDY FOR PTA (1-0-1)**

**PREREQUISITE: PTA 263.**

This course is designed to increase the opportunity for exploring, reading, and reporting on specific topics related to the field of physical therapy. Emphasis is placed on the development of knowledge in an area of interest to the student. The student should be able to meet the objectives of the course as approved by the instructor.

## PHYSICS (PHY)

**PHY 115. TECHNICAL PHYSICS (3-2-4)**

**PREREQUISITES: MTH 100.**

Technical physics is an algebra based physics course designed to utilize modular concepts to include: motion, forces, torque, work energy, heat wave/sound, and electricity. Results of physics education research and physics applications in the workplace are used to improve the student's understanding of physics in technical areas. Upon completion, students will be able to: define motion and describe specific module concepts; utilize microcomputers to generate motion diagrams; understand the nature of contact forces and distinguish passive forces; work cooperatively to set-up laboratory exercises; and demonstrate applications of module-specific concepts.

**PHY 201. GENERAL PHYSICS I—  
TRIGONOMETRY- BASED (3-2-4)**

**PREREQUISITE: MTH 113 or equivalent.**

**COREQUISITE: PHY 205.**

This course is designed to cover general physics at a level that assures previous exposure to college algebra, basic trigonometry. Specific topics include mechanics, properties of matter and energy, thermodynamics, and periodic motion. *A laboratory is required.*

**PHY 202. GENERAL PHYSICS II—  
TRIGONOMETRY-BASED (3-2-4)**

**PREREQUISITE: PHY 201.**

**COREQUISITE: PHY 206.**

This course is designed to cover general physics using college algebra and basic trigonometry. Specific topics include wave motion, sound, light optics, electrostatics, circuits, magnetism, and modern physics. *Laboratory is required.*

**PHY 205. RECITATION IN PHYSICS I (1-0-1)**

**COREQUISITE: PHY 201.**

One hour weekly purely for problem solving.

**PHY 206. RECITATION IN PHYSICS II (1-0-1)**

**COREQUISITE: PHY 202.**

One hour weekly purely for problem solving.

**PHY 213. GENERAL PHYSICS I WITH CALCULUS  
(3-2-4)**

**PREREQUISITE: MTH 125.**

**COREQUISITE: PHY216.**

This course provides a calculus-based treatment of the principle subdivisions of classical physics: mechanics and energy, including thermodynamics. *Laboratory is required.*

**PHY 214. GENERAL PHYSICS II WITH CALCULUS  
(3-2-4)**

**PREREQUISITE: PHY 213.**

**COREQUISITE: PHY 217.**

This course provides a calculus-based study in classical physics. Topics included are: simple harmonic motion, waves, sound, light, optics, electricity and magnetism. *Laboratory is required.*

**PHY 216. RECITATION IN PHYSICS WITH  
CALCULUS I (1-0-1)**

**COREQUISITE: PHY 213.**

One hour weekly purely for problem solving.

**PHY 217. RECITATION IN PHYSICS WITH  
CALCULUS II (1-0-1)**

**COREQUISITE: PHY 214.**

One hour weekly purely for problem solving.

## **POLITICAL SCIENCE (POL)**

**POL 211. AMERICAN NATIONAL GOVERNMENT  
(3-0-3)**

**PREREQUISITE: Appropriate placement scores.**

This course surveys the background, constitutional principles, organization, and operation of the American political system. Topics include the U. S. Constitution, federalism, civil liberties, civil rights, political parties, interest groups, political campaigns, voting behavior, elections, the presidency, bureaucracy, Congress, and the justice system. Upon completion, students should be able to identify and explain relationships among the basic elements of American government and function as more informed participants of the American political system.

## **PSYCHOLOGY (PSY)**

**PSY 108. STRESS MANAGEMENT (2-0-2)**

**PREREQUISITE: Appropriate placement scores.**

This course is designed to improve the stress management skills of its students. Stress management techniques will be described and evaluated. The relationship between stress and disease will also be discussed.

**PSY 110. PERSONAL DEVELOPMENT (3-0-3)**

**PREREQUISITE: Appropriate placement scores.**

This is a structured group experience that emphasizes effective living through developing one's own internal resources. Topics included are self programmed control, relaxation training, and

interpersonal skills. The course is designed to translate other life skills into successful college adjustment. Study skills, library skills, and life planning are also discussed. *This course may not transfer to some four year institutions.*

**PSY 200. GENERAL PSYCHOLOGY (3-0-3)**

**PREREQUISITE: Appropriate placement scores.**

This course is a survey of behavior with emphasis upon psychological processes. This course includes the biological bases for behavior, thinking, emotion, motivation, and the nature and development of personality.

**PSY 207. PSYCHOLOGY OF ADJUSTMENT (3-0-3)**

**PREREQUISITE: As required by program.**

This course provides an understanding of the basic principles of mental health and an understanding of the individual modes of behavior.

**PSY 210. HUMAN GROWTH AND DEVELOPMENT  
(3-0-3)**

**PREREQUISITE: PSY 200.**

This course is the study of the psychological, social, and physical factors that affect human behavior from conception to death.

**PSY 211. CHILD GROWTH AND DEVELOPMENT  
(3-0-3)**

**PREREQUISITE: PSY 200.**

This course is a systematic study of the behavior and psychological development of the child from conception to adolescence. Emphasis will be placed on principles underlying physical, mental, emotional and social development, methods of child study, and practical implications.

**PSY 230. ABNORMAL PSYCHOLOGY (3-0-3)**

**PREREQUISITE: PSY 200.**

This course is a survey of abnormal behavior and its social and biological origins. The anxiety related disorders, psychoses, personality disorders and mental deficiencies will be covered.

**PSY 260. STATISTICS FOR THE SOCIAL SCIENCES  
(3-0-3)**

**PREREQUISITE: Appropriate placement scores.**

This course is an introduction to the basic statistical concepts, measures, and techniques used in social science research and report writing. It includes both descriptive and inferential statistics.

## **RADIOLOGIC TECHNOLOGY (RAD)**

**RAD 111. INTRODUCTION TO RADIOGRAPHY  
(2-0-0-2)**

**PREREQUISITE: Program admission.**

This course provides students with an overview of radiography and its role in health care delivery. Topics include the history of radiology, professional organizations, legal and ethical issues, health care delivery systems, introduction to radiation protection,

and medical terminology. Upon completion students will demonstrate foundational knowledge of radiologic science.

**RAD 112. RADIOGRAPHY PROCEDURES (3-3-0-4)**

**PREREQUISITE: Program admission.**

This course provides the student with instruction in anatomy and positioning of the Chest and Thorax, Upper and Lower Extremities, and Abdomen. Theory and laboratory exercises will cover radiographic positions and procedures. Upon completion of the course the student will demonstrate knowledge of anatomy and positioning skills, oral communication and critical thinking in both the didactic and laboratory settings.

**RAD 113. PATIENT CARE (1-3-0-2)**

**PREREQUISITE: Program admission.**

This course provides the student with concepts of patient care and pharmacology and cultural diversity. Emphasis in theory and lab is placed on assessment and considerations of physical and psychological conditions, routine and emergency. Upon completion, students will demonstrate/explain patient care procedures appropriate to routine and emergency situations.

**RAD 114. CLINICAL EDUCATION I (0-0-6-2)**

**PREREQUISITE: Program admission.**

This course provides the student with the opportunity to correlate instruction with applications in the clinical setting. The student will be under the direct supervision of a qualified practitioner. Emphasis is on clinical orientation, equipment, procedures, and department policies. Upon completion of the course, the student will demonstrate practical applications of specific radiographic procedures identified in RAD 112.

**RAD 122. RADIOGRAPHIC PROCEDURES II (3-3-0-4)**

**PREREQUISITES: MTH 100; BIO 201; and RAD 111, 112, 113, 114.**

This course provides the student with instruction in anatomy and positioning of spine, cranium, body systems and special procedures. Theory and laboratory exercises will cover radiographic positions and procedures with applicable contrast media administration. Upon completion of the course the student will demonstrate knowledge of anatomy and positioning skills, oral communication and critical thinking in both the didactic and laboratory settings.

**RAD 124. CLINICAL EDUCATION II (0-0-15-5)**

**PREREQUISITES: MTH 100; BIO 201; and RAD 111, 112, 113, 114.**

This course provides students with the opportunity to correlate previous instruction with applications in the clinical setting. Students will be under the direct supervision of a qualified practitioner. Practical experience in a clinical setting enables students to apply theory presented thus far and to practice radiographic equipment manipulation, radiographic exposure, routine radiographic positioning, identification, and patient care techniques. Upon completion of the course, students will demonstrate practical applications of radiographic procedures presented in current and previous courses.

**RAD 125. IMAGING EQUIPMENT (3-0-0-3)**

**PREREQUISITES: MTH 100; BIO 201; and RAD 111, 112, 113, 114.**

This course provides students with knowledge of basic physics and the fundamentals of imaging equipment. Topics include information on x-ray production, beam characteristics, units of measurement, and imaging equipment components. Upon completion, students will be able to identify imaging equipment as well as provide a basic explanation of the principles associated with image production.

**RAD 134. CLINICAL EDUCATION III (0-0-15-5)**

**PREREQUISITES: BIO 202 and RAD 122, 124, 125.**

This course provides students with the opportunity to correlate previous instruction with applications in the clinical setting. Students will be under the direct supervision of a qualified practitioner. Practical experience in a clinical setting enables students to apply theory presented thus far and to practice radiographic equipment manipulation, radiographic exposure, routine radiographic positioning, identification, and patient care techniques. Upon completion of the course, students will demonstrate practical applications of radiographic procedures presented in current and previous courses.

**RAD 135. EXPOSURE PRINCIPLES (2-3-0-3)**

**PREREQUISITES: BIO 202 and RAD 122, 124, 125.**

This course provides students with the knowledge of factors that govern and influence the production of radiographic images and assuring consistency in the production of quality images. Topics include factors that influence density, contrast and radiographic quality as well as quality assurance, image receptors, intensifying screens, processing procedures, artifacts, and state and federal regulations.

**RAD 136. RADIATION PROTECTION AND BIOLOGY (2-0-0-2)**

**PREREQUISITES: BIO 202 and RAD 122, 124, 125.**

This course provides the student with principles of radiation protection and biology. Topics include radiation protection responsibility of the radiographer to patients, personnel and the public, principles of cellular radiation interaction and factors affecting cell response. Upon completion the student will demonstrate knowledge of radiation protection practices and fundamentals of radiation biology.

**RAD 212. IMAGE EVALUATION AND PATHOLOGY (1-3-0-2)**

**PREREQUISITES: ENG 101 and RAD 134, 135, 136.**

This course provides a basic understanding of the concepts of disease and provides the knowledge to evaluate image quality. Topics include evaluation criteria, anatomy demonstration and image quality with emphasis placed on a body system approach to pathology. Upon completion students will identify radiographic manifestations of disease and the disease process. Students will evaluate images in the classroom, laboratory and clinical settings.

**RAD 214. CLINICAL EDUCATION IV (0-0-24-8)****PREREQUISITES: ENG 101 and RAD 134, 135.**

This course provides students with the opportunity to correlate previous instruction with applications in the clinical setting. Students will be under the direct supervision of a qualified practitioner. Practical experience in a clinical setting enables students to apply theory presented thus far and to practice radiographic equipment manipulation, radiographic exposure, routine radiographic positioning, identification, and patient care techniques. Principles of computed tomography and cross-sectional anatomy will be presented. Upon completion of the course, students will demonstrate practical applications of radiographic procedures presented in current and previous courses.

**RAD 224. CLINICAL EDUCATION V (0-0-24-8)****PREREQUISITES: PSY 200, SPH 106 or 107, and RAD 212, 214.**

This course provides students with the opportunity to correlate previous instruction with applications in the clinical setting. Students will be under the direct supervision of a qualified practitioner. Practical experience in a clinical setting enables students to apply theory presented thus far and to practice radiographic equipment manipulation, radiographic exposure, routine radiographic positioning, identification, and patient care techniques. Principles other imaging modalities will be presented. Upon completion of the course, students will demonstrate practical applications of radiographic procedures presented in current and previous courses.

**RAD 227. REVIEW SEMINAR (2-0-0-2)****PREREQUISITES: PSY 200; SPH 106 or 107; and RAD 212, 214.**

This course provides a consolidated and intensive review of the basic areas of expertise needed by the entry level technologist. Topics include basic review of all content areas, test taking techniques and job seeking skills. Upon completion the student will be able to pass comprehensive tests of topic covered in the Radiologic Technology Program.

**RELIGION (REL)****REL 100. HISTORY OF WORLD RELIGIONS (3-0-3)****PREREQUISITE: Appropriate placement scores.**

This course is designed to acquaint the student with the beliefs and practices of the major contemporary religions of the world. This includes the religions of Africa, the Orient, and the western world. The student should have an understanding of the history and origins of the various religions in the world.

**REL 151. SURVEY OF THE OLD TESTAMENT (3-0-3)****PREREQUISITE: Appropriate placement scores.**

This course is an introduction to the content of the Old Testament with emphasis on the historical context and contemporary theological and cultural significance of the Old Testament. The student should have an understanding of the significance of the Old Testament writings upon completion of this course.

**REL 152. SURVEY OF THE NEW TESTAMENT (3-0-3)****PREREQUISITE: Appropriate placement scores.**

This course is a survey of the books of the New Testament with special attention focused on the historical and geographical setting. The student should have an understanding of the books of the New Testament and the cultural and historical events associated with these writings.

**RESPIRATORY THERAPIST (RPT)****RPT 210. CLINICAL PRACTICE I (0-0-10-2)****PREREQUISITE: Admission to the Respiratory Therapist program.**

This clinical course provides for initial hospital orientation and development of general patient assessment and communication skills required for safe and effective patient care. Emphasis is placed upon application of classroom and laboratory experiences within the clinical environment. Upon completion, students should demonstrate adequate psychomotor skills and cognitive abilities necessary for initial patient contact and safe and effective performance of basic respiratory care procedures. This is a **CORE** course.

**RPT 211. INTRODUCTION TO RESPIRATORY CARE (2-0-0-2)****PREREQUISITE: Admission to the Respiratory Therapist program.**

This course is designed to acquaint the student with responsibilities of the Respiratory Care Practitioner (RCP) as a member of the health care team. Areas of emphasis include: history of the profession, credentialing mechanism, licensure, medical ethics, communication skills, basic medical terminology, and patient assessment. Upon completion, students should be able to demonstrate effective communication skills, proper use of aseptic technique, deference to appropriate professional ethics and behavior, and be able to perform basic patient assessment. This is a **CORE** course.

**RPT 212. FUNDAMENTALS OF RESPIRATORY CARE I (2-6-0-4)****PREREQUISITE: Admission to the Respiratory Therapist program.**

A fundamental course which presents the scientific basis for respiratory care procedures and application of basic chemistry and physics as related to compressed gases and respiratory care equipment operation. Experimental laboratory is required and emphasis includes: design, functional characteristics, and operation of commonly encountered respiratory care equipment, use of medical gases and applied chemistry, physics, and mathematics. Upon completion, the student should be able to demonstrate an adequate knowledge base concerning function and troubleshooting of respiratory care equipment and concepts of applied physics, chemistry, and mathematics. This is a **CORE** course.

**RPT 213. ANATOMY AND PHYSIOLOGY FOR THE RCP (3-0-0-3)**

**PREREQUISITE:** Admission to the Respiratory Therapist program.

This course provides detailed lecture and audio-visual presentations which concentrate on the cardiopulmonary and renal systems. Emphasis is placed on structure, function, and physiology of the cardiopulmonary and renal systems and the role each plays in the maintenance of homeostasis. Upon completion, the student should be able to demonstrate adequate knowledge of the structure, function, and physiology of the cardiopulmonary and renal systems. This is a *CORE* course.

**RPT 214. PHARMACOLOGY FOR THE RCP (2-0-0-2)**

**PREREQUISITE:** Admission to the Respiratory Therapist program.

This course is a detailed study of drugs encountered in respiratory care practice and the function of the autonomic nervous system. Areas of emphasis include: determination of drug dosage, applied mathematics, clinical pharmacology, indications, hazards, intended actions, and side-effects of agents used in respiratory care. Upon completion, the student should be able to complete a dosage calculation test with 90% proficiency and demonstrate an adequate understanding of the clinical pharmacology of respiratory care drugs, and the general principles of pharmacology. This is a *CORE* course.

**RPT 220. CLINICAL PRACTICE II (0-0-10-2)**

**PREREQUISITES:** RPT 210.

This course is a continuation of clinical practice and allows the student to further integrate classroom and laboratory instruction into the practice of respiratory care. Areas of emphasis include: bedside patient assessment techniques, airway management, hyperinflation therapy, protocol implementation, development of patient care plans, oxygen, humidity and aerosol administration, and an introduction to management of the mechanical ventilation of the adult. Upon completion, the student should be able to demonstrate appropriate psychomotor skills and cognitive abilities necessary to successfully function as primary care giver for routine respiratory care procedures. This is a *CORE* course.

**RPT 221. PATHOLOGY FOR THE RCP I (2-3-0-3)**

**PREREQUISITES:** RPT 210, 211, 212, 213 and 214.

This course is a survey of commonly encountered diseases and disorders which may affect the function of the cardiopulmonary system, and the clinical manifestations and treatment rationales as related to respiratory care practice. Practical laboratory is required and course emphasis is placed upon the application of sound diagnostic techniques in the gathering of data in support of diagnosis of specific disease entities as well as progression of pathological changes in cardiopulmonary function. Upon completion, the student should be able to demonstrate the ability to gather appropriate information from various sources in support of diagnosis of specific cardiopulmonary disease as well as an adequate understanding of cardiopulmonary pathology. This is a *CORE* course.

**RPT 222. FUNDAMENTALS OF RESPIRATORY CARE II (2-6-0-4)**

**PREREQUISITES:** PREREQUISITES: RPT 210, 211, 212, 213 and 214.

This course continues to present the fundamental scientific basis for selected respiratory care procedures. Experimental laboratory is required and areas of emphasis include: therapeutic techniques utilized in bronchial hygiene, hyperinflation therapy, mechanical ventilation of the adult, manual resuscitation equipment, the equipment utilized in bedside assessment, and mechanical ventilation. Upon completion, the student should be able to demonstrate the cognitive abilities and psychomotor skills required to perform the procedures presented. This is a *CORE* course.

**RPT 223. ACID/BASE REGULATION AND ABG ANALYSIS (1-3-0-2)**

**PREREQUISITES:** PREREQUISITES: RPT 210, 211, 212, 213 and 214.

This course provides the student with lecture and audiovisual presentation of material essential to the understanding of acid/base physiology and arterial blood gas interpretation. Emphasis is placed upon Arterial Blood Gas (ABG) sampling technique, quality assurance, basic chemistry as related to acid/base balance, evaluation of oxygen transport, and the role of the respiratory and renal systems in maintenance of homeostasis. Upon completion, the student should be able to demonstrate appropriate psychomotor skills and cognitive abilities for the fundamental concepts of acid/base balance and regulation of homeostasis by the respiratory and renal systems. This is a *CORE* course.

**RPT 230. CLINICAL PRACTICE III (0-0-10-2)**

**PREREQUISITES:** RPT 220.

This is the third course in the clinical sequence, and is designed to allow the student to function in the role of primary care giver. Emphasis is placed upon mastery of basic respiratory care procedures, administration of aerosol drugs, and care of the patient receiving mechanical ventilation. Upon completion, the student should be able to demonstrate psychomotor skills and cognitive abilities necessary to function safely and effectively in the role of primary care giver. This is a *CORE* course.

**RPT 231. PATHOLOGY FOR THE RCP II (2-3-0-3)**

**PREREQUISITES:** RPT 221.

This course continues to present specific disease entities which may impair cardiopulmonary function. Laboratory study is directed toward diagnostic techniques and decision making. Course emphasis is placed upon etiology, diagnosis, prognosis, and treatment rationale for each medical problem presented. Upon completion, the student should be able to demonstrate the cognitive abilities necessary to integrate clinical and laboratory data obtained from various sources in support of the diagnosis and treatment of the specific disease entities presented.

**RPT 232. DIAGNOSTIC PROCEDURES FOR THE RCP (1-3-0-2)**

**PREREQUISITES:** RPT 231, 234, and 241.

This course is designed to present the value of various procedures as an aid to diagnosis in cardiopulmonary disease. Course emphasis

is placed upon procedures such as complete pulmonary function testing, bronchoscopy, cardiac diagnostic procedures, and ventilation/perfusion studies. Upon completion, the student should be able to demonstrate the psychomotor and cognitive abilities necessary to perform routine diagnostic procedures. This is a **CORE** course.

**RPT 233. SPECIAL PROCEDURES FOR THE RCP  
(2-0-0-2)**

**PREREQUISITES: RPT 230, 232, 242, and 244.**

This course identifies and presents special procedures and medical specialties for various tasks required of the RCP, while functioning in an assistive role to the physician. Course emphasis is placed upon phlebotomy, bronchoscopy, hemodynamic assessment, and advanced cardiopulmonary monitoring techniques. Upon completion, the student should be able to demonstrate cognitive abilities and understand the psychomotor skills necessary to perform assistive functions during the various procedures presented. This is a **CORE** course.

**RPT 234. MECHANICAL VENTILATION FOR THE RCP  
(2-6-0-4)**

**PREREQUISITES: RPT 220, 221, 222, and 223.**

This course continues and expands the presentation of material concerning mechanical ventilation as previously introduced including indications, modification, and discontinuance of mechanical ventilation. Laboratory is required and course emphasis is placed upon the application of scientific principles to the clinical use of various modes of mechanical ventilation. Upon completion, the student should be able to demonstrate the cognitive and psychomotor skills required to effectively institute and maintain various methods of mechanical ventilation. This is a **CORE** course.

**RPT 240. CLINICAL PRACTICE IV (0-0-20-4)**

**PREREQUISITES: RPT 230.**

This course, the last in the required clinical sequence, provides opportunities for the student to further refine clinical skills. Course emphasis is placed upon critical care, neonatal mechanical ventilation, home care and discharge planning. Upon completion, the student should be able to demonstrate the cognitive and psychomotor skills required to function in the role of advanced respiratory care practitioner. This is a **CORE** course.

**RPT 241. REHABILITATION AND HOME CARE FOR  
THE RCP (2-0-0-2)**

**PREREQUISITES: RPT 220, 221, 222, and 223.**

This course presents special considerations which apply to rehabilitation and home care of the patient with cardiopulmonary disorders. Emphasis is placed upon the role of the RCP within the home care medical community and modification of techniques and procedures necessary for effective pulmonary management. Upon completion, the student should be able to demonstrate an understanding of discharge planning and disease management protocols as applied to rehabilitation and the continuation of effective respiratory care outside of an acute care facility. This is a **CORE** course.

**RPT 242. PERINATAL/PEDIATRIC RESPIRATORY  
CARE (2-3-0-3)**

**PREREQUISITES: RPT 231, 234, and 241.**

This course presents the unique requirement for appropriate delivery of respiratory care to the neonatal and pediatric patient. Laboratory is required and course emphasis is placed upon a detailed outline of fetal lung development, fetal circulation, neonatal cardiopulmonary disorders, and specialized equipment and techniques, as well as general considerations of provision of care to neonatal and pediatric patients. Upon completion, the student should be able to demonstrate the cognitive and psychomotor skills required for safe and effective delivery of respiratory care to the neonatal and pediatric patient. This is a **CORE** course.

**RPT 243. COMPUTER APPLICATIONS FOR THE RCP  
(0-6-0-2)**

**PREREQUISITES: RPT 230, 232, 242, and 244.**

This course is designed to allow the student practice in utilizing computer assisted clinical simulation software as well as allow for a general program review in preparation for credentialing examinations. Emphasis is placed on development of critical thinking skills, specific to the discipline, and development of computer literacy. Upon completion, students should be able to demonstrate computer literacy and satisfactory performance on nationally standardized comprehensive self-assessment examinations.

**RPT 244. CRITICAL CARE CONSIDERATIONS FOR  
THE RCP (1-3-0-2)**

**PREREQUISITES: RPT, 231, 234, and 241.**

This course provides for continued discussion concerning the monitoring and maintenance of patients who are treated in the critical care area of an acute care hospital. Course emphasis is placed upon advanced monitoring and assessment techniques employed in the treatment of the critical care patient. Upon completion, the student should be able to demonstrate increased psychomotor and cognitive abilities as pertaining to critical care.

**SMALL ENGINE REPAIR (SER)**

**SER 111. FUNDAMENTALS OF SMALL ENGINE  
REPAIR (1-4-3)**

This course introduces students to the theory and operating principles of internal combustion engines. Emphasis is placed on basic engine systems, special tools and testing equipment, shop safety rules and equipment. Upon completion, students should understand shop rules and be able to identify engine components, identify special tools and demonstrate their use, discuss the process of internal combustion; identify shop safety rules, list engine components and explain their function. *Non-degree creditable.*

**SER 112. FOUR-STROKE CYCLE ENGINE (1-4-3)**

**PREREQUISITE/COREQUISITE: SER 111**

This course covers the service and repair of the four-stroke cycle engines. Emphasis is placed on the function and operating

principles of the fuel systems, ignition, starters, exhaust, and lubrication systems. Upon completion, students should understand service and repair procedures for all related engine systems. *Non-degree creditable.*

**SER 113. FOUR-STROKE CYCLE ENGINE LAB (0-6-3)  
PREREQUISITE/COREQUISITE: SER 111**

This course provides students hands-on experience with engine repair and engine troubleshooting techniques. Emphasis is placed on the cylinder block and all internal components, fuel systems, ignition systems, cooling systems, lubrication and exhaust systems. Upon completion, students should be able to apply small engine service and repair procedures. *Non-degree creditable.*

**SER 115. BASIC SMALL ENGINE ELECTRICAL  
SYSTEMS (1-4-3)**

**PREREQUISITE/COREQUISITE: SER 111**

This course is designed to teach basic small engine electrical system troubleshooting and repair skills. Emphasis will be placed on reading schematics, using electrical test equipment, and removal and replacement of electrical wiring and components. Topics will include charging, starting, and magneto systems. Upon completion students should be able to test and maintain various small engine electrical systems. *Non-degree creditable.*

**SER 121. TWO-STROKE CYCLE ENGINE (1-4-3)**

**PREREQUISITE/COREQUISITE: SER 111**

This course covers the service and repair procedures for the two stroke cycle engine. Emphasis is placed on engine construction, induction systems, carburetion and exhaust systems. Upon completion, students should be able to repair and maintain two-stroke engines. *Non-degree creditable.*

**SER 122. ENGINE RECONDITIONING (2-0-2)**

**PREREQUISITE/COREQUISITE: SER 111**

This course provides the student with the knowledge and techniques involved in the reconditioning of small gasoline engines. Emphasis is placed on valve service, cylinder reboring, bearings and precision measuring tools. Upon completion, students should be able to use inside and outside micrometers, reface valves and valve seats, resize cylinder bores and replace various types of bearings. *Non-degree creditable.*

**SER 123. ENGINE RECONDITIONING LAB (0-6-3)**

**PREREQUISITE/COREQUISITE: SER 111**

This course provides practical experience in troubleshooting and complete reconditioning of small gasoline engines. Emphasis is placed on the correct measuring of crankshafts, connecting rods, pistons, valves and various other engine components. Upon completion, students should be able to resize cylinder bores, perform valve service, replace pistons and rings, time camshafts, set and adjust all components to specifications. *Non-degree creditable.*

**SER 124. SPECIAL PROJECTS IN LAWN,  
GARDEN, AND INDUSTRIAL ENGINES (0-6-3)**

**PREREQUISITE/COREQUISITE: SER 111**

This special projects course is designed to augment the required curriculum while meeting the individual needs of the student.

Emphasis is placed on hands-on training to further develop the student's mechanical and diagnostic skills. Upon completion, students should be able to diagnose and repair various lawn and garden, and industrial equipment. *Non-degree creditable.*

**SER 132. LAWN AND GARDEN EQUIPMENT  
FUNDAMENTALS(1-4-3)**

**PREREQUISITE/COREQUISITE: SER 111**

This course covers riding mowers, weed eaters, tillers, edgers, chainsaws and generators. Emphasis is placed on mechanical and electrical systems. Upon completion, students should be able to service and repair mechanical and electrical components of lawn and garden equipment. *Non-degree creditable.*

**SER 142. CHAIN SAWS AND STRING TRIMMERS  
(1-4-3)**

**PREREQUISITE/COREQUISITE: SER 111**

This course is designed to instruct students in the diagnosing and repairing of problems unique to chainsaws and string trimmers. Emphasis is placed on the fuel systems, lubrication systems, drive systems, clutches, right angle drives and cutting chains. Upon completion, students should be able to service and repair chainsaws and string trimmers. *Non-degree creditable.*

## SOCIOLOGY (SOC)

**SOC 200. INTRODUCTION TO SOCIOLOGY (3-0-3)**

**PREREQUISITE: Appropriate placement scores.**

This course is an introduction to the vocabulary, concepts, and theory of sociological perspectives of human behavior.

## SPANISH (SPA)

**SPA 101. INTRODUCTORY SPANISH I (4-0-4)**

**PREREQUISITE: As required by program.**

This course provides an introduction to Spanish. Topics include the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas.

**SPA 102. INTRODUCTORY SPANISH II (4-0-4)**

**PREREQUISITE: SPA 101 or equivalent.**

This continuation course includes the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas.

## SPEECH (SPH)

**SPH 106. FUNDAMENTALS OF ORAL  
COMMUNICATION (3-0-3)**

Fundamentals of Oral Communication is a performance course that includes the principles of human communication: intrapersonal, interpersonal, and public. It surveys current communication theory and provides practical application.

**SPH 107. FUNDAMENTALS OF PUBLIC SPEAKING (3-0-3)**

This course explores principles of audience and environment analysis as well as the actual planning, rehearsing and presenting of formal speeches to specific audiences. Historical foundations, communication theories and student performances are emphasized.

**SPEECH—CAREER AND TECHNICAL**

**SPC 103. ORAL COMMUNICATION SKILLS (3-0-3)**

This course introduces the basic concepts of interpersonal communication and the oral communication skills necessary to interact with co-workers and customers, and to work effectively in teams. Topics include overcoming barriers to effective communication, effective listening, applying the principles of persuasion, utilizing basic dynamics of group discussion, conflict resolution, and positive communication patterns in the business setting. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, develop a businesslike personality, and effectively present themselves before co-workers and the public. *Non-degree creditable.*

**THEATER (THR)**

**THR 113. THEATER WORKSHOP I (2-0-2)**

This is the first in a six-course sequence which provide practical experience in the production and performance of a dramatic presentation with assignments in scenery, lighting, props, choreography, sound, costumes, make-up, publicity, acting, directing, and other aspects of theater production.

**THR 114. THEATER WORKSHOP II (2-0-2)**

**PREREQUISITE: THR 113.**

This course is a continuation of THR 113.

**THR 115. THEATER WORKSHOP III (2-0-2)**

**PREREQUISITE: THR 114.**

This course is a continuation of THR 114.

**THR 120. THEATER APPRECIATION (3-0-3)**

**THR 126. INTRODUCTION TO THEATRE (3-0-3)**

**THR 131. ACTING TECHNIQUES I (3-0-3)**

**THR 132. ACTING TECHNIQUES II (3-0-3)**

**THR 213. THEATER WORKSHOP IV (2-0-2)**

**PREREQUISITE: THR 115.**

This course is a continuation of THR 113-114-115.

**THR 214. THEATER WORKSHOP V (2-0-2)**

**PREREQUISITE: THR 213.**

This course is a continuation of THR 113, 114, 115.

**THR 215. THEATER WORKSHOP VI (2-0-2)**

**PREREQUISITE: THR 214.**

This course is a continuation of THR 113-114-115-214.

**THR 241. VOICE AND SPEECH FOR THE PERFORMER (3-0-3)**

This is a beginning course in the effective and healthy use of the vocal instrument for performance. It is designed to approach both the physical and mental processes of vocal production and includes the following: learning a physical/vocal warm-up, dialect reduction, articulation, class performance and written exams.

**WELDING TECHNOLOGY (WDT)**

**WDT 108. SMAW FILLET/OFC (2-2-3)**

This course provides the student with instruction on safety practices and terminology in the Shielded Metal Arc Welding (SMAW) process. Emphasis is placed on safety, welding terminology, equipment identification, set-up and operation, and related information in the SMAW process. This course also covers the rules of basic safety and identification of shop equipment and provides the student with the skills and knowledge necessary for the safe operation of oxy-fuel cutting. This is a **CORE** course.

**WDT 109. SMAW FILLET/PAC/CAC (2-2-3)**

This course provides the student with instruction on safety practices and terminology in the Shielded Metal Arc Welding (SMAW) process. Emphasis is placed on safety, welding terminology, equipment identification, set-up and operation, and related information in the SMAW process. This course also covers the rules of basic safety and identification of shop equipment and provides the student with the skills and knowledge necessary for the safe operation of carbon arc cutting and plasma arc cutting. This is a **CORE** course.

**WDT 110. INDUSTRIAL BLUEPRINT READING (3-0-3)**

This course provides students with the understanding and fundamentals of industrial blueprint reading. Emphasis is placed on reading and interpreting lines, views, dimensions, weld joint configurations and weld symbols. Upon completion students should be able to interpret welding symbols and blueprints as they apply to welding and fabrication. This is a **CORE** course.

**WDT 115. GTAW CARBON PIPE (1-4-3)**

This course is designed to provide the student with the practices and procedures of welding carbon pipe using the gas tungsten arc weld (GTAW) process. Emphasis is placed on pipe positions, filler metal selection, purging gasses, joint geometry joint preparation and fit-up. Upon completion, students should be able to identify pipe positions, filler metals, purging gas, proper joint geometry, joint preparation and fit-up to the applicable code.

**WDT 116. GTAW STAINLESS PIPE (1-4-3)**

**PREREQUISITE: Instructor Approval.**

This course is designed to provide the student with the practices and procedures of welding stainless steel pipe using the gas

tungsten arc weld (GTAW) process. Emphasis is placed on pipe positions, filler metal selection, purging gasses, joint geometry, joint preparation and fit-up. Upon completion, students should be able to identify pipe positions, filler metals, purging gas, proper joint geometry, joint preparation, and fit-up to the applicable code.

**WDT 119. GAS METAL ARC/FLUX CORED ARC WELDING (2-2-3)**

This course introduces the student to the gas metal arc and flux cored arc welding process. Emphasis is placed on safe operating practices, handling and storage of compressed gasses, process principles, component identification, various welding techniques and base and filler metal identification. This is a *CORE* course. *Non-degree creditable.*

**WDT 120. SHIELDED METAL ARC WELDING GROOVE (2-2-3)**

This course provides the student with instruction on joint design, joint preparation, and fit-up of groove welds in accordance with applicable welding codes. Emphasis is placed on safe operation, joint design, joint preparation, and fit-up. Upon completion, students should be able to identify the proper joint design, joint preparation and fit-up of groove welds in accordance with applicable welding codes. This is a *CORE* course.

**WDT 122. SMAW FILLET/OFC LAB (0-9-3)**

This course is designed introduce the student to the proper set-up and operation of the shielded metal arc welding equipment. Emphasis is placed on striking and controlling the arc, and proper fit up of fillet joints. This course is also designed to instruct students in the safe operation of oxy-fuel cutting. Upon completion, students should be able to make fillet welds in all positions using electrodes in the F-3 groups in accordance applicable welding code and be able to safely operate oxy-fuel equipment and perform those operations as per the applicable welding code.

**WDT 123. SMAW FILLET/PAC/CAC/LAB (0-9-3)**

This course is designed introduce the student to the proper set-up and operation of the shielded metal arc welding equipment. Emphasis is placed o striking and controlling the arc, and proper fit up of fillet joints. This course is also designed to instruct students in the safe operation of plasma arc and carbon arc cutting. Upon completion, students should be able to make fillet welds in all positions using electrodes in the F-4 groups in accordance with applicable welding code and be able to safely operate plasma arc and carbon arc equipment and perform those operations as per applicable welding code.

**WDT 124. GAS METAL ARC/FLUX CORED ARC WELDING LAB (0-9-3)**

This course provides instruction and demonstration using the various transfer methods and techniques to gas metal arc and flux cored arc welds. Topics included are safety, equipment set-up, joint design and preparation, and gases.

**WDT 125. SHIELDED METAL ARC WELDING GROOVE LAB (0-9-3)**

This course provides instruction and demonstrations in the shielded metal arc welding process on carbon steel plate with various size F3 and F4 group electrodes in all positions. Emphasis is placed on welding groove joints and using various F3 and F4 group electrodes in all positions. Upon completion, the student should be able to make visually acceptable groove weld joints in accordance with applicable welding codes.

**WDT 155. GTAW CARBON PIPE LAB (0-9-3)**

This course is designed to provide the student with the skills in welding carbon steel pipe with gas tungsten arc welding techniques in various pipe weld positions. Upon completion, students should be able to perform gas tungsten arc welding on carbon steel pipe with the prescribed filler metals in various positions in accordance with the applicable code.

**WDT 156. GTAW STAINLESS PIPE LAB (0-9-3)**

**PREREQUISITE: WDT 116**

This course is designed to provide the student with the skills in welding stainless steel pipe with gas tungsten arc welding techniques in various pipe weld positions. Upon completion, students should be able to perform gas tungsten arc welding on stainless steel pipe with the prescribed filler metals in various positions in accordance with the applicable code.

**WDT 157. CONSUMABLE WELDING PROCESSES (1-4-3)**

**PREREQUISITE: Instructor Approval.**

This course provides instruction and demonstration with the consumable welding processes to produce groove and fillet welds in all positions, according to applicable welding codes. Topics include safe operating practices, equipment identification, equipment set-up, correct selection of electrode, current/polarity, shielding gas and base metals.

**WDT 158. CONSUMABLE WELDING PROCESSES LAB (0-9-3)**

**PREREQUISITE: WDT 157**

This course provides instruction and demonstration with the consumable welding processes to produce groove and fillet welds in all positions, according to applicable welding codes. Topics include safe operating practices, equipment identification, equipment set-up, correct selection of electrode, current/polarity, shielding gas and base metals. Upon completion, the student should be able to produce groove and fillet welds using consumable welding processes according to AWS Codes and standards.

**WDT 160. ROBOTIC PROGRAMMING AND WELDING (1-4-3)**

**PREREQUISITE: Instructor approval.**

This program introduces students to the safety and programming associated with robotic welding technology. Topics include robotic weld station familiarity, safety, robotic motions, programming, and welding inspection. Upon completion, the student should be able to setup and program a robot to weld parts in an efficient and safe manner.

**WDT 162. CONSUMABLE WELDING APPLICATIONS  
(1-4-3)**

**PREREQUISITE: Instructor Approval.**

This course provides instruction and demonstration with consumable welding processes for ferrous and non-ferrous materials to produce groove and fillet welds in various positions, according to applicable welding codes. Topics may include safe operating practices for pulse and tubular applications, equipment identification, equipment set-up, correct selection of electrodes, current/polarity, shielding gas and base metals.

**WDT 163. CONSUMABLE WELDING APPLICATIONS  
LAB (0-9-3)**

**PREREQUISITE: WDT 162**

This course provides instruction and demonstration with consumable welding processes for ferrous and non-ferrous materials to produce groove and fillet welds in various positions, according to applicable welding codes. Topics may include safe operating practices for pulse and tubular applications, equipment identification, equipment set-up, correct selection of electrodes, current/polarity, shielding gas and base metals. Upon completion, the student should be able to produce groove and fillet welds using consumable welding processes according to AWS Codes and standards.

**WDT 193. CO-OP (0-15-3)**

**PREREQUISITE: Instructor approval.**

These courses constitute a series wherein the student works on a part-time basis in a job directly related to welding. In these courses the employer evaluates the student's productivity and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting

**WDT 217. SMAW CARBON PIPE (1-4-3)**

This course introduces the student to the practices and procedures of welding carbon steel pipe using the shielded metal arc weld (SMAW) process. Emphasis is placed on pipe positions, electrode selection, joint geometry, joint preparation and fit-up. Upon completion, students should be able to identify pipe positions, electrodes, proper joint geometry, joint preparation, and fit-up in accordance with applicable codes.

**WDT 228. GAS TUNGSTEN ARC WELDING (2-2-3)**

This course provides student with knowledge needed to perform gas tungsten arc welds using ferrous and/or non-ferrous metals, according to applicable welding codes. Topics include safe operating practices, equipment identification and set-up, correct selection of tungsten type, polarity, shielding gas and filler metals. Upon completion, a student should be able to identify safe operating practices, equipment identification and setup, correct selection of tungsten type, polarity, shielding gas, filler metals, and various welds on ferrous and/or non-ferrous metals, using the gas tungsten arc welding process according to applicable welding codes.

**WDT 257. SMAW CARBON PIPE LAB (0-9-3)**

This course is designed to provide the student with the skills in welding carbon steel pipe with shielded metal arc welding techniques in various pipe welding positions. Upon completion, students should be able to perform shielded metal arc welding on carbon steel pipe with the prescribed electrodes in various positions in accordance with the applicable codes.

**WDT 291. CO-OP (0-15-3)**

**PREREQUISITE: Instructor approval.**

This course provides students work experience with a college approved employer in an area directly related to the student's program of study. In this course the employer evaluates the student's productivity and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.

**WORKPLACE SKILLS ENHANCEMENT  
(WKO)**

**WKO 106. WORKPLACE SKILLS (3-0-3)**

**PREREQUISITE: Instructor approval.**

This course is an overview of issues relevant to the general workforce. The course is designed to enhance students' communication, lifelong learning, interpersonal, and decision-making skills in preparation for employment and should be taken during the students' last term.

**WKO 110. NCCER CORE (2-3-3)**

This course is designed to provide students with knowledge and skills related to multi-craft technicians in a variety of fields. Information in this course is based on the National Center for Construction Education and Research (NCCER) core curriculum and prepares students to test for the NCCER core credential. This course should be taken during the students' first term.

**WKO 131. MSSC SAFETY (3-0-3)**

**PREREQUISITE: Instructor approval.**

This course is designed to provide students with knowledge and skills related to manufacturing processes and production in a manufacturing environment. Topics covered include: Work in a safe and productive manufacturing workplace; performing safety and environmental inspections; performing emergency drills and participating in emergency teams; identifying unsafe conditions and taking corrective action; providing safety orientation for all employees; training personnel to use equipment safely; processes and procedures that support safety of the work environment; fulfilling safety and health requirements for maintenance, installation and repair; monitoring safe equipment and operator performance; and utilizing effective, safety-enhancing workplace practices.

**WKO 132. MSSC QUALITY PRACTICES AND MEASUREMENT (3-0-3)**

**PREREQUISITE/COREQUISITE: WKO131 MSSC SAFETY.**

This course is designed to provide students with knowledge and skills related to quality practices and measurement in a manufacturing environment. Topics include: participation in periodic internal quality audit activities; checking calibration of gages and other data collection equipment; suggesting continuous improvements; inspecting materials and products/processes at all stages to ensure they meet specifications; documenting the results of quality problems; communicating quality problems; taking corrective actions to restore or maintain quality; recording process outcomes and trends; identifying fundamentals of blueprint reading; and using computer measurement systems and precision measurement tools.

**WKO 133. MSSC MANUFACTURING PROCESSES AND PRODUCTION (3-0-3)**

**PREREQUISITE/COREQUISITE: WKO131 MSSC SAFETY.**

This course is designed to provide students with knowledge and skills related to processes and production in a manufacturing environment. Topics include: identify customer needs, determining resources available for the production process; setting up equipment for the production process; setting team production goals; making job assignments; coordinating work flow with team members and other work groups; communicating production and material requirements and product specifications; performing and monitoring processes to make the product; documenting product and process compliance with customer requirements; and preparing final product(s) for shipping or distribution.

**WKO 134. MSSC MAINTENANCE AWARENESS (3-0-3)**

**PREREQUISITE/COREQUISITE: WKO 131 MSSC Safety Course**

This course is designed to provide students with knowledge and skills related to maintenance awareness in a manufacturing environment. Topics covered include: preparing preventative maintenance and routine repair; monitoring indicators to ensure correct operations; performing all housekeeping to maintain production schedules; recognizing potential maintenance issues with basic production systems, including knowledge of when to inform maintenance personnel about problems with electrical systems, pneumatic systems, hydraulic systems, machine automation systems, lubrication systems, and bearings and couplings.

Students completing this course will receive an MSSC certificate in maintenance awareness. Students completing courses WKO 131, 132, 133 and 134 are eligible to test for the Certified Production Technician credential.

\*WKO 106 should be taken during the last semester of student's program of study.

\*WKO 110 should be taken during the first semester of student's program of study.



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## COLLEGE PERSONNEL

### ADMINISTRATION AND CONTROL

Wallace Community College is under the control of the Alabama Community College System Board of Trustees. The President of the College is directly responsible to the Alabama Community College System Board of Trustees through the Chancellor of the Alabama Community College System.

### ACCS BOARD OF TRUSTEES

<b>President</b>	<b>Governor Kay Ivey</b> State Capitol 600 Dexter Avenue Montgomery, Alabama 36130
<b>Ex-Officio</b>	<b>Mr. Jeffery Newman</b> Post Office Box 266 Millport, Alabama 35576
<b>First District</b>	<b>Mr. Al Thompson</b> 307 Hand Avenue Bay Minette, Alabama 36507
<b>Second District</b>	<b>Mr. Ron Fantroy</b> 73 Lark Salter Lane Evergreen, Alabama 36401
<b>Third District</b>	<b>Ms. Susan Foy</b> 423 Auburn Drive Alexander City, Alabama 35010-3407
<b>Fourth District</b>	<b>Mr. Matthew Woods</b> 2270 Creekside Lane Jasper, Alabama 35503
<b>Fifth District</b>	<b>Ms. Crystal Brown</b> 1904 Weatherly Circle Decatur, Alabama 35603
<b>Sixth District</b>	<b>Mr. Milton Davis</b> Post Office Box 43412 Birmingham, Alabama 35243
<b>Seventh District</b>	<b>Mr. Chuck Smith</b> Post Office Box 29 Demopolis, Alabama 36732
<b>At Large</b>	<b>Mr. Blake McAnally</b> Post Office Box 2419 Decatur, Alabama 35602

## THE ADMINISTRATION

**YOUNG, LINDA C.**, President—AA, Enterprise State Junior College; BS, MS, Troy State University; EdD, Auburn University

**BAKER, MICKEY**, Temporary Dean, Student Affairs and Sparks Campus— BS, Liberty University; MS, Troy State University; MS, United States Army War College; JD, Faulkner University

**NICHOLAS, MARC**, Dean, Business Affairs— BS, MBA, Troy University

**LESLIE REEDER**, Dean, Instructional Affairs— AS, Wallace Community College; BS, MS, Troy State University

**WILKINS, ASHLI H.**, Dean, Vice President and Dean, Institutional Services and Community Development— BS, MS, Troy State University; PhD, Auburn University

### THE FACULTY

Adkison, Steven, English Communications—BA, The University of Alabama; MA, Portland State University

Banks, Quincey, Applied Engineering Technology—AAT, Sparks State Technical College

Bell, Ashley, Art—BFA, Auburn University; MFA, Louisiana State University

Boozer, Keith, Philosophy—BA, University of Texas at Austin; MDiv, Southwestern Baptist Theological Seminary

Bradley, Janet, Biology—AA, Wallace Community College; BS, MS, Troy State University

Brabham, Danny, Division Director, Air Conditioning and Refrigeration, Masonry, Plumbing, Small Engine Repair and Welding Technology—AS, Sparks State Technical College; BS, Athens State University; MS, Troy State University

Brooks, Tracy, Business and Office Information Processing; Foundation Liaison (Faculty-Assigned)—BS, MBA, Troy State University; EdD, Auburn University

Brown, Joni, Biology—BS, University of Georgia; MS, Troy State University

Bryan, Jennifer, Practical Nursing—BSN, The University of Alabama; MSN, University of South Alabama

Bryant, Sandra, Practical Nursing—BSN, Troy State University; MSN, University of South Alabama; EdD, The University of Alabama

Buchanan, Sally, English Communications —BSEd, Columbus College; MS, Troy University

Casey, Jennifer, Associate Degree Nursing—AAS, Wallace Community College; BS, MBA, Troy University; BSN, MSN, University of Alabama at Birmingham

Chesnut, Wanda, Practical Nursing—AAS, Wallace Community College; BSN, Troy State University

Collins, Megan, Practical Nursing—BSN, The University of Alabama; MNA, The University of Alabama at Birmingham

Cooper, Jeffrey, Air Conditioning and Refrigeration—AAS, Wallace Community College

Crawford, Derek, Engineering Graphics & Animation—AAS, Wallace Community College; BA, The University of Alabama at Birmingham; MS, Troy University; EdS, Auburn University

Cribbs, Carla, Developmental Mathematics—BS, MA, The University of Alabama

Cuthriell-Dawkins, Leah, Chemistry—BA, Huntingdon College; MS, University of Tennessee

Daniels, Rayanne, Associate Degree Nursing—BSN, Troy University; MSN, University of South Alabama; DNP, University of South Alabama

Danner, Kara, Biology—BS, MEd, Troy State University

Darby, Darron, History—AA, Tallahassee Community College; BA, MA, Florida State University

Dickens, Vanessa, Child Development—BS, MS, Alabama State University

Dixon, CiCi, English Communications—BA, Birmingham-Southern College; MA, The University of Alabama at Birmingham; PhD, Auburn University

DuBose, Wendy, Associate Degree Nursing—AAS, Wallace Community College; BSN, Auburn University Montgomery; MSN, Auburn University; EdD, The University of Alabama

Elliott, Rachael, Radiology—AS, Wallace Community College; BS, Midwestern State University; MS, The University of Alabama

Estes, Tara, Division Director, English Communications—BA, University of South Alabama; MS, Troy State University

Feggins, Vincent, Program Director, Emergency Medical Services—AAS, Wallace Community College

Ferguson, Joseph, Emergency Medical Services—AAS, Short Certificate, Certificate, Wallace Community College

Fischer, Julie, Division Director, Natural Sciences—BS, MEd, Troy State University

Forrester Jennifer, Developmental Mathematics—BS, MS, Troy University

Fowler, Krystal, Practical Nursing—AAS, Wallace Community College; BSN, University of Alabama; MSN, Troy University

Fuller, Charlotte, Associate Degree Nursing—BSN, University of Northern Colorado; MSN, University of South Alabama

Galloway, Gwyn, Division Director, Practical Nursing—BSN, The University of Alabama; MSN, Troy State University; EdD, Walden University

Gilmore, Bates, Program Director, Radiologic Technology—AAS, Enterprise State Junior College; BS, The University of Alabama at Birmingham; MA, The University of Alabama

Godwin, Jennifer, Associate Degree Nursing—AAS, Wallace Community College; BSN, Auburn University Montgomery; MSN, Troy University

Godwin, Lori, Esthetics Technology—Esthetics Certificate, LBW; AS, Troy University; BS, Athens State University

Granberry, Savannah, Speech—AA, Chipola College; BS, MS, Florida State University

Greene, Amy, Business and Office Administration—BS, MBA, Troy University

Guilford, Solomon, Salon and Spa Management/Cosmetology—Cosmetology Certificate, Wallace Community College; Drafting Certificate, Sparks State Technical College

Gunter, Dana, Mathematics—AS, Wallace Community College; BS, M.Ed., Auburn University

Hagen, Kenneth, Welding—Diploma, Alabama Aviation and Technical College

Hannon, Michael, Electrical Technology—AA, Emory University; BS, Mercer University; BSEE, The University of Alabama at Birmingham

Hardwick, Kirsti, Associate Degree Nursing—AAS, Wallace Community College; BSN, Auburn University Montgomery; MSN, University of South Alabama

Harrell, Judith, Program Director, Respiratory Therapist—AAS, Wallace Community College; BS, TUI University

Harris, George, Engineering Graphics and Animation (Drafting)—BA, Auburn University; MS, Troy University

Herrell, Christopher, Emergency Medical Services—AA, AAS, Enterprise State Community College; AS, BSN, Chipola College; BS, Huntingdon College

Hester, Kraig, Air Conditioning and Refrigeration—AAS, Wallace Community College

Hoffman, A. P., Director, Learning Resources Centers System—BSEd, Troy State University; MEd, EdS, Auburn University

Hunter, Rosemary, Division Director, Fine Arts—BM, MM, Florida State University

Hutto, Alex, Electrical Technology

Jackson, Joseph, Welding Technology—Diploma, Alabama Aviation and Technical College

Jernigan, Michael, Engineering Graphics & Animation—BARCH, BS, Auburn University; MBA, Troy State University

Johnson, Hannah, Orientation—MS, BS, Troy University

Johnson, Holly, English Communications—BA, Auburn University; MS, Troy University

Johnson, Joe, Director, Workforce Development—Certificate, Wallace Community College

Kamleh, Naser, Accounting—BS, MBA, Troy State University ; Certified Public Accountant

Kelley, Janice, Practical Nursing—BSN, MSN, Troy State University

Kelley, Zachary, Division Director, Humanities, Behavioral and Social Sciences—AA, AS, Wallace Community College; BA, MA, EdD, The University of Alabama

Kelly, Mark, Computer Information Science—AS, Wallace Community College; BS, Troy University; MS, Columbus State University

Kimble, Selma, Adult Education—BS, Alabama State University; MS, Troy State University

Knox, Maria, Medical Assisting—Nursing Certificate, AAS, Wallace Community College; BSN, Jacksonville State University

Lamere, Lynn, English Communications—BS, Auburn University; MS, Troy University

Lane, Shatangi, Speech—AA, Jefferson State Community College; BA, MA, The University of Alabama

Leger, Pam, Business—AS, Enterprise State Community College; BS, MS, Troy University

Lindsay, Lora, Associate Degree Nursing—AAS, Wallace Community College; BSN, Auburn University Montgomery; MSN, Jacksonville University

Logan, Lori, Division Director, Child Development, Salon and Spa

Management/Cosmetology and Engineering Graphics—  
Diploma, MacArthur State Technical College; AS, Enterprise  
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Long, James, Adult Education—AA, Grossmont College; DDSC,  
Glendale Community College; BBA, National University;  
MA, California State University

McCallister, Thomas, Computer Information Science—AAS,  
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Troy State University

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University; EdS, Seton Hall University

Robison, Cynthia, Biology—AS, Wallace Community College;  
BS, University of South Alabama; MEd, Troy State  
University

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College; BSN, Auburn University; MSN, Troy State  
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Technical College

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South University

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University; MSN, South University

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 McLeod, Kenny, Coordinator of Custodial Inventory and Shipping and Receiving  
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Miller, Ronald, Maintenance Worker II

Mixson, Hannah, Secretary, Practical Nursing—BS, Troy University

Monday, Suzanne, Assistant Director of Financial Aid—AA, Wallace Community College; BS, Troy State University

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Sheppard, Keyashia, Human Resources Specialist—BS, MS, Troy University

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Thigpen, Tyler, Transportation Mechanic

Thomas, Giana, Temporary Career Pathways Coordinator—BS, MS, Graduate Certificate, Troy University

Thomas, Linda, Secretary/Receptionist

Thomas, Rachel, Instructional Coordinator, Adult Education—AA, Chipola College; BS, Florida State University

Walker, Bruce, Maintenance Worker I—Certificate, AAS, Wallace Community College

Walker, Greg, HVAC Maintenance Specialist—AS, Enterprise State Junior College; BSEd, Troy State University

Watson, Christopher, Electrical Maintenance Technician

Weems, Linda, Information Technology (IT) Technician—AAS, Wallace Community College

Weston, Wendy, Admissions/Records Assistant (Sparks Campus)—BS, Troy State University

Wicker, Melody, Secretary, Institutional Effectiveness and Planning—AA, Enterprise State Community College; BS, Huntingdon College

Willette, Betty, Secretary to the Director, Student and Campus Services—AAS, East Central Junior College; BS, Faulkner University

Williams, Nakisha, Secretary, Student Affairs—AS, Wallace Community College; BS, Troy University

Wilson, Karen, Financial Aid Assistant—AAS, Wallace Community College

Wilson, Melissa, Administrative Assistant, President—BS, MPA, Troy University



# Student Handbook

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# STUDENT HANDBOOK

## STUDENT AFFAIRS PHILOSOPHY

Each member of the Student Affairs staff at Wallace Community College is dedicated to the belief that all people should have the opportunity to reach their maximum potential. The functions of Student Affairs are admissions, career planning, counseling services, job placement, records, services for special student populations, student activities, student financial services, and testing services.

## STUDENT RIGHTS AND RESPONSIBILITIES

Wallace Community College desires to make provisions for students to be as knowledgeable as possible regarding College policies and procedures and their rights and responsibilities relating to them. The information in this section and the sections that follow are designed to clarify information pertaining to rights granted to students and responsibilities students should fulfill as members of the Wallace Community College family.

Submission of an *Application for Admission* to Wallace Community College represents a voluntary decision on the part of the prospective student to participate in the programs offered by the College and pursuant to the policies and procedures of the College, the Alabama Community College System, and state and federal agencies where applicable. College approval of a student's application, in turn, represents the extension of a privilege to join the College community and to remain a part of it as long as he or she meets the required academic and behavioral standards.

Each individual student is guaranteed the privilege of exercising his or her rights without fear or prejudice. Such rights include, but are not limited to, the following:

- Students are free to pursue their educational goals.
- No disciplinary sanctions may be imposed on a student without the recourse of due process, except as outlined in the *Student Code of Conduct*.
- Free inquiry, expression, and assembly are guaranteed to all students, provided their actions do not interfere with the rights of others or the effective operation of the College.
- Academic evaluation of student performance will be neither arbitrary nor capricious.
- Students and prospective students have the right to review certain relevant information concerning College graduation and completion rates and any instances of campus criminal activity.

Within the limits of its facilities on both campuses and sites, Wallace Community College will be open to all persons without

regard to sex, race, creed, religion, age, marital status, disability, or national origin. It is the responsibility of the College to publish its educational objectives and to make available the criteria it will use in evaluating student success in all programs. It is the responsibility of the student to acquaint him- or herself with these objectives and criteria as published and set forth by the College. The facilities and services of the College will be available to all enrolled students, provided they are used in a manner that is appropriate to an academic environment and with regard to College policies and operating procedures.

The *Student Code of Conduct* of Wallace Community College addresses behavior and actions that have an adverse impact on the achievement of educational goals. It is the responsibility of the student to become familiar with the regulations governing student conduct and to adhere to policies where applicable. Lack of knowledge regarding College policies will not excuse any student from adherence to policies or sanctions that may be imposed for violations. The College reserves the right to dismiss any student whose conduct and behavior pose a threat to the College environment or the health, safety, or security of others.

## ACTIVITIES AND ORGANIZATIONS

Wallace Community College is committed to planning and implementing activities and experiences that are conducive to facilitating student achievement of personal and professional goals. Pursuant to that end, students serve, when appropriate, as voting members of College standing committees and have all rights and responsibilities associated with committee membership.

### ATHLETICS

Wallace Community College participates in intercollegiate men's baseball and women's softball. Interested students should contact the Athletic Department on the Wallace Campus.

### EXTRACURRICULAR ACTIVITIES

In addition to the athletic program, the College provides opportunities for participation in student government and various clubs and social functions. Active efforts have been made to help develop a well-rounded program of recreational, social, and cultural activities that will contribute to the student's enjoyment of college life, personal growth, and social development. Annual and semester activities are scheduled on both campuses to provide additional events for students.

### STUDENT PUBLICATIONS

The College has maintained a commitment to student publications for many years and values the learning experiences available to students who desire to participate in producing student publications. Any publication containing opinions and editorial content must be the responsibility of the student organization publishing it. The College has a responsibility to ensure that

participating students are adequately informed concerning issues related to responsible journalism. The advisors of student organizations oversee the production of any student publications, offer guidance to student participants, and ensure their awareness and understanding of the rights and responsibilities of a free press. The College supports a free student press and expects students participating in the production of student publications to uphold the highest standards of journalistic responsibility and integrity, but it reserves the right to reject and/or edit material submitted for inclusion in any publication, including, but not limited to, newsletters, flyers, and brochures. Any student publications containing announcements intended to provide timely information about College and community events must also be reviewed by the advisor of the respective organization to ensure that the contents of the publication are accurate and meet the intended purpose.

### STUDENT-DEVELOPED INTELLECTUAL PROPERTY

Wallace Community College will maintain ownership rights to student-developed intellectual property when the student's work is part of a larger work for which Wallace Community College owns all or part of the intellectual property rights **unless one of the following conditions is met** prior to the student's beginning the work:

1. The student obtains a signed agreement between the student and the Wallace Community College Dean, Instructional Affairs, which provides that the student has exclusive or shared rights to the student-developed work, **OR**
2. The student obtains written notice from the Dean, Instructional Affairs stating that the student owns the larger work and that the student will own any intellectual property rights in the work.

### PROCEDURES FOR APPROVAL OF OFF-CAMPUS ACTIVITIES

Off-campus activities must be approved by the appropriate College official. A *Student Activity Request Form* (available from the Student Life Coordinator in Cunningham Hall on the Wallace Campus and the Coordinator, Student Services in the Administration Building on the Sparks Campus) must be submitted a minimum of 7 working days prior to the event.

### SOCIAL FUNCTIONS

Social functions such as parties, dances, activities, guest speakers, or other entertainment must be sponsored by recognized campus organizations. College facilities are made available for such activities when possible. Approval for such activities begins by submitting an *Student Activity Request Form*, which may be obtained from the Student Life Coordinator in Cunningham Hall on the Wallace Campus and the Coordinator, Student Services in the Administration Building on the Sparks Campus. Wallace Community College students who bring guests or visitors onto College property or to any College-sponsored activity are responsible for their conduct.

## ORGANIZATIONS

Student organizations on the Wallace Campus include the American Chemical Society Student Chapter, Anime Club, Art Club, Association of Student Practical Nurses, Baptist Campus Ministries, Bass Fishing Club, Book Club, College Bible Study, Computer Science and Programming Club, Criminal Justice Club, Diamond Dolls, Emergency Medical Services Student Faculty Association, Lambda Beta Society, Leadership Development Program, Phi Theta Kappa, Philosophy Club, Respiratory Therapy Student Association, Rotaract, Sigma Kappa Delta, SkillsUSA, Society of Physics Students, Society of Student Medical Assistants, Student Government Association, Student Physical Therapist Assistant Association, Wallace Association of Nursing Students, The Wallace Sound, and Wallace Theater. Student organizations on the Sparks Campus include the Association of Student Practical Nurses, Baptist Campus Ministries, Bass Fishing Club, Book Club, Circle K International, Criminal Justice Club, Leadership Development Program, Phi Theta Kappa, SkillsUSA, and Student Government Association.

Students should contact the Student Life Coordinator on the Wallace Campus or the Student Services Coordinator on the Sparks Campus for specific, written information concerning campus organizations, formation of new organizations, club advisors (eligibility and role), policies and procedures related to campus organizations, and other related matters.

## CAMPUS REGULATIONS

### STUDENT ID POLICY

To enhance the safety and security of all personnel on the campuses of Wallace Community College, ALL students are required to obtain a photo identification card. This student ID will serve as the official means of identification for Wallace Community College.

Unless a student loses or misplaces an ID card, it will only need to be issued once. The first issued student ID is FREE. **Replacement of ID cards that were issued less than 2 years ago will cost \$10. The replacement cost will be waived for those ID cards that were issued more than 2 years ago.** Receipts from the Wallace Community College Business Office must be provided before being issued a replacement ID.

Students are required to wear student ID on their person at all times while on campus. 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 admission or financial aid, visitors on campus tour), individuals will be allowed to continue with their business and immediately leave campus upon completion of that business. If individuals claim to be students, College officials will ask for their student ID. If none can be provided, the individuals will be asked to leave the campus until they can return with a valid Wallace Community College student ID. Those who resist will be escorted off campus by College Police, and further disciplinary action may be taken if necessary.

Students will be required to obtain a student ID card before attendance verification, as faculty members will not allow a student to attend class without an ID past this date. Dates and times of ID drives will correspond with this time frame and will be announced at the beginning of each term. The student ID will also be used for discounts at local businesses on specified days (discount specifics are found on the back of the student ID card).

Students will be required to present proper government-issued photo identification before an ID card is issued. For ID pictures, Wallace 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. All bandannas, hats, sunglasses, visors, etc. are to be removed before the picture is taken.

## CODE OF STUDENT CONDUCT

As members of the learning community at Wallace Community College, students have a number of rights, privileges, and responsibilities. Those rights and privileges include the right to sound and professionally presented instructional programs and the right to due process in instances involving disciplinary actions or academic grievances.

The *Code of Student Conduct* is the standard of conduct by which students and organizations are expected to abide. They shall be aware of the Code and know they will be held accountable for its provisions. By enrolling at the College, a student or organization neither relinquishes rights nor escapes the responsibilities of local, state, or federal laws and regulations. The College has an interest in maintaining an environment that is conducive to its educational mission as well as the health, safety, and well-being of all students and other individuals. Students and organizations are obligated to abide by the rules and policies established by the College. Students at the College are considered responsible adults, serious of purpose, and enrolled for the primary purpose of furthering educational goals. It is assumed that students enrolling at the College are mature, have a desire for constructive learning, and are attending with that purpose in mind. Common courtesy and cooperation are expected of all students. Interference, injury, or intentional attempt to injure or interfere with the personal or property rights of any person—whether a student, member of the College community, or a visitor to the College—is strictly prohibited.

***Note: Faculty and staff members (including College counselors) and students should note that any expectation of confidentiality does not include any illegal act. Faculty and staff members (including College counselors) are required to notify law enforcement and College officials when they learn of a criminal act.***

## APPLICATION

The *Code of Student Conduct* applies to individual students and student organizations and is applicable to on- and off-campus College functions. Any student or group involved in unacceptable or prohibited conduct shall be disciplined in a manner

commensurate with the nature and severity of the act of misconduct.

**Any indication of facts that could cause imminent danger or harm to the health, safety, and welfare of the accused students, faculty members, other individuals, or College property, or any indication of mental or physical harassment of students (hazing) by an organization or student may result in immediate interim suspension of the organization or student by the designated College official on either campus. This interim suspension may continue only for a period of 72 hours until such time that a disciplinary hearing is held to consider the matter. The hearing shall be conducted by the Judiciary Committee.**

Imposition of the sanctions stated above may be stayed pending appeal, at the discretion of the President of the College, on written request by the student or organization.

## MISCONDUCT

Student conduct is expected to be in accordance with standards of common decency and decorum, with recognition of and respect for the personal and property rights of others and the educational mission of the College. A student shall be subject to disciplinary action by the College, up to and including permanent expulsion, for misconduct on any property owned or controlled by the College; or off College property at any function that is authorized, sponsored, or conducted by the College; or in parking lots adjacent to areas or buildings where College functions are being conducted. Such misconduct shall include, but is not limited to, the commission of or attempt to commit any of the following acts:

1. Any form of dishonesty, including cheating, knowingly furnishing false information to the members of the College faculty or to any other officer or employee of the College, and alteration or use of College documents or instruments of identification with intent to defraud (*cheating* is defined as dishonesty in completing academic assignments, such as having in one's possession materials other than those specifically approved by one's instructor during tests; submission of work that was prepared by someone else to an instructor as one's own work; plagiarism, representation of someone else's writing or ideas as one's own; and assistance in the foregoing practices).
2. *Plagiarism* is the act of using the words and/or work of another author and attempting to pass it on as one's own work. An example of plagiarism includes, but is not limited to, a student submitting, under his or her own name, an essay, report, research paper, or some other assignment that has been written in part or in whole by another person. Plagiarism also occurs when a pattern exists of failing to document and punctuate materials from research sources appropriately (as designated by the instructor and the research style that the instructor requires and publishes to his or her students) and/or the consistent failure to document accurately and in proper

- style any material that is not common knowledge, which the student has included in an assignment.
2. Forging, altering, or misusing College documents, records, or identification.
  3. Issuing a worthless check made payable to the College or to its Bookstores. A student will be notified by the Business Office when a check for tuition, books, fees, or other charges is returned for insufficient funds. The student will have 72 hours in which to satisfy that obligation. If the obligation is not satisfied in that time, the student's enrollment will be voided.
  4. Failure to properly comply with any reasonable direction given by a College official acting within the capacity and performance of his or her position.
  5. Violation of written College rules, policies, or regulations.
  6. Obstruction or disruption of teaching, research, administration, service, disciplinary procedures or policies and/or procedures of clinical affiliates while at their sites, other College activities, or other activities on College premises.
  7. Destruction, damage, or misuse of College, public, or private property. The student is responsible for any damage done to College property.
  8. Conduct in violation of federal or state statutes or local ordinances that threatens the health and/or safety of the College community or that could adversely affect the educational environment of the College.
  9. Conviction of any misdemeanor or felony that adversely affects the educational environment of the College.
  10. Obtaining College services by false pretenses including, but not limited to, misappropriation or conversion of College funds, supplies, equipment, labor, materials, space, facilities, or services.
  11. *Hazing* is any mental or physical requirement or obligation placed on a person by a member of any organization, or by an individual or group of individuals that could cause discomfort, pain, or injury or that violates any legal statute or College rule, regulation, or policy. *Hazing* is defined as, but is not limited to, striking; laying open hand on; treating with violence or offering to do bodily harm to a person with the intent to punish or injure the individual; or other treatment of a tyrannical, abusive, shameful, insulting, or humiliating nature. *Hazing* is any action taken or situation created, whether on or off College premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule, including servitude often called *personal favors*. The College does not approve of or condone hazing; thus, activities of this nature shall be dealt with promptly and sternly.
  12. Lewd, obscene, licentious, or indecent conduct or verbal or written threat of such action against another person, including sexual misconduct. See Sexual Misconduct Policy for specific details.
  13. Harassment, intimidation, bribery, physical assault, or any other means, implied or explicit, to influence any member of a judicial body named in the Code, including witnesses, faculty members, staff members, and students before, during, or after a hearing. Organizations shall be responsible for the actions of their individual members, alumni, advisors, or others in this type of situation.
  14. Possession of firearms or weapons (including hunting guns, bows, crossbows, etc.), ammunition, explosives, fireworks, or any other danger instruments in any building or classroom, and on any College-owned property in violation of Alabama Law 213-286.
  15. Intoxication from, or the possession and/or consumption of, any alcoholic beverage or non-prescribed controlled substance.
  16. Unauthorized manufacture, sale, delivery, or possession of any drug or drug paraphernalia defined as illegal under local, state, or federal law.
  17. Theft, accessory to theft, and/or possession and/or transportation and/or sale of stolen property.
  18. Physical abuse, threat of violence, intimidation, and physical or mental harassment.
  19. Trespassing or unauthorized entry.
  20. Entering false fire alarms, tampering with fire extinguishers, alarms, or other safety equipment.
  21. Publishing, aiding in publishing, circulating, or aiding in circulation of anonymous publications or petitions of a libelous, slanderous, scurrilous, or unduly offensive nature.
  22. Smoking or use of any tobacco product on any College property.
  23. Playing a device such as a tape player, radio, or other electronic device in hallways, classrooms, or any other place where such activity would interfere with normal activity of the College.
  24. Any form of illegal activity defined by state or federal law or municipal ordinance.
  25. Disruptive or disorderly conduct that interferes with the rights and opportunities of those who attend the College to use and enjoy College facilities.

26. Failure to obtain clearance from an instructor to leave a class, lab, clinical, or campus during class and/or clinical hours.
27. Failure to wear appropriate dress for the department in which the student is enrolled. Appropriate dress is defined as shoes, shirt, blouse, pants, dress, or other appropriate items designed for safety purposes.
28. Participation in any form of gambling.
29. Unauthorized possession of a key to any College facility or vehicle.

If a student violates any of the provisions listed above while engaged as a representative of a student organization, the organization will be subject to having its approval suspended or terminated.

### ACCEPTABLE USE POLICY

These guidelines are to assist with the interpretation and administration of the *Acceptable Use Policy for Information Technology Resources*. They outline the responsibilities each student and employee assumes when using information technology resources.

The purpose of information technology resources is to provide educational resources for Wallace Community College students and employees. Access to these resources is a privilege and must be treated with the highest standard of ethics. The College expects all students and employees to use information technology resources in a responsible manner, respecting the public trust through which they have been provided, the rights and privacy of others, the integrity of the facilities and pertinent laws, and College policies and standards.

This policy outlines the standards for acceptable use of Wallace Community College information technology resources, which include, but are not limited to, equipment, software, networks, data, and telephones.

This policy applies to all users of College information technology resources, including the faculty and staff, students, guests, organizations, and individuals accessing external network services, such as the Internet via College facilities. Violation of this policy may result in suspension or revocation of user privileges, administrative discipline, or immediate termination of the violator's relationship with Wallace Community College and could lead to criminal and civil prosecution.

Acceptable use of the College Internet connection provided via the Alabama Research and Education Network (AREN) is also governed by this document. Any activity that is not listed here that violates local, state, or federal laws, or violates the AREN *Acceptable Use Policy* is also considered a violation of the Wallace Community College *Acceptable Use Policy for Information Technology Resources*.

### USER RESPONSIBILITIES

Use of College information technology resources is permitted based on acceptance of the following specific responsibilities and the understanding that computer use may be monitored.

**Use only information technology resources for which you have permission. Example: It is unacceptable to...**

- use resources you have not been specifically authorized to use;
- use your own personal computer, laptop, or any other device to connect to the network with a wired connection. (access to the Wallace network with a personal device through the appropriate wireless portal is permitted);
- use someone else's account and password or share your account and password with someone else;
- access files, data, or processes without authorization; and
- purposely seek out, exploit, or seek to exploit security flaws to gain system or data access.

**Use information technology resources only for their intended purpose. Example: It is unacceptable to...**

- send forged e-mail;
- use electronic resources to harass or stalk other individuals;
- send bomb threats or hoax messages;
- send chain letters that may interfere with the system's efficiency;
- intercept or monitor any network communications not intended for you;
- use computing or network resources for commercial advertising or other commercial purposes;
- attempt to circumvent security mechanisms;
- use privileged access for other than official duties;
- use former privileges after graduation, transfer, or termination; and
- use network resources to download news, music, graphics, or other communications not related to College activities.

**Protect the access and integrity of information technology resources. Example: It is unacceptable to...**

- knowingly release a virus that damages or harms a system or network;

- prevent others from accessing an authorized service;
- attempt to deliberately degrade performance or deny service;
- corrupt or misuse information;
- alter or destroy information without authorization; and
- engage in spamming (sending an annoying or unnecessary message to a large group of people).

**Respect the privacy of others. Example: It is unacceptable to...**

- access or attempt to access another individual's password or data without explicit authorization;
- access or copy another user's electronic mail, data, programs, or other files without permission;
- use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language;
- continue sending e-mail messages to someone after being told to stop; and
- post derogatory information or statements about a person.

**Abide by applicable laws and College policies and respect the copyrights and intellectual property rights of others, including the legal use of copyrighted software. Example: It is unacceptable to...**

- illegally upload or download copyrighted music, movies, software, etc.;
- make more copies of licensed software other than the license allows;
- plagiarize works that you find on the Internet; and
- deliberately upload, download, distribute, or possess pornographic material.

**SYSTEM ADMINISTRATORS' RESPONSIBILITIES**

System administrators and providers of College information technology resources have the additional responsibility of ensuring the integrity, confidentiality, and availability of the resources they are managing. Individuals in these positions are granted significant trust to use their privileges appropriately for their intended purpose and only when required to maintain the system. Any private information seen in carrying out these duties must be treated in the strictest confidence, unless it relates to a violation or the security of the system.

Although information technology providers throughout the College are responsible for preserving the integrity and security of resources, security sometimes can be breached through actions

beyond their control. Users are urged to take appropriate precautions such as safeguarding accounts and passwords and promptly reporting any misuse or violations of the policy.

**VIOLATIONS**

Every member of the College community has an obligation to report suspected violations of the guidelines above or of the *Acceptable Use Policy for Information Technology Resources*. Reports should be directed to the department responsible for the particular system involved. Reported violations will be addressed in conformance with published College policy.

Wallace Community College is provided access to the Internet as a member of the Alabama Research and Education Network, which is supported by the Alabama Supercomputer Authority. Therefore, any users of the Internet are to be made aware of the *Acceptable Use Policy* of the Alabama Supercomputer Authority for full compliance of this policy.

**DISCIPLINARY PROCEDURES**

**DISCIPLINARY ACTION BY FACULTY MEMBERS**

With regard to a matter of academic dishonesty in taking a college course, the respective faculty members of the College are authorized to administer certain appropriate disciplinary action. If a given faculty member has substantial evidence of a student's having committed, attempted to commit, or solicited an act of cheating, plagiarism, or any other form of academic dishonesty, the faculty member shall have the authority to (1) impose a grade of *F* for the respective assignment or test; (2) impose an *F* for the respective course; (3) require that an assignment be redone or a test be retaken; or (4) impose other similar sanctions designed to preserve academic integrity. The faculty member shall not have the right to suspend or expel a student. That authority is reserved for the Dean, Student Affairs and Sparks Campus and the College Judiciary Committee. If the faculty member believes that the improper conduct should be subject to greater punishment, or additional punishment, then the case should be referred to the Dean, Student Affairs and Sparks Campus for disciplinary review. In any situation where a student is alleged to have committed academic dishonesty of any nature, the faculty member making the allegation shall within 3 working days after the alleged wrongful act or the faculty member's first knowledge of the act, give the student written notice of the allegation and give the student the opportunity to respond to each allegation made. The student shall have a maximum of 3 working days to respond to any allegation made. No disciplinary grade imposed by a faculty member shall be considered final unless and until the student has been given written notice of the alleged wrongdoing and the opportunity to respond. It is not necessary that the student give a response for a grade to be finalized, only that the student has been given an opportunity to respond and that the instructor give due consideration to any response that is made. Each instructor shall keep a confidential file of any and all written allegations of academic dishonesty and all

actions taken with regard to such allegations. Any student against whom a sanction is imposed by a faculty member as a result of an allegation of academic dishonesty shall have the right to appeal the sanction to the Dean, Student Affairs and Sparks Campus. The appeal must be filed with the Dean within 5 working days after the student is first made aware of the date that the decision has been made to impose a sanction and must include: (1) a copy of the faculty member's written allegations of academic dishonesty; (2) a statement of the sanction imposed; (3) the dates on which the student received the written allegation and on which the student responded to the allegation; (4) the nature of the student's response to the faculty member concerning the allegation; and (5) the rationale for the appeal of the sanction. The student shall have the option of admitting to the Dean, Student Affairs and Sparks Campus the act of academic dishonesty and proposing an alternative sanction or denying that academic dishonesty has been committed.

The Dean, Student Affairs and Sparks Campus shall, within 15 working days after receipt of the appeal, issue a report by which the Dean will (1) affirm the sanction; (2) overrule the sanction; or (3) modify the sanction. The Dean shall not overrule or modify any sanction imposed by a faculty member except where a compelling and substantial academic or legal reason exists for doing so.

If the Dean, Student Affairs and Sparks Campus determines that the student or organization is not guilty, the student or group will be cleared of all charges. If the student or organization is found guilty, the Dean, Student Affairs and Sparks Campus will delineate appropriate sanctions on a Wallace Community College *Sanction Agreement*. Upon administration of the *Sanction Agreement*, the student or organization will be offered the opportunity to select one of the following options:

- Sign the *Sanction Agreement*, indicating acceptance of the sanctions imposed and waiving all rights to appeal; or
- Sign the *Sanction Agreement*, declining the opportunity to accept the sanctions imposed and request to appeal the decision before the Judiciary Committee. Appeal requests must be made in writing within 5 working days to the Dean, Student Affairs and Sparks Campus. Students who desire to request that academic integrity issues be heard by the Judiciary Committee must follow steps 7-11 of the next section (*Disciplinary Procedures by Staff and Judiciary Committee*).

Any student or organization who fails to sign the *Sanction Agreement* as stated herein shall be deemed to have waived all rights to further appeal, and the sanctions imposed by the Dean, Student Affairs and Sparks Campus will be final.

#### **DISCIPLINARY PROCEDURES BY THE STAFF AND JUDICIARY COMMITTEE**

Individuals designated to handle disciplinary complaints at various College locations are the Director of Enrollment Services/Registrar and/or the Director of Student and Campus Services on the Wallace

Campus and the Coordinator, Student Services on the Sparks Campus. Procedures for filing complaints are presented below:

1. A complaint regarding the conduct of any student or organization may be filed by any person having personal knowledge of the alleged activity. The College may also file complaints.
2. Such complaints must be directed to the designated official at either campus and must be presented in writing. The written charge must define the specific charge and state the grounds for the charge.
3. The designated College official at either campus shall conduct, or have conducted, a thorough investigation of allegations within 10 working days from receipt of the written complaint. After the investigation, the student or organization will be offered an opportunity to admit to the charge, accept sanctions, and waive the right to a further hearing. If the student or organization denies the charge and in the designated College official's opinion, after a review of the complaint and information obtained in the investigation, enough probable cause exists to reasonably believe that the student or organization in question did commit the offense, the designated College official will discuss the complaint and evidence with the student or organization. The designated College official will offer the student or organization every opportunity to explain its actions. If sanctions are necessary, this action will be fully explained and prescribed in writing and administered by the designated College official by use of a Wallace Community College *Sanction Agreement*.
4. On administration of the *Sanction Agreement*, the student or organization will be offered the opportunity to select one of the following options:
  - Sign the *Sanction Agreement*, indicating acceptance of the sanctions imposed and waiving all rights to appeal; **OR**
  - Sign the *Sanction Agreement*, declining the opportunity to accept the sanctions imposed and request to appeal the decision before the Dean, Student Affairs and Sparks Campus.

Any student or organization that fails to sign the *Sanction Agreement* as stated above shall be deemed to have waived all rights to further appeal, and the sanctions imposed by the designated College official will be final.

5. On written appeal, the student or organization will be directed to the Dean, Student Affairs and Sparks Campus, who will hear the appeal and determine, based on evidence and testimony(ies), if the student or organization is guilty as determined by the designated College official and will determine appropriate sanctions. If the Dean, Student Affairs and Sparks Campus determines that the student or organization is not guilty, the student or group will be cleared of all charges. If the student or organization is found guilty,

the Dean, Student Affairs and Sparks Campus will delineate appropriate sanctions on a Wallace Community College *Sanction Agreement*. This process will be completed within 10 working days. On administration of the *Sanction Agreement*, the student or organization will be offered the opportunity to select one of the following options:

- Sign the *Sanction Agreement*, indicating acceptance of the sanctions imposed and waiving all rights to appeal; **OR**
- Sign the *Sanction Agreement*, declining the opportunity to accept the sanctions imposed and request to appeal the decision before the Judiciary Committee.

Any student or organization that fails to sign the *Sanction Agreement* as stated herein shall be deemed to have waived all rights to further appeal, and the sanctions imposed by the Dean, Student Affairs and Sparks Campus will be final.

6. In the event that the student or organization requests a hearing before the Judiciary Committee or is brought before the Committee as a result of an interim suspension, the student or organization shall be provided with a written statement of the charges as filed to provide the student or organization reasonable notice of the conduct or circumstances on which the alleged violation is based. This statement shall be presented by the chairperson of the Judiciary Committee. The statement shall advise the student or organization that it is permissible to appear alone or with counsel before the Judiciary Committee and to be present during all phases of the hearing except during the committee's deliberation. Counsel shall not speak for or on behalf of the accused student or organization but may act only in an advisory capacity. Counsel may not question or cross-examine witnesses or committee members. Moreover, the statement shall set out that the advised student or organization will be provided the opportunity to present evidence and to conduct reasonable cross-examination of witnesses.
7. The hearing before the Judiciary Committee shall be scheduled as soon as it is practical but no later than 30 calendar days from the date of the student's or organization's meeting with the Dean, Student Affairs and Sparks Campus, or within 72 hours interim suspension.
8. A student or organization that is scheduled for a hearing before the Judiciary Committee and that fails to appear at the designated date, hour, and place of the hearing after notification thereof, shall be deemed to have waived the right to a hearing and the right to appear before the Judiciary Committee. The Judiciary Committee may then proceed with the hearing. If the accused student or organization is unable to attend the hearing for good cause at the appointed time, prior written notice of the inability to attend shall be submitted to the Dean, Student Affairs and Sparks Campus, where upon a new date shall be set by the Dean in coordination with the chairperson of the Judiciary Committee. Only one such extension shall be granted except

where additional extensions would cause undue hardship to the student or organization.

9. The hearing before the Judiciary Committee shall not be conducted as a courtroom trial, but shall proceed as follows:
  - One appointed faculty or staff member shall serve as chairperson of the Judiciary Committee. The chairperson shall screen the committee members prior to the hearing for any prejudicial knowledge. In the event of special prejudicial knowledge, those members may be replaced by the President or his or her designee with other qualified faculty or staff members and/or students. A simple majority of the members present will be allowed to make a judgment and render a decision in the matter with regard to a finding of guilty and imposition of appropriate disciplinary action. (A minimum of 3 committee members must be present to hear and rule on the case.)
  - A record of all proceedings shall be kept in the form of a tape recording, and a copy may be reproduced at the expense of the accused student(s) or organization.
10. The chairperson assumes the following duties:
  - Arranges for appropriate times and places for committee meetings and hearings.
  - Informs, in writing when possible, the parties to the action being considered of the times and places of committee hearings, which they are requested or required to attend, and supplies them with a statement of the charge.
  - Informs appropriate individuals that a hearing is pending.
  - Arranges for the hearing to be electronically recorded.
  - Conducts the hearing.
  - Maintains committee records and all documents that will be presented to the Dean, Student Affairs and Sparks Campus after conclusion of the meeting.
  - Informs, in writing, appropriate individuals of the decisions of the committee, to include findings and, if appropriate, sanctions.
  - Arranges for appropriate security when necessary during hearings.

Proceedings shall open with the chairperson of the Judiciary Committee reading the following statement:

***A College is an academic institution, not a courtroom or administrative hearing. The Judiciary Committee is not bound by the rules of legal evidence which would apply in a court proceeding. The committee is allowed to admit and consider evidence that might not be admissible in a***

*court of law. This includes hearsay; however, evidence must be relevant to the charge.*

***Note: Formal rules of evidence shall not be observed in proceedings before the Judiciary Committee; however, the chairperson of the committee shall be authorized to exclude irrelevant, redundant, or unduly inflammatory evidence. The findings of the committee on the issue of violation(s) of the Code of Student Conduct will be based solely on evidence introduced at the hearing. Evidence of previous violations of rules and regulations or violations of local, state, or federal laws, ordinances, and regulations shall not be considered in any way by the committee in determining whether the violation charges were committed, but such evidence may be considered by the committee in consideration of the appropriate sanctions. They may also be introduced as evidence in rebuttal of any related character evidence introduced by the accused party.***

The chairperson of the Judiciary Committee will then read the charge against the student or organization. The student or the organization's president shall then make a plea of guilty or not guilty. If the accused student or organization admits guilt, the committee will go directly into closed session to deliberate sanctions.

The plaintiff or his or her representative shall present the evidence against the accused student or organization. The accused student or organization will be afforded the opportunity for reasonable cross-examination.

The accused student or organization may then present evidence by oral testimony, witnesses, and/or written sworn affidavits. Reasonable cross-examination will be afforded.

Rebuttal evidence may be presented by either party as necessary but not so as to be redundant.

The accused student or organization may make a closing statement.

The plaintiff, College, and the accused student or organization may each have an attorney or other personal representative present to act as an advisor. The respective attorneys or personal representatives shall not be advocates and shall not question witnesses or have any role other than to act as advisors to the committee or the accused.

After presentation of all evidence, the Judiciary Committee shall enter closed session. The committee shall deliberate and make its determination of findings and determine appropriate sanctions if the student or organization is found guilty.

Once the Judiciary Committee has reached its decision, the student or organization and the student's or organization's

counsel or advisor may return and be informed of the results.

If the accused student or organization is found not guilty, the hearing is ended. If the accused student or organization is found guilty, the chairperson of the Judiciary Committee will disclose the findings and sanctions determined by the committee. The student or organization shall then have an opportunity to make a statement to the Judiciary Committee, accepting the findings and sanctions recommended by the committee, or decline to accept the findings and sanctions. If the student or organization declines to accept the findings and sanctions imposed by the committee, an appeal may be filed with the President or designee. Appeals to the President or designee must be filed in accordance with procedures outlined in the *Appeals* section of this handbook.

The student or organization shall be provided with a written statement of the determination of the Judiciary Committee within 72 hours of the close of the hearing.

#### 11. Appeal to the President or designee

The determination and sanction imposed by the Judiciary Committee are subject to review on appeal by the President of the College or his or her designee. The President of the College or designee has discretionary authority to modify or affirm the sanction(s) imposed by the Judiciary Committee, to exonerate the accused student or organization, and/or to order a rehearing of the case in question.

A student or organization has 5 working days from the day of the hearing and determination by the Judiciary Committee to request a review of the proceedings and/or the sanction. Such appeal request must be submitted in writing to the designated College official on either campus. Failure to request an appeal as stated herein shall be a waiver of a review by the President of the College or designee and all rights in relation thereto. Furthermore, failure to request an appeal as stated herein shall be an admission of the charges and a consent to the sanctions imposed by the Judiciary Committee.

A written appeal must expressly state the grounds of such appeal, which are limited to newly discovered evidence, violation of procedures, or that the imposed sanction was unduly harsh, improper, or lenient under the circumstances.

The designated College official may appeal the decision of the Judiciary Committee to the President of the College or his or her designee if the sanctions delivered are not appropriate or if the committee failed to act.

The student or organization shall be provided a written statement of the decision of the President or designee within seven working days from the date of filing the request for appeal.

Appealing to the President is the final step in the College's judiciary process; however, if a student wishes to appeal the decision further, he or she may utilize the State Student Complaint Process outlined on page 240.

## SANCTIONS

A student or organization deemed to be in violation of the *Code of Student Conduct* is subject to imposition of one or more of the following sanctions:

1. **Reprimand**—A written notice that continuation or repetition of improper conduct may be cause for further disciplinary action.
2. **Restitution**—Compensation for damages to property owned by the college limited to the actual cost of repair or replacement.
3. **Probation**—This sanction is for a designated period of time, which may include exclusion from privileges, such as extracurricular activities and/or on-campus driving privileges. Furthermore, if the student is determined by any of the disciplinary procedures herein set out to be in subsequent violation of the *Code of Student Conduct* during the probationary period, the student may be either suspended or expelled. Provisions of the probationary period shall be determined and expressed by the committee.
4. **Voluntary Withdrawal**—A student may be given the option to voluntarily withdraw from a class or from the College in lieu of disciplinary action. The Judiciary Committee; Dean, Student Affairs and Sparks Campus; or the complaint officer, in some circumstances, may specify a period of time before the student may apply for readmission or reenroll in a class or classes. To qualify for readmission, the student must receive approval from the Dean, Instructional Affairs and meet the academic standards for readmission. Students will not be eligible for any refund from the College. (If a student withdraws before disciplinary procedures are carried out, the student will be subject to discipline as may be imposed by the designated College official at the time of reentry into the College).
5. **No Contact Orders**—Written notice to cease all contact with an alleged victim.
6. **Cease and Desist Orders**—The alleged perpetrator will be directed by written notice to cease and desist any activity noted by an alleged victim as offensive or threatening and that may be a violation of the Student Code of Conduct.
7. **Suspension**—Separation from the College for a definite period of time. A student may be suspended for a specific period of time not to exceed 2 years. To qualify for readmission after suspension, a student must receive approval from the Dean, Instructional Affairs and meet all reasonable

requirements and academic standards for readmission. Students will not be eligible for any refund from the College.

8. **Expulsion**—An indefinite termination of student status from the College for a period of not less than 2 years. To qualify for readmission after expulsion, a student must receive approval from the Dean, Instructional Affairs and meet all reasonable requirements and academic standards for readmission. Students will not be eligible for a refund from the College. Under certain conditions, expulsion could mean permanent severance from the College.

## STUDENT ACADEMIC GRIEVANCES

The College has established policies and procedures to resolve student academic grievances that result from the acts or omissions of faculty members or administrators. This resolution should be achieved at the lowest level and in the most equitable way possible. The burden of proof rests with the complainant.

When students believe they have an academic grievance, they should first seek to resolve it by discussions with the faculty member or administrator involved. If these discussions are not satisfactory, the complaint should be taken to the next highest level listed in the following procedures. If the grievance arises from a classroom situation, students should take the following steps in seeking redress:

1. Consult with the instructor involved, in person or by written contact, no later than 12 calendar days following the incident.
2. If agreement on or compromise of the problem is not achieved within 3 instructional days, take the grievance to the appropriate Division Director.
3. If agreement on or compromise of the problem is not achieved within 3 instructional days, take the grievance to the appropriate Associate Dean.
4. If still not satisfied that a fair and equitable solution has been found within 3 instructional days, take academic grievances to the Dean, Instructional Affairs. The Dean will have 5 instructional days to review the case and attempt to find an equitable solution. If still not satisfied, move to step 5.
5. The student should read the *Judgments* section of this policy carefully before contacting the Dean, Student Affairs and Sparks Campus for a hearing before the Admissions and Academic Standards Committee.
6. As a last resort and only after steps 1-5 have been carried out or conscientiously attempted, a student may take a grievance in writing to the Dean, Student Affairs and Sparks Campus and the chairperson of the Admissions and Academic Standards Committee. The grievance must be filed within 20

instructional class days of the term following that in which the grievance occurred.

No instructor or administrator shall be allowed to delay resolution of an academic grievance by failing to hold a consultation with a student within a reasonable length of time of the initial request. Normally, such consultation should occur immediately after receipt of the student request, unless bona fide reasons, such as illness, personal emergency, or campus absences for professional reasons make the time limit unreasonable.

In some instances when the personalities or problem involved would make starting at the level of the complaint too awkward or embarrassing, students may initiate a complaint at the next higher level listed.

## TYPES OF GRIEVANCES

No list of grievance types can cover all contingencies that might arise; however, this procedure should resolve the following types of grievances, which are among those expressed most often by students.

1. Errors in calculating or recording quiz or other grades.
2. Improper lowering of a grade based on an alleged violation of an attendance policy.
3. Failure of a faculty member to follow College policies in conduct of classes or examinations.
4. Capricious or unreasonable actions by a faculty member or administrator that intimidate students or adversely affect their performance.
5. Failure of a faculty member to grade, return, and discuss assigned work within a reasonable time (e.g., before subsequent assigned work is scheduled for completion or before a subsequent examination).
6. Failure of a faculty member to provide the student with copies of grading policies, course requirements, course procedures, and changes in announced policies without due notice and explanation.

Some types of grievances should not be brought to the committee, although they may be brought to the attention of the Division Director and, if necessary, the appropriate dean so that a continuing administrative effort may be made to ameliorate problems. Such grievances should be addressed through the *General Complaint and Grievance Process* in this handbook. Examples of these grievances include:

1. Gross differences in grading by instructors teaching separate sections of the same course.
2. Personal habits of the instructor that distract students in their attempts to learn course material.

3. Fine distinctions in grading (e.g., the line between an *A* and a *B*, or between a *D* and an *F*) may be appealed only to the instructor.
4. Unannounced quizzes will not be considered a grievance, unless they are contrary to the class syllabus or information provided to the class by the instructor.

## ROLE OF THE ADMISSIONS AND ACADEMIC STANDARDS COMMITTEE

The role of the Admissions and Academic Standards Committee shall be to hear academic grievances, to hear academic appeals for students who have been suspended from the College for academic reasons, and to provide input on College policies.

The chairperson shall be the administrative officer of the committee. The chairperson's duties shall include arranging appropriate times and places for committee meetings and hearings; informing committee members of the times and places of committee meetings and hearings; informing, in writing, all interested parties of the times and places of committee hearings that they are requested to attend and supplying them with a statement of alleged grievances; informing all other interested parties that a grievance is pending; securing and distributing to the committee written material appropriate for its consideration; arranging for recording of committee proceedings; maintaining committee records that are to be kept in a permanent file in the Office of the Dean, Student Affairs and Sparks Campus; and informing, in writing, appropriate individuals of the decisions of the committee.

Members of the committee may at any time disqualify themselves from consideration of any given case(s) because of personal bias. A simple majority of members present may rule on any request or issue before the committee.

Either party to the hearing may request of the chairperson, in writing, that any member or members of the committee be excluded from consideration of the case. Such a request must be for just cause and be brought to the chairperson's attention as the first step in the hearing.

## PROCEDURES FOR HEARING

Each Admissions and Academic Standards Committee may establish and publish its own procedures in accordance with provisions for academic due process and in accordance with the stipulation stated below.

The only people present at meetings of the committee shall be committee members, parties to the action being considered by the committee and their representatives (not to exceed 2), witnesses actually testifying before the committee, and 2 representatives of the Student Affairs Division. The College and the complainant may have an attorney present during the hearing. The attorneys may only advise. They may not cross examine, question, or address the committee in any way.

The committee, as a whole, shall arrange for a swift and comprehensive investigation of the matter under consideration. It will then decide, on the basis of written statements and discussions presented by the complainant and respondent, and review of evidence, whether or not sufficient grounds exist to hear a case and whether or not the committee will accept written statements in lieu of personal appearances by witnesses. If the committee decides that no sufficient grounds exist to hear a case and subsequently closes the case, it shall notify the complainant and respondent in writing as to the reasons for its actions.

If the committee determines that the case merits further consideration, the parties involved shall be informed in writing; consulted as to the possibility of correcting the situation; and, if a hearing is still required, be advised in writing of the scheduled time and place of the hearing.

At the hearing, the complainant, individuals directly involved, and witnesses may testify and be questioned by the opposite party and committee members. Only evidence presented in the hearings may be considered in the final judgment. Written statements by witnesses in lieu of personal appearance shall not be allowed except in rare instances. A record of the hearing, tape recorded or otherwise preserved, shall be reserved for reference and review until the case has been resolved finally.

## JUDGMENTS

Committee members shall arrive at a judgment in consultation among themselves after the parties have been dismissed. Only members of the committee who have been present during all of the meetings and who have heard all testimony relating to the alleged grievance may vote on the case. A majority vote of such qualified members shall constitute a judgment. A decision of the committee relating to redress of grievances is final insofar as the committee is concerned.

The committee has been delegated by the President the authority to change or direct changes in student grades, faculty conduct, or other disputed areas. A course of action deemed appropriate by the committee shall be carried out unless the student or faculty member chooses to appeal the committee's decision to the President of the College or designee. The appeal must be made in writing to the President or designee no later than 7 calendar days after the date of the committee's decision and must be resolved within a maximum of 30 calendar days.

The President's decision is the final step in the College's Academic Grievance process. Any appeal beyond this point must be addressed under the State Student Complaint process outlined on page 240.

If redress requires a policy change or if a policy change appears advisable or necessary, the committee shall refer its recommendations to the President of the College or appropriate administrator.

## ADA, OTHER CIVIL RIGHTS, AND TITLE IX COMPLAINT AND GRIEVANCE POLICIES AND PROCEDURES

*Note: See Sexual Misconduct Policy for information regarding guidelines relating to sexual harassment and other sex-related misconduct.*

### CONSUMER COMPLAINT INFORMATION

Wallace Community College believes that all College constituents should have easy access to a process for resolving conflicts, complaints, or grievances. Several policy and procedural statements are contained in this *Catalog and Student Handbook*.

Any member of the College community who believes that he or she has been the victim of sexual misconduct or any other form of discrimination, may bring the matter to the attention of any academic or administrative officer on any campus or instructional site. When a complaint has been reported to any of these individuals, the recipient of the complaint will forward the complaint to the Compliance Coordinator.

### COMPLIANCE COORDINATORS

*Title IX of the Education Amendments of 1972*, as amended, prohibits discrimination on the basis of sex. Sexual harassment is a form of discrimination that is illegal under *Title VII of the Civil Rights Act of 1964*, as amended, for employees and under *Title IX of the Education Amendments of 1972*, as amended, for students. Compliance Coordinators are listed below.

**Other Civil Rights and Title IX Compliance Coordinator:**

Mr. Mickey Baker, Interim Dean, Student Affairs and Sparks Campus—  
334-556-2485

**Other Civil Rights and Title IX Deputy Coordinator:**

Ms. Shaletha Barnes-Blackmon, Wallace Campus—  
334-556-2414

*Section 504 of the Rehabilitation Act of 1973*, as amended, prohibits discrimination on the basis of disabilities. The Compliance Officer for Section 504 is listed below.

**504 Compliance Coordinator:**

Mr. Ryan Spry, Director of Student and Campus Services  
—334-556-2587

*The Americans with Disabilities Act of 1990 (ADA)*, as amended, provides that no otherwise qualified person shall be discriminated against in the provision of an educational service or benefit on the basis of disability. Wallace Community College endeavors to provide reasonable accommodations to qualified students with disabilities. Students needing disability services or information should contact the appropriate compliance coordinator as listed below.

### **ADA Compliance Coordinators:**

Mr. Earl Bynum, Sparks Campus—334-687-3543, Ext. 4270

Mr. Ryan Spry, Director of Student and Campus Services—  
334-556-2587

## **ADA, OTHER CIVIL RIGHTS, AND TITLE IX POLICY**

Wallace Community College is committed to an environment conducive to learning and free from harassment or discrimination (intentional or implied) with regard to race, religion, disability, age, or national origin. A grievance process is in place to ensure the rights of all students with regard to unencumbered learning. Designated compliance coordinators assist students in resolving grievances at the lowest possible level or in accessing subsequent steps in the grievance process. Students are strongly encouraged to use this process if problems arise.

### **COMPLAINT AND GRIEVANCE PROCEDURES**

Wallace Community College is committed to an environment conducive to learning and free from discrimination (intentional or implied) with regard to sex, race, age, national origin, religion, or disability. The following procedure is in place at Wallace Community College to provide recourse for students, faculty, staff, and external constituents who feel that their civil rights have been violated or that they have not been treated fairly with regard to those rights. The College recognizes two distinct levels of action: complaints and grievances.

### **COMPLAINT PROCEDURES**

#### **ADA, Other Civil Rights, and Title IX**

Students who desire to register a complaint regarding a College action under ADA, other civil rights, or Title IX shall, within 10 working days of an alleged violation, report the complaint to the Dean, Student Affairs and Sparks Campus. A conference will then be arranged with the appropriate College compliance officer. If the complaint is about the designated College compliance officer, the written complaint shall be sent directly to the President's Office. The President will assign the complaint to another administrator.

It shall be the responsibility of the designated College compliance coordinator to attempt to secure a solution to the complaint. The compliance officer will meet with the parties involved and attempt to solve the problem or address the concern in an informal session. If, after discussion, it is determined that the complaint can be resolved immediately, the designated College compliance officer will take action to resolve the complaint and will submit a written report to the President within 10 working days of filing the complaint. The report shall contain the original written complaint, a brief summary of any information essential to an understanding of the problem, and a description of the action taken. Copies will be sent to all parties involved in the discussion. Confidentiality will be observed in this process.

If, after discussion, it is determined that the complaint cannot be resolved immediately but requires instead a plan of resolution, the

designated College compliance officer will submit a written report to the President within 10 working days of filing the complaint. The report shall contain the original written complaint, a brief summary of any information essential to an understanding of the problem, and a description of the plan to resolve the problem. Copies will be sent to all parties involved in the discussion. This plan is subject to modification by the President or designee, who will inform the submitting designated College compliance officer in writing of any changes. Unless this duty is otherwise assigned by the President, the submitting designated College compliance officer has the responsibility of monitoring implementation of the plan and advising the President, in writing, when the plan has been completed.

**If a student's complaint cannot be resolved at this level, such an unresolved complaint shall be termed a *grievance*.**

### **GRIEVANCE PROCEDURES**

The following grievance procedures are in place at Wallace Community College to provide recourse for students who believe that their civil rights have been violated and who have not been able to resolve the situation at the complaint level. The steps below shall be followed:

1. The original and two copies of *Grievance Form A* must be filed with the complainant's dean or division director within 30 calendar days following the date of alleged violation(s) of the Title IX regulation. The alleged violation(s) must be clearly and specifically stated. **(Complainant is advised to keep a copy of all forms used in steps 1-6 for his or her files.)**
2. Complainant's dean or division director will immediately notify the President and the Title IX Compliance Coordinator of receipt of *Grievance Form A*. The dean or division director will have 30 calendar days following the date of receipt of *Grievance Form A* to investigate and study the complainant's allegations, hold a formal hearing, and make a written report of findings to the complainant. *Grievance Form A* must be used for the report. Copies of *Grievance Form A* must be provided to the Title IX Compliance Officer and the President. The complainant's copy must be mailed to his or her home address by certified mail, return receipt requested.
3. The complainant must, within 15 calendar days following receipt of the dean or division director's report, file with the President and Title IX Compliance Coordinator written notice of acceptance or appeal of the report. If a notice of appeal is filed, appeal *Grievance Form B* must be used. Complainant must state clearly and specifically on *Grievance Form B* the objections to the findings and/or decision of the dean or division director. Copies of *Grievance Form B* must be provided to the Title IX Compliance Coordinator and the President. If the complainant fails to file notice of appeal by 5:00 p.m. on the 15th calendar day following receipt of the dean or division director's report, the right to further appeal will be forfeited.

4. The President will have 30 calendar days following the date of receipt of the complainant's notice of appeal to investigate and study the complainant's allegations, the report of the dean or division director, and make a written report of findings to the complainant. *Grievance Form B* must be used for the report. Copies of *Grievance Form B* must be provided to the Title IX Compliance Coordinator and the Chancellor. The complainant's copy must be mailed to his or her home address by certified mail, return receipt requested.
5. The complainant must, within 15 calendar days following receipt of President's report, file with the President and Title IX Compliance Coordinator a written notice of acceptance or appeal of the report. If notice of appeal is filed, appeal *Grievance Form C* must be used. The complainant must state clearly and specifically on *Grievance Form C* objections to the findings and/or decisions of the President. Copies of *Grievance Form C* must be provided to Title IX Compliance Coordinator and the Chancellor. If the complainant fails to file notice of appeal by 5:00 p.m. on the 15th calendar day following receipt of the President's report, the right to further appeal will be forfeited.
6. The Chancellor will have 30 calendar days following the date of receipt of the complainant's notice of appeal to investigate and study the complainant's allegations and report of the President, hold a formal hearing, and make written report of findings to the complainant. *Grievance Form C* must be used for the report. Copies of *Grievance Form C* must be provided to the Title IX Compliance Coordinator. The complainant's copy must be mailed to his or her home address by certified mail, return receipt requested.

***Note:*** *If the last day for filing the notice of appeal falls on either Saturday, Sunday, or a legal holiday, the complainant will have until 5:00 p.m. on the first working day following the 15th calendar day to file.*

## HEARING PROCEDURES

If a hearing is scheduled within the time frame designated by the compliance officer, the President shall designate a qualified, unbiased person or committee to conduct each grievance hearing. Compliance officers will not be required to serve as hearing officers. The hearing officer or committee shall notify the complainant and each respondent of the time and place of the hearing, the witness list, and the right to have an attorney or representative present. The only individuals present at meetings of this committee shall be committee members, parties to the action being considered by the committee and their representatives (not to exceed 2), and witnesses actually testifying before the committee. The institution and complainant may have an attorney present, at the respective party's expense, during the hearing. Attorneys may only advise; they may not cross examine, question, or address the committee in any way.

The grievance statement will be formally presented at the meeting. After the grievance is read into the record, the complainants will

have the opportunity to present such oral testimony and other supporting evidence as they shall deem appropriate to their claim. Respondents shall then be given the opportunity to present such oral testimony and other evidence they deem appropriate to the respondents' defense against the charges. No cross examination will be allowed. Either party may ask the hearing officer to ask a question of the other party and the hearing officer may or may not choose to do so. In the event that the College, or the administration of the College at large, is the party against whom the grievance is filed, the President shall designate a representative to appear at the hearing on behalf of the respondent. In the event that the College is the respondent, the College representative shall not be an attorney unless the complainant is assisted by an attorney or other personal representative.

The hearing shall be recorded either by a court reporter or on audio or video tape or by other electronic recording medium as agreed to by all parties in advance of the hearing. In addition, all items offered into evidence by the parties, whether admitted into evidence or not, shall be marked and preserved as part of the hearing record.

## REPORT OF FINDINGS

Following the hearing, a written report of the findings shall be made to the President, the hearing officer, or the chairperson of the committee. The report shall contain at least the following items:

1. Date and place of the hearing.
2. Name of each member of the hearing committee.
3. List of all witnesses for all parties to the grievance.
4. Findings relevant to the grievance.
5. Decisions and recommended consequences.
6. Recommendation(s) to the President arising from the grievance and the hearing thereon.

## NON-RETALIATION

No faculty member, administrator, staff member, applicant for employment, student, or member of the public may be subject to restraint, interference, coercion, or reprisal for action taken in good faith to seek advice concerning any sexual misconduct, ADA, other civil rights, or Title IX matter; to file a complaint or grievance; or to serve as a witness or panel member in the investigation of a complaint or grievance.

## FILING A FALSE REPORT

It is a violation of the faculty and staff and student conduct policies to file a false report.

## CONTACT PERSONS AND COMPLIANCE COORDINATORS

Students are strongly encouraged to contact the Dean, Student Affairs and Sparks Campus if they need to use the grievance process for problems concerning sexual harassment, *The Americans with Disabilities Act of 1990, Section 504 of Title IX*, or other civil rights issues. The Dean, Student Affairs and Sparks Campus will direct students to the appropriate contact person.

## SEXUAL MISCONDUCT POLICY

### STATEMENT OF PROHIBITION

This policy prohibits all forms of sexual or gender-based harassment, discrimination, or misconduct, including but not limited to sexual harassment, sexual assault, sex offenses, sexual exploitation, dating violence, stalking, intimate partner violence, and domestic violence. Sex discrimination in any form, including any form of sexual misconduct is contrary to Wallace Community College's values and is prohibited by College policies as well as local, state and federal laws, and the policies of the Alabama Community College System Board of Trustees. These behaviors are harmful to the well-being of our College community, the learning/working environment, and collegial relationships among our students, faculty, staff, and visitors. Any individual who is found to have violated this policy may face disciplinary sanctions up to and including expulsion or termination of employment and referral to law enforcement authorities.

### COMMITMENT TO ADDRESS SEXUAL MISCONDUCT

Wallace Community College is committed to providing an environment that is safe and conducive for learning and employment. Any behavior that threatens this environment is a violation of College policy. All members of the College community are strongly encouraged to report any incident of sexual harassment, sexual assault, sex offenses, sexual exploitation, dating violence, stalking, intimate partner violence, and domestic violence directly to the Title IX Coordinator (Dean, Student Affairs and Sparks Campus) or the Deputy Title IX Coordinator (Workkeys Program Specialist). Violations may also be reported to any "responsible employee" as outlined in this policy.

Upon receipt of a report, the College will take prompt and effective action by providing interim remedies to issues that threaten the safety and security of the victim and offering appropriate support. Additionally, the College will conduct a thorough review and investigation in an effort to address the alleged misconduct.

Retaliation against any person who makes a complaint or participates in the complaint process is a violation of College policy, and should be reported to the Title IX Coordinator or Deputy Coordinator. A finding of retaliation may result in disciplinary action in addition to any sanctions that may be imposed

as a result of the underlying allegations of discrimination and/or harassment.

### SCOPE OF POLICY

#### Jurisdiction of the Policy

This policy applies to related conduct occurring on College campuses and sites, College property or at College-sanctioned events or programs that may take place off campus. In particular, off-campus conduct that is likely to have a substantial adverse effect on or poses a threat of danger to any member of the College community or the College as a whole is covered under this policy.

#### Individuals Covered by the Policy

The policy applies to all members of the College community, including students, faculty, staff, administrators, volunteers, vendors, independent contractors, visitors and any individuals regularly or temporarily employed, studying, conducting business or having any official capacity with the College or on College property.

#### Statement of Confidentiality

The College encourages victims of sexual violence to talk to a College official regarding alleged incidents so that the support needed may be provided and the College can respond appropriately. The College will make every effort to maintain confidentiality where possible and practical. Details regarding confidential resources are outlined further in this policy.

### TITLE IX COORDINATORS

#### **Title IX Coordinator:**

Mr. Mickey Baker, Interim Dean of Student Affairs  
Sparks Campus, Administration Building, Room A15  
(334) 556-2485  
mbaker@wallace.edu

#### **Deputy Title IX Coordinator:**

Ms. Shaletha Barnes-Blackmon, WorkKeys Program Specialist  
Wallace Campus, Gary Health Hall, Room 140F  
(334) 556-2414  
sblackmon@wallace.edu

**Responsibilities.** It shall be the responsibility of the Title IX Coordinator or Deputy Coordinator to review and investigate reported incidents of sexual misconduct in accordance with this policy and recommend an appropriate solution to the President. It shall also be their responsibility to implement appropriate interim steps for the victim and the alleged perpetrator to preserve the safety and security of the victim and the College community.

The Title IX Coordinator or Deputy Coordinator can assist students and employees in filing formal complaints, or if a formal complaint is not desired, they will work with the complainant to address any concerns. They will also assist the complainant in notifying WCC

Campus Police or local law enforcement authorities, if requested or deemed necessary. Additionally, these coordinators will assist the complainant in seeking appropriate assistance or making referrals by:

- Describing the sexual assault response team (SART) process and resources SART members can offer;
- Identifying health care options;
- Ensuring that the victim is aware of the options for seeking treatment for injuries, preventative treatment for sexually transmitted diseases, and other health services;
- Discussing the option for seeking medical treatment in order to preserve evidence;
- Identifying where/how to get a rape kit or find a Sexual Assault Nurse Examiner (SANE); and
- Assisting in contacting an advocate who can accompany a victim to the hospital or health care provider.

## PROHIBITED CONDUCT AND DEFINITIONS

The College prohibits all forms of sexual and gender-based harassment, including sexual harassment, sexual assault, sex offenses, sexual exploitation, dating violence, stalking, intimate partner violence, and domestic violence. Any of the prohibited conduct defined in this policy can be committed by individuals of any gender, and it can occur between individuals of the same or different gender. Each of the terms defined herein encompasses a broad range of behaviors. Within these broad contexts, the College prohibits the following conduct:

- a. **Sexual Harassment.** Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex and occurs when such behavior constitutes unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal or physical behavior of a sexual nature. Sexual harassment is either hostile environment or quid pro quo when:
  - Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or academic advancement (quid pro quo);
  - Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting an individual's employment or academic standing (quid pro quo);
  - Such conduct has the purpose or effect of unreasonably interfering with a person's work or academic performance or creating an intimidating, hostile, or offensive work, learning, or social environment (hostile environment).

A third party may also file a complaint under this policy if the sexual conduct of others in the education or work environment has the purpose or effect of substantially interfering with the third party's welfare or academic or work performance.

### **Examples of Prohibited Behavior**

Prohibited acts that constitute sexual harassment may take a variety of forms and may include, but are not limited to, the following examples:

1. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
2. Threats or insinuations that a person's employment, wages, academic grade, promotional opportunities, classroom or work assignments, or other conditions of employment or academic life may be adversely affected by not submitting to sexual advances.
3. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes, or innuendoes; unwelcome, suggestive, or insulting sounds or whistles; obscene phone calls.
4. Sexually suggestive objects, pictures, videotapes, audio recordings, or literature placed in the work or study area that may embarrass or offend individuals. Such material, if used in an educational setting, should have an educational purpose.
5. Unwelcome and inappropriate touching, patting, pinching, or obscene gestures.
6. Letters, notes or electronic communications containing comments, words, or images of a sexual nature.
7. Gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex stereotyping, even if those acts do not involve conduct of a sexual nature.

**Consensual Relationships.** Wallace Community College believes that consensual romantic and sexual relationships between faculty and staff members and students are generally deemed very unprofessional and very unwise because such relationships may result in a conflict of interest and/or a power differential between members of the College community. A faculty or staff member who enters into a sexual relationship with a student where a professional power differential exists must realize that if a charge of sexual harassment is subsequently lodged, it

will be exceedingly difficult to prove immunity on the grounds of mutual consent.

Wallace Community College regards as inappropriate any and all romantic relationships between students and instructors, or staff members who have any power over students. The College urges all faculty and staff members to refrain from beginning or continuing all such relationships since such behavior may be perceived as unwelcome, even if consensual, and can be seen at the time or later as sexual harassment. The College expects compliance with the position above by all instructors and staff members and hereby notifies the same that any violation of this policy leading to an allegation of sexual harassment may result in sanctions. Faculty or staff members must also be aware that Wallace Community College is potentially liable if sexual harassment can be proven.

- b. **Sexual Assault.** Having or attempting to have sexual intercourse with another individual by force or threat of force without effective consent; or where that individual is incapacitated or incapable of consenting.
  - i. **Non-Consensual Sexual Contact.** Any sexual touching other than non-consensual sexual penetration without consent. Examples of non-consensual sexual contact may include: genital-genital or oral-genital contact not involving penetration; contact with breasts, buttocks, or genital area, including contact over clothing; removing the clothing of another person; and kissing.
  - ii. **Non-Consensual Sexual Penetration** (commonly referred to as rape). Any act of vaginal or anal penetration by a person's penis, finger, other body parts or an object; or oral penetration by a sex organ, without consent.
  - iii. **Sodomy.** Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
- c. **Sex Offenses.** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
  - i. **Rape.** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
  - ii. **Fondling.** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances

where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

- iii. **Incest.** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- iv. **Statutory Rape.** Sexual intercourse with a person who is under the statutory age of consent.
- d. **Sexual Exploitation.** Any act whereby one person violates the sexual privacy of another or takes unjust or abusive sexual advantage of another who has not provided consent, and that does not constitute non-consensual sexual penetration or non-consensual sexual contact. Examples include, but are not limited to recording, photographing, transmitting, viewing or distributing intimate or sexual images or sexual information without the knowledge and consent of all parties involved; voyeurism (i.e., spying on others who are in intimate or sexual situations.)
- e. **Dating Violence.** The term dating violence is not defined by Alabama law as such. However, the term is incorporated into the definition of the domestic violence because the definition of domestic violence includes dating or engagement relationships.
- f. **Stalking.** A course of physical or verbal conduct directed at another individual that could cause a reasonable person to feel fear for her or his safety or the safety of others, or to suffer substantial emotional distress. Stalking may include, but is not limited to, pursuing or following a person in person or through electronic media (cyberstalking); non-consensual (unwanted) communication by any means (i.e. letters, cards, photos, text messages, phone calls, emails, or other documentary or electronic communications); unwanted gifts; trespassing; and surveillance or other types of observation.
- g. **Intimate Partner Violence.** Intimate partner violence is often referred to as dating violence, domestic violence or relationship violence. It includes any act of violence or threatened act of violence sexual or otherwise against a partner of a current or former sexual, dating, domestic or other intimate relationship with that person.
- h. **Domestic Violence.** Domestic violence is any incident resulting in the abuse, assault, harassment or the attempt or threats thereof, between families, households or dating or engagement relationship members.

#### OTHER DEFINITIONS AND TERMS

- a. **Consent.** Consent is an act of reason and deliberation. A person who possesses and exercises sufficient mental capacity to make an intelligent decision demonstrates consent by performing an act recommended by another.

In the matter of sexual misconduct, consent is a voluntary agreement to engage in sexual activity by an individual who has the capacity to do so. Someone who is incapacitated cannot provide consent. Past consent does not imply future consent; silence or an absence of resistance does not imply consent; consent to engage in sexual activity by one person does not imply consent to engage in sexual activity with another; the manner in which an individual is dressed does not imply consent; the existence of a prior or current relationship does not imply consent; accepting a meal, a gift, or invitation for a date does not imply or constitute consent to further activity; consent can be withdrawn at any time (no means no); and coercion, force, or threat of either invalidates consent.

- b. **Incapacitation.** Incapacitation is a state or condition that renders an individual unable to make qualified and rational decisions (i.e., a condition resulting from the use of drugs or alcohol, when a person is asleep or unconscious or because of an intellectual or other disability that prevents him/her from having the capacity to give consent.)
- c. **Victim.** A person who has been the subject of a prohibited conduct, regardless of whether that individual makes a complaint or seeks disciplinary action.
- d. **Complainant.** A victim who has made a complaint of a violation of the Sexual Misconduct Policy, or on whose behalf a complaint was made or disciplinary action initiated.
- e. **Respondent.** The individual(s) who is accused of a prohibited conduct.

## CONFIDENTIALITY

The College is committed to protecting the privacy of all individuals involved in a report of sexual misconduct. All College employees who are involved in the College's Title IX response process have received specific instructions about respecting and safeguarding private information. Throughout the process, every effort will be made to protect the privacy of all individuals involved in a manner that allows the College to conduct a thorough review of the issue.

### “Responsible Employees”

A “responsible employee” is a College employee who has the authority to redress sexual violence, who has the duty to report incidents of sexual violence or other student misconduct, or who a student could reasonably believe has this authority or duty. Responsible employees at the College include:

- Title IX Coordinator
- Title IX Deputy Coordinator
- Campus Report Officers

- Campus Police Officers
- Full-time Faculty, Staff, and Administrators
- College Counseling Staff (Source for Confidential Reporting)

When a victim tells a responsible employee about an incident of sexual misconduct or violence, the victim has the right to expect the College to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

A responsible employee must report to the Title IX Coordinator or Deputy Coordinator all relevant details about the alleged sexual violence shared by the victim and that the College will need to determine what happened – including the names of the victim and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident. To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the College's response to the report. A responsible employee should not share information with law enforcement without the victim's consent or unless the victim has also reported the incident to law enforcement.

**Before a victim reveals any information to a responsible employee, the employee should ensure that the victim understands the employee's reporting obligations – and, if the victim wants to maintain confidentiality, direct the victim to a source for confidential reporting. Confidential sources are outlined further in this policy (Options for Assistance following An Incident of Sexual Misconduct.)**

If the victim wants to tell the responsible employee what happened but also maintain confidentiality, the employee should tell the victim that the College will consider the request, but cannot guarantee that the College will be able to honor it. In reporting the details of the incident to the Title IX Coordinator or Deputy Coordinator, the responsible employee will also inform the Coordinator of the victim's request for confidentiality.

Responsible employees will not pressure a victim to request confidentiality, but will honor and support the victim's wishes, including requesting that the College fully investigate an incident. By the same token, responsible employees will not pressure a victim to make a full report if the victim is not ready to do so.

**Requesting Confidentiality From the College: How the College Will Weigh the Request and Respond.**

If a victim discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the College must weigh that request against the College's obligation to provide a safe, non-discriminatory environment for all students, faculty, and staff, including the victim. Although rare, there are times when the College may not be able to honor a victim's request. This is the case when safety and security is a factor. If the College honors the request for confidentiality, a victim must understand that the College's ability to meaningfully

investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited. In all cases of sexual misconduct that is a crime, the College has an obligation to include the incident in its annual security report in accordance with the Clery Act requirements.

It shall be the responsibility of the Title IX Coordinator or Deputy Coordinator to evaluate requests for confidentiality once a responsible employee is on notice of alleged sexual violence. When weighing a victim's request for confidentiality or that no investigation or discipline be pursued, the Title IX Coordinator or Deputy Coordinator will consider a range of factors, including the following:

- The increased risk that the alleged perpetrator will commit additional acts of sexual or other violence, such as whether:
  - o There have been other sexual violence complaints about the same alleged perpetrator;
  - o The alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;
  - o The alleged perpetrator threatened further sexual violence or other violence against the victim or others;
  - o The sexual violence was committed by multiple perpetrators;
- The sexual violence was perpetrated with a weapon;
- The victim is a minor;
- The College possesses other means to obtain relevant evidence of the sexual violence (e.g., security cameras or personnel, physical evidence); and/or
- The victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the College to investigate and, if appropriate, pursue disciplinary action. If none of these factors are present, the College will likely respect the victim's request for confidentiality.

If the College determines that it cannot maintain a victim's confidentiality, the College will inform the victim prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the College's response. The College will remain ever mindful of the victim's well-being, and will take ongoing steps to protect the victim from retaliation or harm and will work with the victim to create a safety plan. Retaliation against the victim, whether by students or College employees, will not be tolerated. The College may not require a

victim to participate in any investigation or disciplinary proceeding. The College will also:

- Assist the victim in accessing other available victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus (see portion of policy identifying these services);
- Provide other security and support, which could include issuing a no-contact order, helping arrange a change of working arrangements or course schedules (including for the alleged perpetrator pending the outcome of an investigation) or adjustments for assignments or tests;
- Inform the victim of the right to report a crime to campus police or local law enforcement – and provide the victim with assistance if the victim wishes to do so.

Because the College is under a continued obligation to address issues of sexual violence campus-wide, reports of sexual violence (including non-identifying reports) will also prompt the College to consider broader remedial action – such as increased monitoring, supervision or security at locations where the reported sexual violence occurred; increasing education and prevention efforts, including to targeted groups; conducting climate assessments/victimization surveys; and/or revisiting its policies and practices.

If the College determines that it can respect a victim's request for confidentiality, the College will also take immediate action as necessary to protect and assist the victim.

Privacy and confidentiality have distinct meanings under this policy.

- a. **Privacy.** Privacy generally means that information related to a report of misconduct will only be shared with a limited circle of individuals. The use of this information is limited to those College employees who “need to know” in order to assist in the active review, investigation or resolution of the report. While not bound by confidentiality, these individuals will be discreet and respect the privacy of all individuals involved in the process.
- b. **Confidentiality.** Confidentiality means that information shared by an individual with designated campus or community professionals cannot be revealed to any other individual without the express permission of the individual. These individuals are prohibited from breaking confidentiality unless there is an imminent threat of harm to self or others.
- c. **Requests for Confidentiality.** Where a complainant requests that his/her name or other identifiable information not be shared with the Title IX officers or requests that no formal action be taken, the College will

balance this request with its dual obligation to provide a safe and non-discriminatory environment for the College community and to remain true to principles of fundamental fairness that require notice and an opportunity to respond before action is taken against the accused. In making this determination, the College may consider the seriousness of the conduct, the respective ages and roles of the complainant and the accused, whether there have been other complaints or reports of harassment or misconduct against the accused, and the rights of the accused to receive notice and relevant information before disciplinary action is sought.

The College will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation, but its ability to do so may be limited based on the nature of the request by the complainant. Where the College is unable to take action consistent with the request of the complainant, the Title IX Coordinator or Deputy will inform the complainant about the chosen course of action, which may include the College seeking disciplinary action against the accused. Alternatively, the course of action may also include steps to limit the effects of the alleged harassment and prevent its recurrence that do not involve formal disciplinary action against the accused or revealing the identity of the complainant.

### **Privileged and Confidential Communications**

This section of the policy is intended to make students and employees aware of other reporting and confidential disclosure options available to them so they may make informed choices about where to turn should they become a victim of sexual violence or harassment. The College encourages victims to talk to someone identified in one or more of these College groups if they wish to keep their identity confidential.

- a. **College Counseling Staff** - Individuals who work in the on-campus counseling office on the Wallace Campus and the Student Services office on the Sparks Campus, including the Director of Student and Campus Services, the Coordinator of Student Services and clerical staff, are available to talk to and assist a victim. A victim can seek assistance and support from these individuals without triggering a College investigation that could reveal the victim's identity or the fact that the victim has disclosed the incident. While maintaining a victim's confidentiality, these individuals or their office should report the nature, date, time, and general location of an incident to the Title IX Coordinator or Deputy Coordinator. This limited report – which includes no information that would directly or indirectly identify the victim – helps keep the Title IX Coordinator or Deputy Coordinator informed of the general extent and nature of sexual violence on and off campus so they can track patterns, evaluate the scope of the problem, and formulate appropriate campus-wide responses on behalf of the College. Before reporting any

information to the Title IX Coordinator or Deputy Coordinator, these individuals will consult with the victim to ensure that no personally identifying details are shared during the reporting process.

- b. **Professional Counselors or Agency Resource Groups acting on behalf of the College** – Professional, licensed counselors and referral agencies who provide mental-health counseling and support to members of the College community (including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the Title IX Coordinator or Deputy Coordinator without a victim's permission.

**Note:** A victim who speaks to a professional counselor, agency resource group, or College counselor must understand that, if he/she wants to maintain confidentiality, the College will be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator. Even so, these counselors and advocates will still assist the victim in receiving other necessary protection and support, such as victim's advocacy; academic support or accommodations; disability, health or mental health services; and changes to working environment or course schedules.

A victim who at first requests confidentiality may later decide to file a complaint with the College or report the incident to local law enforcement, and thus have the incident fully investigated. These counselors and advocates will provide the victim with assistance if the victim wishes to change his or her mind.

**It is further noted** that while these professional counselors, agency resource groups, College counselors and advocates may maintain a victim's confidentiality regarding an incident of sexual misconduct, they may have reporting or other obligations under state law such as mandatory reporting requirements to law enforcement in the case of minors; imminent harm to self or others; and the requirement to testify if subpoenaed in a criminal case. **Specifically, when a report involves suspected abuse of a minor under the age of 18, the College is required by law to notify local law enforcement and the local agency for child protective services.**

**Additionally,** if the College determines that the alleged perpetrator(s) poses a serious and immediate threat to the College community, **Campus Police or the College Security Officer (Dean, Business Affairs)** will be called upon to issue a timely warning to the College community. Any such warning should not include information that identifies the victim.

## OPTIONS FOR ASSISTANCE FOLLOWING AN INCIDENT OF SEXUAL MISCONDUCT

Immediately upon notice of an incident the College will make every effort to assist the victim in seeking assistance from on-campus and off-campus advocates and counselors who can provide a response. On-campus advocates which include the College counseling staff and Title IX Coordinators will assist by providing support in navigating the reporting process and providing information regarding resources that may be utilized by sexual assault victims. Assistance may be obtained through the following resources:

### TITLE IX COORDINATORS

#### Title IX Coordinator:

Mr. Mickey Baker, Interim Dean of Student Affairs and Sparks Campus

Location: Sparks Campus, Administration Building, Room A15  
(334) 556-2485

mbaker@wallace.edu

#### Deputy Title IX Coordinator:

Ms. Shaletha Barnes-Blackmon, WorkKeys Program Specialist

Location: Wallace Campus, Gary Health Hall, Room 140F  
(334) 556-2414

sblackmon@wallace.edu

#### Confidential Sources:

Name	Title	Location	Phone/Email
Ms. Amanda Wise	Student Success Coordinator	Wallace Campus Grimsley Hall, Rm 120	(334) 556-2281 awise@wallace.edu
Ms. Brandy Dowdey	Student Success Coordinator	Wallace Campus Grimsley Hall, Rm 119	(334) 556-2294 bdowdey@wallace.edu
Mr. Earl Bynum	Coordinator of Student Service	Sparks Campus Admin Bldg., Rm A11	(334) 687-3546, Ext. 4270 ebynum@wallace.edu

#### Other Campus Resources (Campus Security Authorities):

##### WCC Campus Police:

###### Wallace Campus in Dothan

Officer Seth Brown

Location: Campus Police Station

(334)798-1381

sbrown@wallace.edu

###### Sparks Campus in Eufaula

Officer Richard Thornton

Location: Administration Building, Room A27

(334)798-1228

rthornton@wallace.edu

**Note:** Campus Police officers work in coordination with local law enforcement agencies throughout the College's service area and they have the authority to make arrests.

#### Community Sources:

##### Local Law Enforcement Officials

Dale County Sheriff's Department (334) 774-2335

Dothan Police Department (334) 615-3601

Eufaula Police Department (334) 687-1200

##### Medical Facilities

Southeast Alabama Medical Center,  
Dothan, AL (334) 793-8111

Flowers Hospital, Dothan, AL (334) 793-5000

Medical Center Barbour, Eufaula, AL (334) 688-7000

Dale Medical Center, Ozark, AL (334) 774-2601

##### Sexual Assault Crisis Assistance

Alabama Coalition Against Sexual Assault, [www.acasv.org](http://www.acasv.org)

The House of Ruth

Crisis Line (334) 793-2232 or 800-650-6522

Crime Victims Assistance (334) 290-4420

#### ONGOING ASSISTANCE

The Counseling staff at the College will assist victims of sexual assault with ongoing support by providing appropriate counseling or referral services. Students will be assisted with any academic accommodations that may be necessary including, but not limited to, schedule modifications, withdrawal from class, modifications in work-study schedules, etc.

#### REPORTING PROCEDURES

The following procedures are in place at Wallace Community College to provide recourse for any student, faculty or staff member who has been the victim of sexual misconduct. The College recognizes two distinct levels of action, complaints and grievances.

##### Complaint Procedures (Informal Resolution)

Students or employees who desire to file a complaint regarding a violation of the Sexual Misconduct Policy may report the incident to the Title IX Coordinator or Deputy Coordinator. Incidents may also be reported to any Responsible Employee at any time; however, individuals are encouraged to report incidents within ten (10) working days of an alleged violation. This will maximize the College's ability to effectively investigate and act upon an alleged violation. The College employee will immediately report the incident to the Title IX Coordinator or Deputy Coordinator. If the complaint is about the designated Title IX Coordinator, the complaint will be sent directly to the President's Office. The President will assign the complaint to another administrator.

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to sexual misconduct complaints. This process will be kept as informal and confidential as may be appropriate. The 10-day request is in no way intended to limit a complainant's right to assistance after that time period but rather is to ensure a timely resolution of any complaint.

After receiving notice of allegations of sexual misconduct, the Title IX Coordinator or Deputy Coordinator will schedule an intake meeting with the complainant in order to provide the general information regarding the policy and the reporting process, advise the individual of his/her rights, identify any interim intervention measures that may be appropriate, and identify resources for obtaining immediate support. During the intake meeting, the Title IX Coordinator or Deputy Coordinator and the complainant will discuss alternatives for proceeding with the complaint, including whether the complainant wishes to pursue an informal resolution, file criminal charges, if appropriate, or whether the complainant wants to pursue a resolution of any kind.

It shall also be the responsibility of the designated College compliance officer to attempt to secure a solution to the complaint. The compliance officer will meet with the parties involved and attempt to solve the problem or address the concern in an informal session. If, after discussion, it is determined that the complaint can be resolved immediately, the designated College compliance officer will take action to resolve the complaint and will submit a written report to the President within 10 working days of receipt of the complaint. The report shall contain the original written complaint, a brief summary of any information essential to an understanding of the problem, and a description of the action taken. Copies will be sent to all parties involved in the discussion. Confidentiality will be observed in this process where possible and practical.

If appropriate, the Title IX Coordinator or Deputy Coordinator will schedule a meeting with the accused in order to provide him/her with an overview of the policy, advise him/her of associated rights, and identify forms of support or immediate intervention available to him/her.

In all complaints of alleged sexual misconduct, the College will conduct an investigation, if appropriate, and take prompt action to support and protect the complainant, including taking steps to provide **interim actions** before a final resolution to the complaint has been reached.

**Interim actions to ensure safety and security and provide assistive services may include but not be limited to:**

- Imposing a no-contact order;
- Arranging schedule adjustments, including changing course sections, making arrangements for online instruction or withdrawing;
- Rescheduling exams and/or assignments;
- Providing increased monitoring or supervision;
- Adjusting work environment or job assignments; and
- Providing medical services;

The Title IX Coordinator or Deputy Coordinator will be responsible for the implementation of interim measures and coordinating them with appropriate offices.

**Associated Rights**

WCC will afford any student or employee who reports that they have been the victim of an incident of sexual violence, either on campus or off-campus during a College sanctioned activity, with the following information and rights:

- Possible sanctions or protective measures that may result from an institutional disciplinary proceeding (See Complaint and Hearing Proceedings below for additional information.);
- Procedures that should be followed in the event of an incident of sexual violence including:
  - o The importance of preserving evidence for proof in criminal proceedings;
  - o To whom the offense should be reported;
  - o Options for reporting to law enforcement. College officials will assist victims in reporting to the appropriate authorities;
  - o The right to decline to report to law enforcement;
  - o Information about no contact orders issued by a court.
- Notification about existing counseling, health, mental health, victim advocacy, legal assistance and other services available on and off-campus.
- Notification that the College will comply with requests for interim accommodations made by a victim where reasonably available whether or not a formal report is filed. Interim accommodations are addressed earlier in this policy.
- In addition to reporting to law enforcement, victims also have the option to seek protective or disciplinary action directly with the College.
- Proceedings will be conducted by officials who receive annual sexual violence training, training on conducting investigations.
- Both the victim and respondent are entitled to the same opportunities to have others present during proceedings, including the opportunity to be accompanied to any related meeting or hearing by an advisor of their choice.
- Both the accuser and accused shall be simultaneously informed, in writing, of:

- o The outcome of any College disciplinary proceeding;
  - o The procedures for the accused and the victim to appeal the results of the proceeding;
  - o Any change to the results;
  - o When such results become final.
- Notification will be given that in addition to any criminal or civil actions which may be pending or in process, the College reserves the right to separately pursue appropriate disciplinary action against a respondent(s). The College also reserves the right to place an accused employee on paid administrative leave during the investigation and/or hearing of any allegation of violation of this policy.

### **Sanctions Imposed by Title IX Coordinators**

During the complaint process, the Title IX Coordinator or Deputy Coordinator shall have the authority to impose any sanction that will result in the resolution of the complaint to include the following:

- **Reprimand** - written notice that continuation or repetition of improper conduct may be cause for further disciplinary action.
- **Restitution** – Compensation for damages to property owned by the college limited to actual cost of repair or replacement.
- **Probation** – This sanction is for a designated period of time, which may include exclusion from privileges, such as extracurricular activities and/or on-campus driving privileges. Furthermore, if the student is determined by any of the disciplinary procedures herein to be in subsequent violation of the Code of Student Conduct during the probationary period, the student may be either suspended or expelled. Provisions of the probationary period shall be determined and expressed by the Title IX Coordinator or Deputy Coordinator.
- **No Contact Orders** – Written notice to cease all contact with an alleged victim of sexual misconduct.
- **Cease and Desist Orders** – The alleged perpetrator will be directed by written notice to cease and desist any activity noted by the alleged victim as offensive or threatening and that may be a violation of the Sexual Misconduct Policy.
- **Voluntary Withdrawal** - A student may be given the option to voluntarily withdraw from a class or from the College in lieu of disciplinary action. The Title IX Coordinator or Deputy Coordinator, in some circumstances, may specify a period of time before the student may apply for readmission or reenroll in a class

or classes. To qualify for readmission, the student must receive approval from the Dean, Instructional Affairs and meet the academic standards for readmission. Students will not be eligible for any refund from the College. (If a student withdraws before disciplinary procedures are carried out, the student will be subject to discipline as may be imposed by the designated College official at the time of reentry into the College.)

- Other requests of the victim as deemed appropriate.
- For violations of this policy by faculty or staff members, disciplinary penalties may include some of the sanctions listed above as appropriate, in addition to other penalties (in accordance with the employment laws, regulations, and policies governing the employee in question):
  - o Counseling or training;
  - o Written warning;
  - o Reprimand;

All sanctions imposed by the Title IX Coordinator or Deputy Coordinator must be approved by the President. If a student or employee complaint cannot be resolved at the complaint level, or if more stringent sanctions are appropriate, such an unresolved issue shall be termed a grievance.

### **Grievance Procedures (Formal Resolution)**

The following grievance procedures are in place at WCC to provide recourse for students or employees who believe that they have been the victim of sexual misconduct and who have not been able to resolve the situation at the complaint level. The steps below shall be followed:

1. The original and two copies of Grievance Form A must be filed with the Title IX Coordinator or Deputy Coordinator within 30 calendar days following the date of the complaint. The alleged violation(s) must be clearly and specifically stated. (Complainant is advised to keep a copy of all forms used in steps 1-6 for his or her files.)
2. The Title IX Coordinator or Deputy Coordinator will immediately notify the President of receipt of Grievance Form A. The Title IX Coordinator or Deputy Coordinator will have 30 calendar days following the date of receipt of Grievance Form A to investigate and study the complainant's allegations, hold formal meetings with the accused, witnesses and other parties involved, and make a written report of findings to the complainant. Grievance Form A must be used for the report. Copies of Grievance Form A must be provided to the President. The complainant's copy must be mailed to his or her home address by certified mail, return receipt requested.

3. The complainant must, within 15 calendar days following receipt of the Title IX Coordinator's or Deputy Coordinator's report, file with the President and the Title IX Coordinator written notice of acceptance or appeal of the report. If a notice of appeal is filed, Grievance Form B must be used. Complainant must state clearly and specifically on Grievance Form B the objections to the findings and/or decision of the Title IX Coordinator or Deputy Coordinator. Copies of Grievance Form B must be provided to the Title IX Coordinator and the President. If the complainant fails to file notice of appeal by 5:00 p.m. on the 15th calendar day following receipt of the Title IX Coordinator's or Deputy Coordinator's report, the right to further appeal will be forfeited.
4. The President or designee will have 30 calendar days following the date of receipt of the complainant's notice of appeal to investigate and study the complainant's allegations, the report of the Title IX Coordinator or Deputy Coordinator, and make a written report of findings to the complainant. Grievance Form B must be used for the report. Copies of Grievance Form B must be provided to the Title IX Coordinator and the Chancellor of the Alabama Community College System. The complainant's copy must be mailed to his or her home address by certified mail, return receipt requested.
5. The complainant must, within 15 calendar days following receipt of President's or designee's report, file with the President or designee and Title IX Coordinator a written notice of acceptance or appeal of the report. If notice of appeal is filed, appeal Grievance Form C must be used. The complainant must state clearly and specifically on Grievance Form C objections to the findings and/or decisions of the President or designee. Copies of Grievance Form C must be provided to Title IX Coordinator and the Chancellor. If the complainant fails to file notice of appeal by 5:00 p.m. on the 15th calendar day following receipt of the President's report, the right to further appeal will be forfeited.
6. The Chancellor will have 30 calendar days following the date of receipt of the complainant's notice of appeal to investigate and study the complainant's allegations and report of the President or designee, hold a formal hearing, if appropriate, and make written report of findings to the complainant. Grievance Form C must be used for the report. Copies of Grievance Form C must be provided to the Title IX Coordinator. The complainant's copy must be mailed to his or her home address by certified mail, return receipt requested.

**Note:** If the last day for filing the notice of appeal falls on either Saturday, Sunday, or a legal holiday, the complainant will have until 5:00 p.m. on the first working day following the 15th calendar day to file.

**Appropriate forms for filing a grievance under this policy may be found on the College Web site under the Sexual Misconduct Policy link.**

### Hearing Procedures

If a hearing is scheduled within the time frame designated by the Title IX Coordinator or Deputy Coordinator, the President shall designate a qualified, unbiased person or committee to conduct each grievance hearing. The Title IX Coordinators will not be required to serve as hearing officers. The hearing officer or committee shall notify the complainant and each respondent of the time and place of the hearing, the witness list, and the right to have an attorney or representative present. The only individuals present at meetings of this committee shall be committee members, parties to the action being considered by the committee and their representatives (not to exceed 2), and witnesses actually testifying before the committee. The institution and complainant may have an attorney present, at the respective party's expense, during the hearing. Attorneys may only advise; they may not cross examine, question, or address the committee, complainant, or the respondent in any way.

The grievance statement will be formally presented at the meeting. After the grievance is read into the record, the complainant(s) will have the opportunity to present such oral testimony and other supporting evidence as appropriate to the claim. Respondents shall then be given the opportunity to present such oral testimony and other evidence deemed appropriate to the respondents' defense against the charges. No cross examination will be allowed. Either party may ask the hearing officer to ask a question of the other party. The hearing officer may or may not choose to do so. In the event that the College, or the administration of the College at large, is the party against whom the grievance is filed, the President shall designate a representative to appear at the hearing on behalf of the respondent. In the event that the College is the respondent, the College representative shall not be an attorney unless the complainant is assisted by an attorney or other personal representative.

The hearing shall be recorded either by a court reporter or on audio or video tape or by other electronic recording medium as agreed to by all parties in advance of the hearing. In addition, all items offered into evidence by the parties, whether admitted into evidence or not, shall be marked and preserved as part of the hearing record.

### Report of Findings

Following the hearing, a written report of the findings shall be made to the President, the hearing officer, or the chairperson of the committee. The report shall contain at least the following items:

1. Date and place of the hearing.
2. Name of each member of the hearing committee.
3. List of all witnesses for all parties to the grievance.

4. Findings relevant to the grievance.
5. Decisions and recommended consequences.
6. Recommendation(s) to the President arising from the grievance and the hearing thereon. Any recommendations or sanctions imposed by the hearing committee must be approved by the President.

**Sanctions and Recommendations Imposed by Hearing Committee**

- **Reprimand** - written notice that continuation or repetition of improper conduct may be cause for further disciplinary action.
- **Restitution** – Compensation for damages to property limited to actual cost of repair or replacement.
- **Probation** – This sanction is for a designated period of time, which may include exclusion from privileges, such as extracurricular activities and/or on-campus driving privileges. Furthermore, if the student is determined by any of the disciplinary procedures herein set out to be in subsequent violation of the Code of Student Conduct during the probationary period, the student may be either suspended or expelled. Provisions of the probationary period shall be determined and expressed by the Title IX Coordinator or Deputy Coordinator.
- **No Contact Orders** – Written notice to cease all contact with an alleged victim of sexual misconduct.
- **Cease and Desist Orders** – The alleged perpetrator will be directed by written notice to cease and desist any activity noted by the alleged victim as offensive or threatening and that may be a violation of the Sexual Misconduct Policy.
- **Voluntary Withdrawal** - A student may be given the option to voluntarily withdraw from a class or from the College in lieu of disciplinary action. The Title IX Coordinator or Deputy Coordinator, in some circumstances, may specify a period of time before the student may apply for readmission or reenroll in a class or classes. To qualify for readmission, the student must receive approval from the Dean, Instructional Affairs and meet the academic standards for readmission. Students will not be eligible for any refund from the College. (If a student withdraws before disciplinary procedures are carried out, the student will be subject to discipline as may be imposed by the designated College official at the time of reentry into the College).
- **Suspension** - Separation from the College for a definite period of time. A student may be suspended for a specific period of time not to exceed two (2) years. To qualify for readmission after suspension, a student must receive

approval from the Dean, Instructional Affairs and meet all reasonable requirements and academic standards for readmission. Students will not be eligible for any refund from the College.

- **Expulsion** - An indefinite termination of student status from the College for a period of not less than two (2) years. To qualify for readmission after expulsion, a student must receive approval from the Dean, Instructional Affairs and meet all reasonable requirements and academic standards for readmission. Students will not be eligible for a refund from the College. Under certain conditions, expulsion could mean permanent severance from the College.
- Other Requests of the victim as deemed appropriate.
- For violations of this policy by faculty or staff members, disciplinary penalties (in accordance with the employment laws, regulations, and policies governing the employee in question) may include:
  - o Counseling or training;
  - o Written warning;
  - o Reprimand;
  - o Suspension with or without pay;
  - o Demotion;
  - o Termination;
  - o Other requests of the victim as deemed appropriate.

**NON-RETALIATION REQUIREMENT**

No student, faculty or staff member, administrator, applicant for employment or admission, or member of the public may be subject to retaliation, interference, coercion, intimidation, or reprisal for actions taken in good faith to seek advice concerning any sexual misconduct, ADA, other civil rights, or Title IX matter; to file a complaint or grievance; or to serve as a witness or panel member in the investigation of a complaint or grievance. A finding of retaliation may result in disciplinary action in addition to any sanctions that may be imposed as a result of the underlying allegations of discrimination and/or harassment.

**FILING A FALSE REPORT**

It is a violation of College policies for any student, faculty or staff member, or administrator to file a false report against another individual.

## COORDINATION WITH LAW ENFORCEMENT

The College encourages complainants to pursue criminal action for incidents of sexual harassment, sexual violence and intimate partner violence that may also be crimes. The College will assist a complainant in making a criminal report and will cooperate with law enforcement agencies if a complainant decides to pursue the criminal process to the extent permitted by law. Neither law enforcement's determination whether to prosecute or not prosecute an alleged perpetrator, nor the outcome of any criminal prosecution, are determinants of whether a violation of this policy has occurred. Proceedings under this policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.

## RECORDS

The Title IX Coordinator will retain records of all reports and complaints, regardless of the nature of the resolution. Complaints resolved during the informal complaint process may become part of a student's conduct file, depending on the nature of the offense but will not be included as a part of the academic record or of an employee's personnel file.

Affirmative findings of responsibility in matters resolved through the grievance or formal resolution process will become part of a student's conduct record and an employee's personnel record. Such records shall be used in reviewing any further conduct, or developing sanctions, and shall remain a part of a student's conduct record or an employee's personnel file. Additionally, the College will comply with all requirements under the Jeanne Clery Act as amended and will report crimes associated with the College as required.

## PREVENTION AND EDUCATION

Wallace Community College is committed to preserving the safety and security of the College environment and will implement activities designed to prevent incidents of sexual misconduct, inform members of the College community of their rights under the Sexual Misconduct Policy; inform members of prohibited conduct; identify prevention measures, and provide information regarding reporting protocols. The College's prevention and education program will include but will not be limited to:

- Annual training and awareness programs for current employees and students;
- Orientation for new employees and students that will educate them about the College's Sexual Misconduct Policy and prevention measures that may be utilized;
- Information regarding the Sexual Misconduct Policy on the College's Web site;
- Information on bystander intervention; and
- Implementation of a campus sexual misconduct awareness campaign.

## TRAINING

Wallace Community College will ensure that all College employees, including those officials involved in redressing incidents of sexual misconduct are trained on an annual basis through the College's Professional Development process and through external resources when appropriate.

## GENERAL COMPLAINT AND GRIEVANCE PROCEDURES

**Procedures outlined in this section do not apply to the following areas: Academic Grievances, Sexual Misconduct, Civil Rights, Americans with Disabilities Act, Title IX, Motor Vehicle Violations, Educational Records, and Financial Aid. Complaints and/or grievances regarding these issues have been addressed in other sections of this *Catalog and Student Handbook*.**

Wallace Community College promotes the open exchange of ideas among all members of the College community, including students, faculty and staff members, and administrators; however, the College recognizes that, at times, people may have differences that they are unable or unwilling to resolve without intervention. The procedures described below shall be available to any Wallace Community College student who feels that he or she has **not** been treated fairly or that College policies have been applied to them inappropriately. The steps outlined are designed as means of resolving complaints at the lowest level possible or in accessing subsequent steps in the grievance procedure.

## COMPLAINTS OR GRIEVANCES RELATING TO THE INSTRUCTIONAL DIVISION

1. The student discusses his or her concern directly with the faculty member or college official involved. The complaint may be made in person or by written contact no later than 10 instructional days following the incident. The appropriate **faculty member or college official** will have 5 instructional days to attempt to informally reach an agreeable solution.
2. If an agreeable solution is not reached within 5 instructional days as noted above, the student will have 3 instructional days to appeal the issue and report it in writing to the appropriate division director. The **division director** will have 5 instructional days to investigate the issue and attempt to reach an agreeable solution.
3. If an agreeable solution is not reached within 5 instructional days from receipt of the appeal as noted in **step 2**, the student will have 3 instructional days to appeal the issue and report it in writing to the appropriate instructional coordinator. The **instructional coordinator** will have 5 instructional days to investigate the issue and attempt to reach an agreeable solution.

4. If an agreeable solution is not reached within 5 instructional days from receipt of the appeal as noted in **step 3**, the student will have 3 instructional days to report the issue to the Dean, Instructional Affairs. The **Dean, Instructional Affairs** will have 5 instructional days to investigate the issue and attempt to reach an agreeable solution.
5. If an agreeable solution is not reached within 5 instructional days from receipt of the appeal as noted in **step 4**, the student will have 3 instructional days to report the issue to the President or the President's designee. The **President or President's designee** will have 10 instructional days from receipt of the appeal to appoint a fact-finding committee to investigate the issue and attempt to reach an agreeable solution. **The decision reached at this level in the process is the final step in the College's process;** however, any student wishing to appeal beyond this point may utilize the State Student Complaint process on page 243.

#### COMPLAINTS OR GRIEVANCES RELATING TO OTHER COLLEGE DIVISIONS

1. The student discusses his or her concern directly with the college official involved. The complaint may be made in person or by written contact no later than 10 instructional days following the incident. The **college official** will have 5 instructional days to attempt to informally reach an agreeable solution.
2. If an agreeable solution is not reached within 5 instructional days as noted above, the student will have 3 instructional days to appeal the issue and report it in writing to the appropriate immediate supervisor. The **immediate supervisor** will have 5 instructional days to investigate the issue and attempt to reach an agreeable solution.
3. If an agreeable solution is not reached within 5 instructional days from receipt of the appeal as noted in **step 2**, the student will have 3 instructional days to appeal and report the issue in writing to the dean of the division. The **dean of the division** will have 5 instructional days to investigate the issue and attempt to reach an agreeable solution.
4. If an agreeable solution is not reached within 5 instructional days from receipt of the appeal as noted in **step 3**, the student will have 3 instructional days to appeal the issue and report it in writing to the President or the President's designee. The **President or President's designee** will have 10 instructional days from receipt of the appeal to appoint a fact-finding committee to investigate the issue and attempt to reach an agreeable solution. **The decision reached at this level in the process is the final step in the College's process;** however, any student wishing to appeal beyond this point may utilize the State Student Complaint process on page 240.

**Any student who is uncertain of which college official to report a complaint under this section should seek guidance from the Dean, Student Affairs and Sparks Campus.**

## POLICIES AND PROCEDURES FOR PRIVACY OF STUDENT EDUCATIONAL RECORDS

To comply with requirements of the *Family Educational Rights and Privacy Act of 1974* (FERPA), Wallace Community College has established the following policies and procedures. Wallace Community College accords all rights under the law to students who are declared independent. For the purpose of this policy, whenever a student has attained 18 years of age or is attending an institution of postsecondary education, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student. Responsibility for protection of the privacy of student educational records rests primarily with the Director of Enrollment Services/Registrar. Educational records are defined by FERPA to include records, files, documents, and other materials that contain information directly related to students and are maintained by an educational agency or institution or by a person acting for such agency or institution. Six exceptions to this definition of educational records are published in the *2012 FERPA Guide*, a publication of the American Association of Collegiate Registrars and Admissions Officers.

Education records *do not* include:

1. Records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except temporary substitute for the maker of the record.
2. Records of the law enforcement unit of an educational agency or institution, subject to the provisions of §99.8.
3. Records relating to an individual who is employed by an educational agency or institution, that:
  - a. are made and maintained in the normal course of business;
  - b. relate exclusively to the individual in that individual's capacity as an employee; and
  - c. are not available for use for any other purpose. (N.B. Records relating to an individual in attendance at the agency or institution who is employed as a result of his or her status as a student are education records and not excepted under paragraph (b) (3) (i) [see page 154] of this definition.)
4. Records on a student who is 18 years of age or older, or is attending an institution of postsecondary education, that are:
  - a. made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional capacity;

- b. made, maintained, or used only in connection with treatment of the student; and
  - c. disclosed only to individuals providing treatment. For the purpose of this definition, “treatment” does not include remedial educational activities that are part of the program of instruction at the agency or institution.
5. Records created or received by an educational agency or institution after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student.
  6. Grades on peer-graded papers before they are collected and recorded by a teacher.

### STUDENT ACCESS TO EDUCATIONAL RECORDS

All students have the right to review their educational records with the following exceptions as outlined by FERPA:

1. Financial information submitted by parents.
2. Confidential letters and recommendations placed in student files prior to January 1, 1975, provided these letters were collected under established policies of confidentiality and were used only for the purposes for which they were specifically collected.
3. Confidential letters and statements of recommendation, placed in the records after January 1, 1975, to which the students have waived their right to inspect and review and that are related to the students' admission, application for employment or job placement, or receipt of honors.
4. Educational records containing information about more than one student; however, in such cases the College must allow access to that part of the record that pertains only to the inquiring student. Wallace Community College does not provide copies of educational records, except transcripts, unless geographic distance precludes students from effectively having access to their educational records.

To review records, students and former students may go to the Admissions and Records Office, present a valid photo identification card, and ask to review the record. If it is an inappropriate time to retrieve the record or is short notice, students may be requested to complete a *Request to Review Educational Records* form in the Admissions and Records Office. Because of various circumstances, the College may delay, up to a maximum of 45 days, release of the records for review. The College is not required to provide access to records of applicants for admission who are denied acceptance or, if accepted, do not attend. Wallace Community College does not provide copies of the contents of student records unless a student is not within commuting distance of the College and is, therefore, physically unable to be present to view the records on campus. A photocopying fee of \$.25 per sheet will be assessed.

### CHALLENGE OF THE CONTENTS OF EDUCATIONAL RECORDS

Students may challenge information in their educational records that they believe to be incorrect, inaccurate, or inappropriate. This challenge must be in writing and must be submitted to the appropriate records custodian, who is responsible for the records in question, if they do so within one year of the term in question. The records custodian must decide within a reasonable period of time whether corrective action will be taken and must provide written notification to the student and the Director of Enrollment Services/Registrar of the corrective action that has been approved. Students who are not provided full resolution sought by their challenge must be referred to the Dean, Student Affairs and Sparks Campus who will inform them of their right to a formal hearing. Students must make their request for a formal hearing in writing to the Dean, Student Affairs and Sparks Campus. The following procedures apply:

1. The hearing panel that will adjudicate such challenges will be the Admissions and Academic Standards Committee.
2. Within a reasonable period of time after receiving the written request for a hearing, the chairperson of the Admissions and Academic Standards Committee must inform students of the date, place, and time of the hearing, reasonably in advance of the hearing.
3. Students will be afforded a full and fair opportunity to present evidence relevant to the issue raised. They may be assisted or represented at the hearing by one or more individuals of their choice, including an attorney, at their own expense.
4. Decisions made by the Admissions and Academic Standards Committee must be in writing, must be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision. The decision should be delivered in writing to the student; the Dean, Student Affairs and Sparks Campus; and the Director of Enrollment Services/Registrar.
  - a. The Admissions and Records Office will correct or amend the educational record in accordance with the decision of the hearing, if the decision is in favor of the student, and inform the student in writing of the amendment.
  - b. Should Wallace Community College decide not to amend the record in accordance with the student's request, the Director of Enrollment Services/Registrar must inform the student of the following:
    - (1) The student has the opportunity to place with the educational record a statement commenting on the information in the record or a statement setting forth any reason for disagreeing with the decision of the hearing.

- (2) The statement placed in the educational record by the student will be maintained as part of the record for as long as the record is held by Wallace Community College.
- (3) This record, when disclosed to an authorized party, must include the statement filed by the student.

## DISCLOSURE OF EDUCATIONAL RECORD INFORMATION

Wallace Community College shall obtain written consent from students before disclosing any personally identifiable information from their educational records. Such written consent must (1) specify the records to be released, (2) state the purpose of the disclosure, (3) identify the party or class of parties to whom disclosure may be made, and (4) be signed and dated by the student.

The *Family Educational Rights and Privacy Act of 1974* (FERPA) states that certain information from student records may be classified as *directory information*. The following information has been declared by Wallace Community College as directory information:

- Name
- Address
- Telephone listing
- Date of birth
- Participation in officially recognized activities and sports
- Major field of study
- Weight and height of a member of an athletic team
- Dates of attendance
- Degrees and awards received
- Most recent educational institution attended
- Photographs
- Enrollment status
- E-mail address

This information will be released to inquiring individuals or agencies unless students sign a *Do Not Release Directory Information* form during the first two weeks of the term. These forms are available from the Admissions and Records Office on the Wallace Campus in Dothan and the Student Affairs Office on the Sparks Campus in Eufaula. **THIS FORM MUST BE RESUBMITTED ANNUALLY.**

The *Family Educational Rights and Privacy Act of 1974* (FERPA) established rules stating that some personnel and agencies may have access to students' educational records without their written consent. Wallace Community College will disclose information from a student's educational record only with the written consent of the student except as follows:

1. To officials within the College who have been determined by the College to have a legitimate educational interest in the records. School officials include counselors and instructors who are involved in counseling students, administrators who

assist in counseling and who advise students with other problems, professional and clerical staff members who directly relate to the administrative tasks of the College, College law enforcement officials, and College attorneys.

A school official has a legitimate educational interest if the official is performing a task that is specified in his or her job description or by a contract agreement, performing a task related to a student's education, or performing a task related to the discipline of a student. When doubt is raised by the Director of Enrollment Services/Registrar about an individual's need to know or legitimate educational interest in having access to specific information, the issue shall be decided by the President of Wallace Community College.

2. To certain officials of the United States Department of Education, the Comptroller General, and state and local educational authorities in connection with certain state or federally supported education programs.
3. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of that aid.
4. To state and local officials to whom information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974.
5. To organizations conducting specific studies for or on behalf of Wallace Community College.
6. To accrediting organizations to carry out their accrediting functions.
7. To parents of eligible students who claim the students as dependents for income tax purposes. Determining dependency, as defined by *Section 152 of the Internal Revenue Code*, requires a copy of the parents' most recent *Federal Income Tax Form*.
8. In case of a divorce, separation, or custody when only one parent declares the student as a dependent, Wallace Community College will grant equal access to the student's educational records on demonstration of dependency as described above.
9. To appropriate parties in a health or safety emergency, subject to a determination by the President or deans.
10. To personnel complying with a judicial order or lawfully issued subpoena, including Ex Parte orders under the USA Patriot Act, provided that the Admissions and Records Office makes a reasonable attempt to notify students in advance of compliance.

***Note: Wallace Community College is not required to notify students if a federal grand jury subpoena, or any other***

***subpoena issued for a law enforcement purpose, orders the College not to disclose the existence or contents of the subpoena.***

10. To an alleged victim of any *crime of violence or non-forcible offense* (as that term is defined in 18 U.S.C. 16) of the results of any institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime.
11. To officials of another institution of postsecondary education where the student seeks or intends to enroll or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.
12. To the student.
13. Information that Wallace Community College has designated as *Directory Information*.
14. The disclosure concerns sex offenders and other individuals required to register under state or federal law.

Wallace Community College will inform parties to whom personally identifiable information is released that they are not permitted to disclose the information to others without the written consent of the student. The College will maintain a record of all requests for and/or disclosure of information from a student's educational records. The record will indicate the name of the party making the request, any additional party to whom it may be re-disclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the eligible student.

A list of the types of records that Wallace Community College maintains, their locations, and their custodians is provided is provided at the end of this handbook.

#### **ANNUAL NOTIFICATION OF FERPA RIGHTS**

Wallace Community College will give annual notice to current students of their rights under the Act by publishing information in this *Catalog and Student Handbook* and by disseminating the *Annual Notification Statement* in a student e-mail. New students will receive information concerning their rights under the Act through distribution of the *New Student Orientation Guide* during Student Orientation, Advising, and Registration (SOAR).

#### **FACSIMILE (FAX) RECORDS**

Wallace Community College honors FAX requests to send official transcripts to third parties and -will accept FAX transcripts for advising purposes only. An official transcript is required for admission to the College.

#### **COMPUTER ACCESS TO RECORDS**

Wallace Community College has established policies for initially instructing and periodically reminding school officials of FERPA's confidentiality requirements before it gives them access to the

computer system. These school officials are informed of the criteria Wallace Community College uses to determine legitimate educational interest and of their responsibility for assuring that access is not abused.

#### **STUDENTS RIGHTS AFTER CEASING ATTENDANCE OR AFTER GRADUATION**

Students who have ceased attendance or have graduated from Wallace Community College have basically the same FERPA rights as students currently attending, including the right to (1) inspect their educational records, (2) have a hearing to amend an educational record, and (3) have their educational record privacy protected by Wallace Community College. Former students do not have the right to request of Wallace Community College non-disclosure unless they asked, at their last opportunity as students, that no directory information be disclosed.

#### **PRIVACY RIGHTS OF DECEASED STUDENTS**

For 25 years following the death of a student, release of educational record information will not be made unless authorized by the student's parents or the executor or executrix of the deceased student's estate.

### **DRUG AND ALCOHOL ABUSE— STANDARDS OF CONDUCT AND ENFORCEMENT**

Wallace Community College is a public educational institution of the State of Alabama and, as such, shall not allow on its premises or at any activity it sponsors the possession, use, or distribution of any alcoholic beverage or any illicit drug by any student, employee, or visitor. If such prohibited possession, use, or distribution by a student or employee is confirmed, Wallace Community College shall, within the scope of applicable federal and state due process requirements, take such administrative or disciplinary action as is appropriate. For a student, the disciplinary action may include, but is not limited to, suspension, expulsion, and/or arrest or referral to the appropriate law enforcement agency. Any visitor engaging in any act prohibited by this policy shall be called on to immediately cease such behavior.

If any student or visitor shall engage in any behavior prohibited by this policy which is also a violation of federal, state, or local law or ordinance, that employee, student, or visitor shall be subject to referral to law enforcement officials for arrest and prosecution. Contact any College counselor for specific and detailed information concerning (1) legal sanctions regarding unlawful use, possession, or distribution of alcoholic beverages and illicit drugs; (2) health risks of drug and alcohol use and abuse; and (3) where to get assistance. Complete printed information is located in the Counseling Center in Grimsley Hall on the Wallace Campus and the Student Affairs Office on the Sparks Campus.

#### **PUBLIC NOTICE POLICY**

Each year, institutions of higher learning are required to provide specific information concerning campus crimes, athletic disclosure,

and other data. The following Web sites are available for consumers desiring to obtain detailed information about campus crime data and athletic disclosure.

**Campus Crime:** [www.ope.ed.gov/security](http://www.ope.ed.gov/security)

**Athletic Disclosure:** [www.ope.ed.gov/athletics](http://www.ope.ed.gov/athletics)

Hard copies of this information are available from the Dean, Student Affairs and Sparks Campus.

## MOTOR VEHICLE REGULATIONS

### GENERAL RULES AND REGULATIONS

1. All motor vehicles must be registered with College Police during registration or within 2 days after the beginning of the term.
2. Decals must be affixed to the right rear window or bumper. (Improper mounting will void the decal and subject the student to a citation.)
3. Temporary parking permits will be issued by College Police on request when a student must drive an unregistered vehicle for a short period of time.
4. Disabled stickers and/or tags are required for any individuals parking in spaces designated for persons with disabilities. Contact the ADA Compliance Officer for more information.

### TRAFFIC REGULATIONS

The following information is provided to assist students and faculty and staff members with understanding campus regulations related to operating vehicles on campus. Any questions should be directed to the Dean of Business Affairs.

Students and faculty and staff members must register vehicles routinely driven on campus at the College Police Department. Registration information includes student or employee number, owner's license number, vehicle tag number, and vehicle make and model. Liability insurance is required for all vehicles. At vehicle registration, College Police will issue an identification decal. The decal must be permanently affixed to the lower right back window. On motorcycles, the decal should be affixed to any area where it may be seen easily. Only the current decal should be displayed. If a temporary vehicle (without a decal) must be driven on campus, the student must obtain a temporary parking permit at the College Police Department. The license tag number of the temporary vehicle is necessary to receive a temporary permit.

The following rules must be observed:

1. Students and faculty and staff members must park in designated areas.

2. Faculty members may not give students permission to use faculty parking areas.
3. Parking is prohibited in loading and no parking zones.
4. All stop signs must be obeyed.
5. Speed on all campus roads is limited to 20 mph except where posted otherwise; but any speed not safe for road conditions, including vehicular and pedestrian congestion, is prohibited.
6. All parking must conform to marked-off areas. All parallel parking must be within 12 inches of curbs.
7. Vehicles left on campus overnight must be registered with the College Police Department.
8. Driving and parking on the grass and sidewalks is prohibited. Parking at crosswalks, loading zones, and yellow curbs is prohibited.
9. Double parking is prohibited.
10. Blocking driveways, entrances, and exits to parking areas or buildings is prohibited.
11. Drivers must yield to pedestrians in designated crosswalks.
12. In all lots marked with parking spaces, vehicles must be parked facing into the spaces.
13. Unregistered or illegally parked vehicles may be towed away at the owner's expense.
14. All motor vehicles on campus must have lights, mufflers, brakes, license tags, and any other equipment required by Alabama state law.
15. All other State of Alabama traffic laws will be enforced on campus.

A citation and fine will be issued for each violation. Vehicles may be towed away at the owner's expense for chronic violations. If a vehicle is parked in such a manner and cannot be towed, College Police will immobilize it with a car boot to the wheel area. This action will result in an additional fine to the owner/driver of the vehicle.

### VIOLATIONS AND FINES

#### Types of Violations

- Backed into space
- Disobeying officer's signal
- Disregarding a stop sign
- Driving a motorcycle with no helmet
- Driving the wrong way on a one-way street
- Driving without a license

- Failing to give or using improper signal
- Failing to yield
- Improper backing
- Improper display of decal
- Improper or insufficient muffler
- Improper or no lights
- Improper passing
- Improper turning
- No decal
- Parking in disabled parking area
- Parking in no parking area
- Parking in reserved area
- Parking outside marked line
- Other parking violations
- Passenger riding outside vehicle
- Reckless driving
- Speeding
- Using improper or no tag
- Violating license restriction

### **Fines and Appeals**

Fines may be paid at the Business Office in Grimsley Hall during normal business hours. Failure to pay fines will result in increased fines, holds on student registration and graduation, and possible towing of the vehicle at the owner's expense.

The Wallace Community College Traffic Appeals Committee has been established to give students a process by which they may dispute parking tickets issued by the Wallace Police Department. The Appeals Committee will be composed of the Director of Student Life (chair), Student Government Association President, and Phi Theta Kappa President and will convene as needed to hear appeals and make binding rulings.

To appeal a parking ticket, students must complete a parking citation appeal form and return to the Office of Student Life no more than 7 working days after the ticket has been issued. Please keep in mind the following appeals will be automatically denied:

- Parking on the grass
- Parking in a staff parking spot
- Illegally parking in a handicap spot

Following receipt of the citation appeal form, the committee chair will schedule an appeal meeting, in which students will have an opportunity to voice their reasons for the appeal directly to the committee. The committee will then make a binding decision to uphold or deny the appeal. This decision will be conveyed to Wallace's Chief of Police, with a copy of the decision also being sent the Dean, Business Affairs.

If an appeal is upheld, the committee chair will be required to prepare a narrative explaining the committee's decision, which will then be presented to Administrative Council. The Council may request additional explanation, at which point the committee chair will meet with the Council to defend the committee's decision.

The College Police Department is provided as a service to the College community and is supervised by the Dean of Business Affairs. Any questions or concerns regarding the College Police should be directed to the Dean of Business Affairs in Grimsley Hall on the Wallace Campus in Dothan.

## **STATE STUDENT COMPLAINT PROCESS**

### **Alabama's Two-Year Institutions of Higher Education Student Complaint Process**

In 2015, the Alabama Legislature vested oversight of the state's public two-year institutions of higher education (known as the Alabama Community College System (ACCS) with the Alabama Community College System Board of Trustees. The Alabama Legislature further directed the Board of Trustees to delegate to the System's Chancellor the authority to act and make decisions concerning the management and operation of the community and technical colleges. The Chancellor is assisted in these duties by the staff of the System Office, formerly known as the Alabama Department of Postsecondary Education. Consumer and student complaints that are not resolved at the institutional level are thus arbitrated at the state level by the ACCS System Office.

The ACCS is committed to respecting and supporting the work of its member institutions and to providing a quality educational experience for all students. The objective of the student complaint process is to ensure that the concerns and complaints of students are addressed fairly and are resolved promptly. The Alabama Community College System requires each institution to establish its own procedures to address student grievances and complaints. A student must exhaust his/her rights under the institution's official complaint/grievance policy before advancing any complaint to the System Office of Alabama Community College System. Students may file consumer/student complaints with the Alabama Community College System by following these procedures:

- If, after exhausting all available institutional processes, a student's complaint remains unresolved, the student may appeal to the Alabama Community College System using the System's official Student Complaint Form, which is contained on the College's website at the following link, [http://www.wallace.edu/about\\_wcc/consumer\\_information/state\\_student\\_complaint\\_process.aspx](http://www.wallace.edu/about_wcc/consumer_information/state_student_complaint_process.aspx) and is also available online at the ACCS website ([www.accs.cc](http://www.accs.cc)). Students may submit completed complaint forms by printing the form, signing it, and then either (1) scanning it and e-mailing it to [complaints@accs.edu](mailto:complaints@accs.edu) or (2) mailing it to:  
Alabama Community College System  
Attention: Division of Academic and Student Affairs and Student Services  
P.O. Box 302130  
Montgomery, AL 36130-2130
- The Division of Academic and Student Affairs will investigate the complaint within 30 days of receipt.

- c) The institution which is the subject of complaint has 30 days to provide a written response to questions and/or concerns raised during the investigation. Such response may or may not contain a resolution.
- d) The Division of Academic and Student Affairs will adjudicate the matter and write a report or letter to the institution and student detailing corrective action, if any is necessary, or stating that the school has no violation of policies.
- e) If corrective action is needed the institution will have 30 days to comply or develop a plan to comply with the corrective action.
- f) The System Office will monitor the institution's compliance to ensure the completion of any required corrective action.

## LOCATION OF STUDENT RECORDS

RECORDS	LOCATIONS	CUSTODIANS
Admission	Admissions and Records Office, Grimsley Hall, Wallace Campus in Dothan	Director of Enrollment Services/Registrar
Admission (current term for Sparks Campus applicants)	Student Affairs Office, Administration Building, Sparks Campus in Eufaula	Director of Enrollment Services/Registrar
Cumulative Admission (students currently enrolled at the Sparks Campus)	Student Affairs Office, Administration Building, Sparks Campus in Eufaula	Director of Enrollment Services/Registrar
Cumulative Academic Admission (current and former students)	Admissions and Records Office, Grimsley Hall, Wallace Campus, Dothan	Director of Enrollment Services/Registrar
Financial Aid	Financial Aid Office, Grimsley Hall, Wallace Campus in Dothan	Director of Financial Aid
Financial Aid (current year for students enrolled at Sparks Campus in Eufaula)	Financial Aid Office, Administration Building, Sparks Campus in Eufaula	Director of Financial Aid
Student Accounts	Business Office, Grimsley Hall, Wallace Campus in Dothan	Dean, Business Affairs
Student Accounts (students enrolled at the Sparks Campus in Eufaula)	Business Office, Administration Building, Sparks Campus in Eufaula	Dean, Business Affairs
Athletic Eligibility	Office of Athletic Director, Field House, Wallace Campus in Dothan	Athletic Director
Disciplinary	Office of the Dean, Student Affairs and Sparks Campus, Administration Building, Sparks Campus in Eufaula	Dean, Student Affairs and Sparks Campus
Admission—Associate Degree Nursing (ADN)	ADN Program Office, Health Science Building, Wallace Campus in Dothan	ADN Division Director
Admission—Emergency Medical Services (EMS)	EMS Program Office, Health Science Building, Wallace Campus in Dothan	EMS Program Director
Admission—Medical Assisting (MAT)	MAT Program Office, Health Science Building, Wallace Campus in Dothan	MAT Program Director
Admission—Physical Therapist Assistant (PTA)	PTA Program Office, Health Science Building, Wallace Campus in Dothan	PTA Program Director
Admission—Practical Nursing (PN), Dothan and Eufaula	PN Program Office, Health Science Building, Wallace Campus in Dothan	PN Division Director
Admission—Radiologic Technology (RAD)	RAD Program Office, Health Science Building, Wallace Campus in Dothan	RAD Program Director
Admission—Respiratory Therapist (RPT)	RPT Program Office, Health Science Building, Wallace Campus in Dothan	RPT Program Director

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# ADDENDUM 2018-19

## EMERGENCY MEDICAL SERVICES STUDENT HANDBOOK 2018-2019

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## INTRODUCTION

Welcome to the Emergency Medical Services program at Wallace Community College. The EMS-Paramedic program, was first organized in 1973 by Dr. Stanley Griffin to meet the growing need for skilled paramedical personnel in Southeast Alabama. The program was integrated into the College structure at that time. Presently, the program is administered by a Department Chairman/Director under the Dean of Academic Affairs. The EMS-Paramedic program was accredited by the Joint Review Committee on Educational Programs (JRC) for the EMS-Paramedic in October, 1989, continuing accreditation was awarded on January 16, 2014, by the Commission on Accreditation of Allied Health Education Programs at the recommendation of Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions.

Wallace Community College strongly believes that students should complete the general education courses in conjunction with the EMS courses for the completion of an Associate in Applied Science degree. The additional general education components allow for a more well-rounded graduate as well as a foundation for further education. The minimum of a short certificate for Emergency Medical Technician(EMT) or Advanced Emergency Medical Technician(AEMT) is required to be eligible for National Registry. Paramedic students must either complete the minimum of a long certificate or complete the short certificate to be eligible for National Registry. Certificate and degree requirements are found in the current *Wallace Community College Catalog and Student Handbook*.

The Emergency Medical Services program is both challenging and rewarding. The instructors have been selected by their expertise in the field and their educational training. The goal of the EMS department is “to prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels.” Each person is committed to your success as a student and an individual. Thank you for selecting the Emergency Medical Services program at Wallace Community College. Together we can do great things!

Vincent P. Feggins, NRP  
Program Director  
334-556-2440  
[vfeggins@wallace.edu](mailto:vfeggins@wallace.edu)

## PHILOSOPHY

Emergency Medical Services education is directed towards men and women who have the capability and interest to become emergency medical technicians (EMTs), advanced emergency medical technicians (AEMTs) and paramedics. EMS educational programs should provide the student with knowledge of the acute, critical differences in physiology, pathophysiology, or clinical symptoms as they pertain to the prehospital emergency medical care of the infant, child, adolescent, adult, and geriatric patient. The EMS program believes in the concept of medical control regarding the actions of EMS providers in the field.

Wallace Community College's EMS program is fully approved by the Alabama Department of Public Health/EMS and Trauma Division, the Alabama Community College System (ACCS), and accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon recommendation of the Commission on Accreditation of Educational Programs for the EMS professions (COAEMSP). Our State of Mission is; George C. Wallace Community College – Dothan a comprehensive community college, inspires and facilitates learning to prepare its constituents for current and emerging opportunities and to promote economic and social development. For questions about Wallace Community College's national accreditation or the accreditation agency, please contact CAAHEP directly at 727-210-2350 or [mail@caahep.org](mailto:mail@caahep.org). Additional information can be found on CAAHEP website at [www.caahep.org](http://www.caahep.org).

The goal of the EMS department is “to prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels.”

EMS prehospital practice renders a significant service to health care delivery systems in our society. We believe that emergency medical technicians (EMTs), advanced emergency medical technicians (AEMTs) and paramedics are savers of lives that might otherwise be lost.

From the mission statement of the College and the philosophy of the EMS program, the goals and objectives were derived. The goal of the Wallace Community College Emergency Medical Services program is to prepare individuals as competent entry level EMTs, AEMTs, and Paramedics who provide basic and advanced life support to patients experiencing prehospital emergencies.

Upon successful completion of the EMS program, the student will demonstrate the following objectives:

- Comprehension, application, and evaluation of clinical information relevant to his or her roles as an EMS professional (Cognitive Domain).
- Demonstrate technical proficiency in all skills necessary to fulfill the role of an EMS professional (Psychomotor Domain).
- Demonstrate personal behaviors consistent with professional and employer expectations for the EMS professional (Affective Domain).

## ADMISSION REQUIREMENTS

Students are admitted to the EMS program without regard to race, creed, color, marital status, sex, or national origin. Admission is conditional and dependent upon the student's ability to perform the essential functions identified by the Alabama Department of Public Health. A copy of the essential functions is found on page 14 of this document. A Student's program admission is also conditional pending results of both background and drug screening.

According to the National Registry of Emergency Medical Technicians application for licensure to practice as an Emergency Medical Technician, Advanced Emergency Medical Technician, or Paramedic may be denied if a person has been convicted of a felony, is guilty of a crime involving moral turpitude, has unfit personal habits including alcohol or drug abuse, and /or has displayed other grounds for denial as specified by law. More information regarding this and other NREMT policies can be found at [www.nremt.org](http://www.nremt.org).

The requirements for admission are listed by level:

### **Emergency Medical Technician:**

1. Unconditional admission to the college
2. Age of 18 years within 6 months of completion of the program
3. Ability to complete the program with a minimum of a 2.0 grade point average (GPA).
4. Submissions of required health forms for determination of clinical attendance.

### **Advanced Emergency Medical Technician:**

1. Completion of items 1-4 for EMT
2. Possession of current unencumbered Alabama EMT license (Conditional admission to the program may be allowed for students who have completed an approved EMT training program, but have not received licensure. All AEMT students must have an unencumbered Alabama EMT license prior to mid-term for continued enrollment. AEMT students will not be allowed to participate in clinical activities without an Alabama EMT license.

### **Paramedic:**

1. Completion of items 1-4 for EMT
2. Current unencumbered Alabama AEMT license (Conditional admission to the program may be allowed for students who have completed an approved AEMT training program, but have not received licensure. All paramedic students must have an unencumbered Alabama AEMT license prior to mid-term for continued enrollment. Paramedic students will not be allowed to participate in clinical activities without an Alabama AEMT license.

## EMS CURRICULUM

### Emergency Medical Technician (Short Certificate)

	<u>Semester Hours</u>
EMS118 - Emergency Medical Technician.....	9.....
EMS119 - Emergency Medical Technician Clinical (45 clinical hours).....	1.....
Total Program Credit Hours.....	10.....

### Advanced Emergency Medical Technician (Short Certificate)

	<u>Semester Hours</u>
EMS155 - Advanced Emergency Medical Technician.....	7.....
EMS156 - Advanced Emergency Medical Technician Clinical (90 clinical hours).....	2.....
Total Program Credit Hours.....	9.....

### Emergency Medical Services Paramedic Short Certificate

	<u>Semester Hours</u>
<u>FIRST SEMESTER *</u>	
EMS 241 -Paramedic Cardiology.....	3.....
EMS 242 -Paramedic Patient Assessment.....	2.....
EMS 243 -Paramedic Pharmacology.....	1.....
EMS 244 -Paramedic Clinical.....	1.....
Total Credit Hours.....	7.....

#### SECOND SEMESTER

EMS 245 -Paramedic Medical Emergencies.....	3.....
EMS 246 -Paramedic Trauma Management.....	3.....
EMS 247 -Paramedic Special Populations.....	2.....
EMS 248 -Paramedic Clinical. II.....	3.....
Total Credit Hours.....	11.....

#### THIRD SEMESTER

EMS 253 -Paramedic Transition to the Workforce.....	2.....
EMS 254 -Advanced Competencies for Paramedics.....	2.....
EMS 255 -Paramedic Field Preceptorship.....	5.....
EMS 256 -Paramedic Team Leadership.....	1.....
Total Credit Hours.....	10.....

Total Program Credit Hours .....28

\*Valid Alabama Advanced EMT license is required prior to entry into Paramedic level courses.

Emergency Medical Service Paramedic Certificate

Semester Hours

FIRST SEMESTER \*

CIS146**Microcomputer Application or Competency .....	0-3
EMS 241 Paramedic Cardiology.....	3
EMS 242 Paramedic Patient Assessment.....	2
EMS 243 -Paramedic Pharmacology.....	1
EMS 244 -Paramedic Clinical.....	1
ORI101 or 105 Orientation to College or Orientation and Student Success.....	1
MTH100 - Intermediate College Algebra.....	3
ENG101 - English Composition.....	3
Total Credit Hours.....	14-19

SECOND SEMESTER

EMS 245 Paramedic Medical Emergencies.....	3
EMS 246 -Paramedic Trauma Management.....	3
EMS 247 Paramedic Special Populations.....	2
EMS 248 -Paramedic Clinical, II.....	3
ORI104- Work Keys Assessment.....	1
SPH106/107- Fundamentals of Communication/Public Speaking.....	3
Total Credit Hours.....	15

THIRD SEMESTER

EMS 253 -Paramedic Transition to the Workforce.....	2
EMS 254 -Advanced Competencies for Paramedics.....	2
EMS 255 -Paramedic Field Preceptorship.....	5
EMS 256 -Paramedic Team Leadership.....	1
Total Credit Hours.....	10

Total Program Credit Hours .....39

# **Associate in Applied Science in Emergency Medical Services**

## Semester Hours

### FIRST SEMESTER

EMS118 - Emergency Medical Technician.....	9.....
EMS119 - Emergency Medical Technician Clinical (45 clinical hours).....	1.....
ORI101*- Orientation to College.....	1.....
ORI104- Work Keys Assessment.....	1.....
MTH100 - Intermediate College Algebra.....	3.....
Total Credit Hours.....	15.....

\*ORI101 if applicable, is required for all first time college students

### SECOND SEMESTER

EMS155 - Advanced Emergency Medical Technician.....	7.....
EMS156 - Advanced Emergency Medical Technician Clinical (90 clinical hours).....	2.....
BIO201** - Human Anatomy and Physiology.....	4.....
CIS146***-Microcomputer Application Competency.....	0-3.....
Total Credit Hours.....	16.....

\*\*BIO103 or successful placement on The Alabama Community College System Biology Placement Exam is a prerequisite to BIO completion of BIO201 is required prior to entering Paramedic.

\*\*\* Or competency in Computer Science passing computer competency exam. Students who fail to demonstrate competency must complete CIS 146 with a grade of C or higher.

### THIRD SEMESTER

EMS241 - Paramedic Cardiology.....	3.....
EMS242 - Paramedic Patient Assessment.....	2.....
EMS243 - Paramedic Pharmacology.....	1.....
EMS244 - Paramedic Clinical I (45 Clinical Hours).....	1.....
ENG101 - English Composition.....	3.....
BIO202- Human Anatomy and Physiology.II.....	4.....
Total Credit Hours.....	14.....

### FOURTH SEMESTER

EMS245 - Paramedic Medical Emergencies.....	3.....
EMS246 - Paramedic Trauma Emergencies.....	3.....
EMS247 - Paramedic Special Populations.....	2.....
EMS248 - Paramedic Clinical II (135 Clinical Hours).....	3.....
SPH106/107- Fundamentals of Communication/Public Speaking.....	3.....
PSY200 - General Psychology.....	3.....
Total Credit Hours.....	17.....

### FIFTH SEMESTER

EMS253 - Paramedic Transition to the Workforce.....	2.....
EMS254 - Advanced Competencies for the Paramedic.....	2.....
EMS255 - Paramedic Field Preceptorship (225 Clinical Hours).....	5.....
EMS256 - Paramedic Team Leadership (45 Clinical Hours).....	1.....
Humanities Elective.....	3.....
Total Credit Hours.....	13.....

Total Program Credit Hours .....72

## PROGRAM POLICIES

### PROGRESSION

Students in EMT, Advanced EMT, and Paramedic must achieve a grade of C or better in all EMS curriculum required courses and a cumulative 2.0 grade point average at Wallace Community College to receive a short certificate, certificate or associate in applied science degree. Prior to unconditional admissions and participation in Advanced EMT clinical training each student must have successfully completed an EMT program and possess an Alabama EMT license. Prior to unconditional admissions and participation in the Paramedic program, students must possess a valid Alabama Advanced EMT license. BIO 201 is a pre-requisite to Paramedic entry into the Paramedic Associate Degree Program. MTH 100, ENG 101, SPH 106/107, and CIS 146 or documented computer competency must be completed prior to entering the last semester of the Paramedic Associate Degree Program. All EMS students must maintain American Heart Association Basic Life Support (BLS) certification. Progression throughout the program requires that students maintain health records as listed in the EMS student health packet.

### READMISSION

Students who do not continue in the program for consecutive terms are subject to terms as defined in the *Wallace Community College Catalog and Student Handbook* and State of Alabama Department of Public Health, EMS Division policies for the latest term of admission. No more than 15 months may lapse between attempts at courses in the 200-level paramedic sequence without a repeat of the entire field of concentration curriculum sequence. Students who are removed from the program because of violations of program policy will be reviewed by the EMS Advisory Board for consideration of readmission. Students who are readmitted will be required to update immunization and other health records, background check, and drug screen as required for program admission. Readmission is not guaranteed.

Readmission will be denied for either of the following circumstances:

1. Refusal by clinical agencies to accept the student for clinical experiences.
2. Violation of confidentiality policies.

### UNIFORM POLICY

All student enrolled in a Wallace Community College EMS Program are required to wear their respective uniform including student ID at all times while in the classroom, clinical, and laboratory setting. Students enrolled in a one semester program or the first semester of a multi-term program will not be given a grace period after their first semester in the program. The official start date of this policy will be provided by the instructor on the first day of class or during orientation.

Students who are not dressed in accordance with the uniform policy will not be allowed to remain in the classroom, clinical or laboratory setting until they are in full compliance. Any missed work during this period of absence will be addressed by the program's standard attendance and make-up policy. Only the EMS Program Director can make alteration or exceptions to this policy.

### FOOD AND DRINK

It is the policy of Wallace Community College EMS program that no food or drinks are allowed in laboratories. Food and drinks in classrooms will be at the discretion of the instructor. All drinks must have lids. Students are responsible for any spills or garbage from their materials. No food or drinks are allowed during examinations.

### CELL PHONES, PAGERS, RADIOS

All communication devices must be in the silent or off position during class. Communicating by way of "text messaging," "video messaging," or "smart watch" during class is strictly prohibited and may be construed as cheating. **At no time should a student have a cell phone on their person during a clinical or laboratory experience. The taking of pictures or videos is considered a violation of HIPPA and student privacy.**

## **COMPUTERS AND INTERNET**

The use of computers within the Health Science building is considered a privilege. Students should limit the use of the computers to programs and websites to enhance their EMS education. The use of social websites is prohibited during classroom activities. In accordance with college policies students may not alter, download, or reconfigure any College settings or programs on the college's computers.

## **MAKEUP POLICY**

Students are expected to be present, on time, and prepared for all class meetings. If a student is late or absent, that student should notify the instructor of each missed course know via text or email before the start time of the class. For specific course policies, refer to the course syllabus.

## **RESPONSIBILITY IN TEACHING AND LEARNING**

The main purpose of instruction is to promote student learning. This means that teachers direct all matters dealing with courses. This does not mean that teachers bear the sole responsibility for students' education. Students need to follow a teacher's guidance, study, do homework, and prepare for class to master the information and skills being taught. Students should expect to spend 2 hours per day outside class for each hour of scheduled class. Some students will spend additional time based on their personal learning needs.

The ultimate responsibility for learning lies with the student. Although faculty members will teach, guide, assist, and encourage, it is the students who control the outcome. Learning is hard work, and should be considered a top priority in the student's life in order to be successful.

## **ATTENDANCE**

Regular class attendance is important for students to gain and demonstrate competencies in course concepts and skills. Students are expected to attend all classes for which they are registered. Each student should recognize at the beginning of their college career that a mature acceptance of academic responsibilities is a requisite for accomplishment in college; this applies particularly to class attendance. Any class sessions missed, regardless of cause, reduces the academic opportunities of the student. For specific course policies, refer to the course syllabus.

## **COURSE SYLLABI**

Each EMS course has a syllabus that is the student-teacher agreement for that specific course. Syllabi are included each course through the Blackboard interface. The syllabus contains the course objectives, requirements, and evaluations for the course.

## EMERGENCY MEDICAL SERVICES

### HEALTH RECORDS POLICY

Validation and documentation of required health records must be received by all students enrolled in an allied health program. **Students who fail to submit required records will not be allowed to continue in the program.** *If you have questions concerning this process, contact Tomi Sherlock at 334-556-2388.*

All students are required to have a physical examination at the student's expense. The physical examination / health requirements protect the student by identifying any potential or real health problems that may be exacerbated by the demands of the clinical portion of the program.

Health professions are strenuous, both physically and psychologically. The student's ability to handle these demands must be established. It is also imperative that students do not expose clients or agency personnel to communicable disease, or risk their safety due to the inability to handle the physical or psychological stress of client care.

**NOTE:** Updates to health records such as TB or CPR may be required while a student is enrolled in the program. **Any updates will be due at the beginning of the semester in which they expire.** For example, a TB skin test is required annually. If it expires in March of the spring semester, the update will be due no later than the first week of class, in January.

The following are required for ALL students:

1. **PHYSICAL EXAMINATION** – A **physical examination**, completed within the past year, is required for all new students. The physical must be signed by a licensed physician, physician assistant or nurse practitioner. The examination must be documented on the Program's **standardized health examination form** as required by The Alabama Community College System. New students and any student returning to an allied health program after an absence of one (1) year must submit current completed health forms.
2. **IMMUNIZATIONS / TITERS** – It is the STUDENT'S RESPONSIBILITY to keep all health records current. **Documentation of any required updates should be submitted to the allied health secretary as soon as possible.** The following are required:

- T-dap Vaccine

Students entering an allied health program must provide documentation of an **adult Tdap vaccine** (tetanus, diphtheria, and pertussis). If the documented Tdap vaccine is over ten (10) years old, documentation of a Td (tetanus and diphtheria) or Tdap booster that is less than ten (10) years old is also required. An update is required every ten (10) years.

- TB Skin Test

The Two-step TB Skin Test is required at the beginning of the program. This consists of one test followed by a second test 7-21 days later. The results cannot be more than four (4) weeks apart. An annual one-step TB Skin Test is required each following year and is YOUR RESPONSIBILITY to provide to the allied health secretary when due. If you have had a positive TB result, submit proof of that result as well as proof of a clear chest x-ray.

- MMRV Titer

**A MMRV - Measles, Mumps, Rubella (German Measles), and Varicella (Chicken Pox) titer is required to enter an allied health program.**

If any results are negative or non-immune, the student must sign the *MMRV Waiver Form* and submit it with the negative or non-immune results. The student is advised to consult with a physician regarding precautions to prevent infection.

- Hepatitis B

**A Hepatitis B titer is required to enter an allied health program.** If the results are negative or non-immune, the student must sign the *Hepatitis B Waiver Form* to be submitted with these results. The student is advised to consult with a physician regarding precautions to prevent infection.

3. **CONTINUING HEALTH STATUS** – It is a STUDENT’S RESPONSIBILITY to notify the program faculty of any changes in his/her health status, i.e. pregnancy, surgery, injuries, etc. Additional examinations from a health care provider, with documentation of results, may be required by an instructor for any changes in a student’s health status.
4. **PROFESSIONAL LIABILITY INSURANCE** – Students in an allied health program are required to purchase professional liability insurance (malpractice insurance) through the College, it is applicable each time a student enrolls in an allied health course. This fee is added to your course registration as **NUR000** and is to be paid at registration each applicable semester.
5. **HEALTH INSURANCE** – Wallace Community College and the allied health programs do not provide health insurance coverage for students. Students are responsible for costs incurred as a result of an accident/injury in the clinical or college laboratory. This may include follow-up testing and/or treatment mandated by the program/clinical agency. Students are not entitled to any Workmen’s Compensation benefits from agencies. Health insurance coverage is strongly recommended.

**Wallace Community College – Emergency Medical Services**

**STUDENT INFORMATION / CHECKLIST**

Before beginning any EMS Program course, you must submit proof of the following items. NO exceptions can or will be made regarding submission of documentation by a medical professional. Turn in all health record documentation to EMS Program Personnel on the Wallace Campus in Dothan by the required deadline. **Include this form with your health records.**

Student Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

ITEM	DOCUMENTATION REQUIRED	<input checked="" type="checkbox"/>
<b>Essential Functions / Physician's Statement</b>	The <i>Essential Functions / Physician's Statement Form</i> must be signed by the student and signed by a <b>physician, physician's assistant, or a nurse practitioner. Attach completed form.</b>	
<b>Health Record Form</b>	The <i>Health Record Form</i> must be completed and signed by a <b>physician, physician's assistant, or a nurse practitioner. Attach completed form.</b>	
<b>Tetanus (Tdap) Vaccine</b>	Documentation of an <b>adult</b> Tdap vaccine. Any Tdap older than ten (10) years must also be followed by documentation of a Tetanus booster (Td or Tdap) that is less than ten (10) years old. <b>Attach medical documentation.</b>	
<b>PPD or Tuberculosis (TB Skin Test)</b>	Documentation of a <b>two-step</b> TB skin test, consisting of one test followed by a <b>second test 7-21 days later</b> . The <b>results cannot be more than four (4) weeks apart</b> . TB skin tests are good for a period of one (1) year from the administration date. An annual one-step TB skin test will be required thereafter. <b>Attach medical documentation.</b> <b>OR</b> Students who have tested positive for TB in the past or who are unable to receive the TB skin test must submit narrative documentation with a clear chest x-ray. Completion of an annual <i>Tuberculosis Questionnaire</i> will also be required. <b>Attach medical documentation.</b>	
<b>MMRV Titers</b>	Documentation of <b>titer</b> results for MMRV – Measles (Rubeola), Mumps, Rubella (German Measles), and Varicella (Chicken Pox). If results are non-immune ( <b>negative</b> ) or equivocal, the student is instructed to seek the advice of a medical provider for recommended follow-up and must sign a <i>Measles, Mumps, Rubella, Varicella Release / Waiver Form</i> . <b>Attach lab data report.</b>	
<b>Hepatitis B Titer</b>	Documentation of <b>titer</b> results for Hepatitis B. Results must be within the past twenty (20) years. If results are non-immune ( <b>negative</b> ), the student is instructed to seek the advice of a medical provider for recommended follow-up and must sign a <i>Hepatitis B Vaccination Release / Waiver Form</i> . <b>Attach lab data report.</b>	
<b>CPR</b> <i>EMS Basic includes CPR training within the program.</i>	Documentation of current CPR certification by the American Heart Association Basic Life Support (BLS) for Health Care Providers (CPR/AED) or American Red Cross CPR for Professional Rescuer. <b>Attach a copy of card / certificate</b>	
<b>Release Form</b>	Read and sign the <i>Release of Clinical Information</i> form. <b>Attach completed form.</b>	
<b>IMPORTANT: You must attach legible copies of all required documentation. Copies will not be made for you by Program personnel.</b> It is a <u>student's responsibility</u> to maintain a personal file with all health records. Once submitted to the Program, no records will be released back to students. There is a student copier available in the Learning Resource Center.		

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Wallace Community College Emergency Medical Services

HEALTH RECORD FORM

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Address: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Emergency Contact Person: \_\_\_\_\_ Contact Number: \_\_\_\_\_

**INSTRUCTIONS: A physician, nurse practitioner, or physician's assistant must complete and sign this form. Copies documenting Tdap vaccination (and booster if applicable), TB and/or chest x-ray, and lab results must accompany this form when submitted to EMS Program personnel.**

Requirements	
<b>Tetanus Vaccine (tetanus, diphtheria, pertussis)</b> <i>All students must have a documented Tdap vaccine.</i>	<b>Date Administered:</b> ____ - ____ - ____
<b>Td or Tdap Booster</b> <i>Only applicable if above Tdap vaccine is older than ten (10) years. Adult Tdap must be followed by Td booster every ten years thereafter.</i>	<b>Date Administered:</b> ____ - ____ - ____ <b>OR</b> <b>Not Applicable</b> _____ (physician's initials)
<b>MMRV Titers</b> <b>Titer results are required.</b> Vaccination records will not be accepted in place of titer results	<b>Date(s) Drawn / Results:</b> <b>Measles</b> ____ - ____ - ____ / <input type="checkbox"/> Immune <input type="checkbox"/> Not Immune <input type="checkbox"/> Equivocal <b>Mumps</b> ____ - ____ - ____ / <input type="checkbox"/> Immune <input type="checkbox"/> Not Immune <input type="checkbox"/> Equivocal <b>Rubella</b> ____ - ____ - ____ / <input type="checkbox"/> Immune <input type="checkbox"/> Not Immune <input type="checkbox"/> Equivocal <b>Varicella</b> ____ - ____ - ____ / <input type="checkbox"/> Immune <input type="checkbox"/> Not Immune <input type="checkbox"/> Equivocal
<b>Hepatitis B Titer</b> <b>Titer results are required.</b> Vaccination records will not be accepted in place of titer results.	<b>Date Drawn / Results:</b> ____ - ____ - ____ / <input type="checkbox"/> Immune <input type="checkbox"/> Not Immune
<b>2-step TB Skin Test or Chest X-ray</b> <i>Results from the two-step TB skin tests cannot be more than four (4) weeks apart. Results are valid for one year. A one-step TB update will be required thereafter.</i>  <b>Students who have tested positive for TB or who are unable to receive the TB skin test must submit narrative documentation of a clear chest x-ray. Documentation of reason for chest x-ray instead of serum is required.</b>	<b>1<sup>st</sup> Step</b> Lot # _____ Manuf. _____ Exp. Date _____ Time Applied _____ Reader Signature _____ Date Administered: ____ - ____ - ____ Date Read: ____ - ____ - ____ Result: ____ mm of induration Interpretation: <input type="checkbox"/> Positive <input type="checkbox"/> Negative <b>2<sup>nd</sup> Step</b> Lot # _____ Manuf. _____ Exp. Date _____ Time Applied _____ Reader Signature _____ Date Administered: ____ - ____ - ____ Date Read: ____ - ____ - ____ Result: ____ mm of induration Interpretation: <input type="checkbox"/> Positive <input type="checkbox"/> Negative <b>OR</b> <b>Chest X-Ray</b> Date of CXR: ____ - ____ - ____ / Result: <input type="checkbox"/> Normal <input type="checkbox"/> Abnormal
<b>Healthcare Provider Signature Required:</b> I have reviewed this student's immunization status and have made recommendations regarding any follow-up related to safe practice as a health care provider.	
_____ Physician, PA, or NP (Signature)	_____ Date
_____ Physician, PA, or NP (Printed)	_____ Contact Number
_____ Physician, PA, or NP (Printed)	_____ Address

**Wallace Community College**  
**Emergency Medical Services**

**ESSENTIAL FUNCTIONS**

The Alabama Community College System endorses the Americans' with Disabilities Act. In accordance with College policy, when requested, reasonable accommodations may be provided for individuals with disabilities.

Physical, cognitive, psychomotor, affective and social abilities are required in unique combinations to provide safe and effective respiratory therapist care. The applicant/student must be able to meet the essential functions with or without reasonable accommodations throughout the program of learning. Admission, progression and graduation are contingent upon one's ability to demonstrate the essential functions delineated for the emergency medical services program with or without reasonable accommodations. The emergency medical services program and/or its affiliated clinical agencies may identify additional essential functions. The emergency medical services program reserves the right to amend the essential functions as deemed necessary.

In order to be admitted and to progress in the emergency medical services program one must possess a functional level of ability to perform the duties required of an EMT. Admission or progression may be denied if a student is unable to demonstrate the essential functions with or without reasonable accommodations.

The essential functions delineated are those deemed necessary for the emergency medical services program. No representation regarding industrial standards is implied. Similarly, any reasonable accommodations provided will be determined and applied to the respective emergency medical services program and may vary from reasonable accommodations made by healthcare employers.

The essential functions delineated below are necessary for emergency medical services program admission, progression and graduation and for the provision of safe and effective emergency medical services care. The essential functions include but are not limited to the ability to:

## EMERGENCY MEDICAL SERVICES

### ESSENTIAL FUNCTIONS REQUIREMENTS

**Essential Functions:** Due to the requirements of the State of Alabama for EMS Licensure, no student will be admitted to any Wallace Community College Emergency Medical Services course who cannot meet the essential functions. The EMS student must:

1. have the physical agility to walk, climb, crawl, bend, push, pull, or lift and balance over less than ideal terrain;
2. have good physical stamina, endurance, which would not be adversely affected by having to lift, carry, and balance at times, in excess of 125 pounds (250 pounds with assistance);
3. see different color spectrums;
4. have good eye-hand coordination and manual dexterity to manipulate equipment, instrumentation and medications;
5. be able to send and receive verbal messages as well as operate appropriately the communication equipment of current technology;
6. be able to collect facts and to organize data accurately, to communicate clearly both orally and in writing in the English language (at the ninth grade reading level or higher)
7. be able to make good judgment decisions and exhibit problem solving skills under stressful situations;
8. be able to make good judgment decisions and exhibit problem solving skills under stressful situation;
9. be attentive to detail and be aware of standards and rules that govern practice; and
10. implement therapies based upon mathematical calculation (at the ninth grade level or higher);
11. possess emotional stability to be able to perform duties in life-or-death situations and in potentially dangerous social situations, including responding to calls in districts known to have high crime rates;
12. be able to handle stress and work well as part of a team;
13. be oriented to reality and not be mentally impaired by mind altering substances;
14. not be addicted to drugs or alcohol;
15. be able to work shifts of 24 hours in length;
16. be able to tolerate being exposed to extremes in the environment including variable aspects of weather, hazardous fumes, and noise, and
17. possess eyesight in a minimum of one eye correctable to 20/20 vision and be able to determine directions, according to a map; and students who desire to drive an ambulance must possess approximately 180 degrees peripheral vision capacity, must possess a valid Alabama driver's license (if a resident of another state is employed in Alabama); and must be able to safely and competently operate a motor vehicle in accordance with state law

Wallace Community College  
Emergency Medical Services

HEALTH RECORD AND  
STATEMENT OF ESSENTIAL FUNCTIONS  
SIGNATURE PAGE

STUDENT STATEMENT

I have reviewed the Essential Functions for this program and I certify that to the best of my knowledge, I have the ability to perform these functions. I understand that a further evaluation of my abilities may be required and conducted by the EMS faculty, if deemed necessary, to evaluate my ability prior to admission to the program and for retention and progression through the program.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Name (Printed)

PHYSICIAN STATEMENT

Based upon my assessment and evaluation, this person's mental and physical health **is** \_\_\_\_\_ **is not** \_\_\_\_\_ sufficient to perform the classroom, laboratory, and clinical duties of an Emergency Medical Services student.

*If person is not mentally or physically sufficient to perform, please explain. (Attach additional sheet if necessary)*

\_\_\_\_\_  
Physician, PA, or Nurse Practitioner (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Physician, PA, or Nurse Practitioner (Printed)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Contact Number



## EMERGENCY MEDICAL SERVICES— EMT, AEMT, PARAMEDIC

Wallace Community College has partnered with Verified Credentials to manage your program’s background check requirements.

To access Qualified First go to: <http://scholar.verifiedcredentials.com/wallace>

If you are accessing this information on-line, click on the link above. If typing it in, make sure you put the link in the address bar at the top of your computer screen—do not put this link in a search engine text box (eg, Google, Bing).

If you have any questions or problems during the information entry process, contact the Client Services Team at Verified Credentials. Call 800-938-6090 or email [ClientServices@verifiedcredentials.com](mailto:ClientServices@verifiedcredentials.com).

### How It Works:

**Enter code for the program you will be attending** in the “Get Started!” box on the top right side of the page. Use the first-time code if you are new to the program. The update code is used when one who previously completed a full background screen breaks enrollment for a term and then re-enrolls.

<b>EMT Program</b>	<b>EMT Program– Update</b>
KMGVP    64877	HHHDC    44222
<b>AEMT Program</b>	<b>AEMT Program– Update</b>
KKJRW    64782	HHTVY    47896
<b>Paramedic Program</b>	<b>Paramedic Program– Update</b>
KKKKD    66634	JJWPR    49772

- **Create an account.** Once you have an account, you will sign back in using the same user name and password—remember these!
- **Enter all required information.**
  - Use your **FULL LEGAL NAME** when making your **Don't risk** being confused with another person and their past!
  - Have your **SOCIAL SECURITY NUMBER** with you when you begin the process.
  - Supply information as accurately and thoroughly as you can.
  - When disclosing events in your past that may raise red flags, do not omit minor or not necessary just because you paid your fine and/or court charges.
    - All arrests and convictions should be reported, even if ultimately resolved by a guilty plea, nolo contendere plea, deferred prosecution, pre-arrest history will show.
    - Driving violations such as speeding, running a red light, etc. ARE NOT MANDATORY TO DISCLOSE THESE.
    - Driving without a license, driving without insurance on a vehicle suspended or revoked, driving under the influence, etc. ARE NOT MANDATORY TO DISCLOSE THESE.
- The professional license section is applicable only to those who have completed their professional credentials, and hold CURRENT licensure/certification in a particular profession: Licensed Practical Nurse, an EMT, an Advanced EMT, a Certified Nurse Aide, etc. If your license/certification has expired, do not enter and maintain your driver's license or CPR certification in this area.
- **Complete payment.** Accepted methods include MasterCard, VISA, or Discover debit or credit cards, pre-paid credit cards, or PayPal. Background screening costs are \$45 for the initial screen and \$15 for each additional update.
- **Track your progress.** Using your user name and password enter back into your account for completion. Once complete, your background check will be available for your College's designated official. YOUR SCREENING IS NOT COMPLETE UNTIL YOU REVIEW AND RELEASE RESULTS —PLEASE WATCH THIS CLOSELY.
- Your results are confidential. Print a copy for submission to your instructor or program office. If questions or other needs arise, you will be contacted in the Health Sciences Associate Dean's Office. Contact Kathy Buntin, Associate Dean, Health Sciences, at [kbuntin@wallace.edu](mailto:kbuntin@wallace.edu) with questions or entry problems concerning your report.

**WALLACE COMMUNITY COLLEGE**  
**Background Screening Consent and Release Form**

I have received and carefully read the Background Screening Policy for Students in the Health Sciences. I understand that compliance with the background screening policy is a requirement to complete my admission to and/or maintain enrollment in a health care program at Wallace Community College.

By signing this document, I am indicating that I have read and understand Wallace Community College's Background Screening Policy for Students in the Health Sciences. My signature also indicates my agreement to complete the requirement and to submit required information to the approved screening vendor. I understand that my enrollment in health program courses is conditional to the provision of negative findings or facility approval upon circumstantial review. In the event of positive findings on my background screen and follow-up denial of access to or declared ineligibility to continue in clinical learning experiences, further attendance in health program courses will not be allowed. I will be offered the opportunity to withdraw from all courses in my health program for which I am enrolled. My failure to withdraw as directed will result in the assignment of the appropriate course grade, whether NA, CA, or WF.

A copy of this signed and dated document will constitute my consent to abide by the College's Background Screening Policy. Upon submission of my personal information to the approved screening vendor, I also consent to approve the release of the original screening results to the approved College designee. A copy of this signed and dated document, along with approval during the information submission process, will constitute my consent for the College to release the results of my background screen to the clinical affiliate(s)' specifically designated person(s). I agree to hold harmless the College and its officers, agents, and employees from and against any harm, claim, suit, or cause of action, which may occur as a direct or indirect result of the background screen or release of the results to the College and/or the clinical affiliates. I understand that should any legal action be taken as a result of the background screen, that confidentiality can no longer be maintained.

I agree to abide by the aforementioned policy. I acknowledge that my signing of this consent and release form is a voluntary act on my part and that I have not been coerced into signing this document. I hereby acknowledge that I will authorize the College's contracted agents to procure a background screen on me. I further understand this signed consent hereby authorizes the College's contracted agents to conduct necessary and/or periodic background screens and/or updates as required by contractual agreements with clinical affiliates.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Student's Printed Name

\_\_\_\_\_  
Witness' Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## Substance Abuse Control Policy for Students in the Health Sciences

### I Policy Purpose

- A. Wallace Community College is a public educational institution of the State of Alabama and, as such, shall not allow on its premises, or at any activity it sponsors, the possession, use, or distribution of any alcoholic beverage or any illicit drug by any student or employee.
- B. As stipulated by agencies with which Wallace Community College contracts for clinical experiences, health program students and faculty must abide by agency policies, including the substance abuse control policy and any subsequent revisions to the policy.

### II Standards of Conduct and Enforcement Thereof

- A. Any incident relating to alcohol or drug use by students should be reported to the Associate Dean, Health Sciences.
- B. In the event of confirmation of such prohibited possession, use, or distribution by a student, Wallace Community College shall, within the scope of applicable federal and state due process requirements, take such administrative or disciplinary action as is appropriate. For a student, the disciplinary action may include, but is not limited to, program dismissal, college suspension or expulsion.
- C. If any student shall engage in any behavior prohibited by this policy, which is also a violation of Federal, State, or local law or ordinance, that student shall be subject to referral to law enforcement officials for arrest and prosecution.

### III General Guidelines

- A. Policies governing substance abuse include pre-clinical drug screening, random drug screening, and reasonable cause drug screening, should the student exhibit behaviors indicative of substance abuse during their participation in courses and/or activities offered by Wallace Community College.
- B. Laboratory Requirements
  - 1. Drug screening will be conducted according to the guidelines established in the Mandatory Guidelines for Federal Workplace Drug Testing Programs.
  - 2. Laboratories certified by the Substance Abuse and Mental Health Services Administration, U. S. Department of Health and Human Services (HHS), will be used to perform confirmatory drug testing analysis.
- C. Persons to be Tested
  - 1. Any student admitted to a health science program at Wallace Community College will be required to abide by this substance abuse control policy.
  - 2. Any faculty member, whether full or adjunct, responsible for clinical supervision of students enrolled in a health science program at Wallace Community College will be required to abide by this policy.

#### IV .Student Guidelines

##### A . Pre-clinical Screening

- 1 . Students granted initial admission to any health science program at Wallace Community College will be provided information regarding and will be expected to adhere to the substance abuse control policy of Wallace Community College.
- 2 . Students transferring into a health science program, readmitting to a health science program, and/or enrolling in individual courses containing a clinical component will be provided information regarding and will be expected to adhere to the substance abuse control policy of Wallace Community College.
- 3 . A signed consent to drug screening will be maintained on file for each health science student. Screening will be scheduled and conducted according to established guidelines at a cost agreed upon by laboratory facility and College representatives. Costs related to admission and random drug testing will be the responsibility of the student.
- 4 . Students scheduled for random screening will be individually notified and required to report for testing at a designated location by a designated time.
- 5 . Students failing to complete drug screening as required will be prohibited from participation in and completion of the clinical and/or laboratory component of required courses.
- 6 . In accordance with policies found in the Wallace Community College Catalog/Student Handbook, students who are unable to complete course requirements due to positive drug screens will be allowed to withdraw from applicable courses.
- 7 . Readmission to health science programs will follow guidelines established by each health program.

##### B . Reasonable-Suspicion Screening

- 1 . While participating in clinical experiences and/or College activities, students may be required to submit to reasonable suspicion testing. Reasonable suspicion is defined as follows:  
Observable phenomena, such as direct observation of drug use and/or the physical symptoms or manifestations of being under the influence of a drug; abnormal conduct or erratic behavior while in class or on the clinical unit; deterioration in performance; a report of drug use provided by reliable and credible sources which has been independently corroborated; evidence of tampering with a drug test; information that the individual has caused or contributed to an incident in a clinical agency; evidence of involvement in the use, possession, sale, solicitation, or transfer of drugs while on the premises of the College or a clinical agency.
- 2 . Costs incurred for reasonable-suspicion screening will be the responsibility of the student involved.

##### C . Positive Screens

- 1 . No student drug-screening sample will be reported as positive before a Certified Medical Review Officer has reviewed results.
- 2 . Upon receipt of a positive drug screen notification, the College designee will counsel the student as to course/program eligibility status and treatment options.
- 3 . Wallace Community College encourages students to seek professional help for a drug related problem. Follow-up treatment will be at the discretion of the student and all expenses incurred will be the responsibility of the student.
- 4 . With exception of legal actions that require access to test results, all records will be secured in locked files with access limited only to stated College officials and his/her designees.

##### D . Readmission

- 1 . Students withdrawing from a health science program due to a positive drug screen will be considered for readmission in accordance with standard guidelines stipulated by the applicable program and will have the same rights and responsibilities as those available to other students.

- 2 . Prior to making application for readmission, students dismissed or withdrawing from a health science program related to a positive drug screen must submit verification of completion of a substance abuse treatment program to the appropriate College designee.
- 3 . Students readmitted to a health science program following violation of policies aimed at substance abuse prevention for Wallace Community College will be required to submit to an unannounced drug screen at their own expense prior to finalization of the process.
- 4 . Students readmitted to a health science program may repeat courses as guided by program policies and offerings.
- 5 . Following readmission, a second positive drug screen will result in program dismissal and terminate all eligibility for readmission.

## DRUG SCREEN POLICY AGREEMENT

In preparation for participation in clinical/laboratory activities of health science programs or other programs/activities requiring drug screening as outlined in the Wallace Community College Substance Abuse Control Policy, I hereby consent to submit to a urinalysis and/or other tests as shall be determined by Wallace Community College for the purpose of determining substance use. I agree that specimens for the tests will be collected in accordance with guidelines established in the Mandatory Guidelines for Federal Workplace Drug Testing Programs and as described in the Wallace Community College Substance Abuse Control Policy Guidelines.

I further agree to, and hereby authorize, the release of the results of said tests to the appropriate designee of Wallace Community College. All positive results will be reviewed by said College designee and followed by a confidential contact with me.

I understand that positive results indicating the current use of drugs and/or alcohol shall prohibit me from participating in clinical, laboratory, or other activities of health science programs requiring that I be drug free. I further understand that clinical/laboratory components of courses within health programs are required curriculum components and that an inability to attend said components may prevent or delay my program completion. I also understand that while participating in clinical activities within outside healthcare agencies, I will be subject to the same rules as the health care employees in said facilities.

I agree to hold harmless Wallace Community College and its designee/s and FMG-PrimeCare and its Medical Review Officer from any liability arising in whole or in part from the collection of specimens, testing, and use of the results from said tests in connection with excluding me from participation in clinical/laboratory activities.

I have carefully read the foregoing and fully understand its contents. I acknowledge that my signing of this consent and release form is a voluntary act on my part and that I have not been coerced by anyone to sign this document. A copy of this signed and dated document will constitute my consent for FMG-PrimeCare to perform the drug screen and to release the results to Wallace Community College.

---

Signature

---

Date

---

Printed Name

**WALLACE COMMUNITY COLLEGE  
EMERGENCY MEDICAL SERVICES**

**PARTICIPATION DISCLAIMER**

I understand that as a student in the Emergency Medical Services Program that I will participate in activities that will require me to act as a patient, as well as, a health care provider. These activities include, but are not limited to, patient assessment, splinting, and spine stabilization. The process of assessing and treating patients/classmates may require observation and touching of the body. I understand that it is my responsibility to demonstrate professionalism at all times and to know the correct application procedures for the devices used in the EMS field. I further understand that I must give prior notification to the instructor if I have a valid reason not to participate in any activity. It is important for all students to recognize that any form of harassment will not be tolerated and will be handled in accordance with Wallace Community College policy as listed in the college catalog. I agree to participate in class, clinical and lab activities and will conduct myself in a professional manner at all times. With this knowledge, I release Wallace Community College and its instructors from any claims that might arise from my participation.

---

Signature

---

Printed Name

---

Date

**WALLACE COMMUNITY COLLEGE  
EMERGENCY MEDICAL SERVICES PROGRAM**

**EMS LIABILITY RELEASE FORM**

I, \_\_\_\_\_, hereby acknowledge that I am eighteen years of age or older. I further acknowledge that I fully understand the contents of this release and that I am signing it voluntarily.

As a student of the Emergency Medical Services Program at Wallace Community College, I am aware of the risk of personal injury, illness or death which is inherent in my participating in EMS classroom, laboratory, clinical and field internship activities. I understand that medical insurance and responsibility for payment of medical bills incurred during the program are my responsibility. I further understand that I am responsible for all vaccinations, including hepatitis B, that are required for program admission.

Upon full awareness and consideration of the risks which I might assume in participating in classroom, laboratory, clinical or field internship activities, I hereby agree to release Wallace Community College and its instructors, officials, agents, representatives, clinical sites, and employees from any liability for any type of illness or injury which is incurred to me during my participation in the program. This release will remain in effect for the duration of my enrollment in the Emergency Medical Services Program.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

**WALLACE COMMUNITY COLLEGE  
EMERGENCY MEDICAL SERVICES**

**RELEASE OF CLINICAL INFORMATION**

I give Wallace Community College permission to release copies of my personal clinical/program documentation to clinical agencies as required by contractual agreements. These records will only be released to Human Resources or such centrally governed departments and include, **but are NOT limited to:** immunizations, TB skin tests, titer results, CPR, substance abuse screens, background checks, essential functions/physician's statement, and clinical agency training acknowledgements and verifications.

\_\_\_\_\_  
Student Name (Print)

\_\_\_\_\_  
WCC Student ID #

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**WALLACE COMMUNITY COLLEGE  
EMERGENCY MEDICAL SERVICES**

EMS Handbook Acceptance

I, \_\_\_\_\_, have received a copy of the EMS Student Handbook and are fully aware of program needs and information about the Wallace Community College EMS Program. I understand that my admission into the EMS Program is conditional and dependent upon my ability to perform the essential functions identified by the Alabama Department of Public Health, positive background screening, and negative drug screening.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Student Number: \_\_\_\_\_

Date: \_\_\_\_\_

# **ADDENDUM 2018-19**

## **MEDICAL ASSISTING PROGRAM**

### **STUDENT POLICY MANUAL**

**WALLACE COMMUNITY COLLEGE**

**DOTHAN, ALABAMA**

Revised 02/20/18

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## **MEDICAL ASSISTING**

The Medical Assisting Program Faculty supports the mission, statement of purpose, and goals of Wallace Community College which are as follows:

### **MISSION**

George C. Wallace Community College, a comprehensive community college, seeks to provide accessible quality educational opportunities, promote economic growth, and enhance the quality of life of its constituents.

### **INSTITUTIONAL GOALS**

1. Develop, enhance, and revise curricula to meet the needs of the community.
2. Promote learning through excellence in teaching, support services, and instructional delivery systems.
3. Ensure access and diversity throughout the College.
4. Provide a quality environment for learning and work through open communication, professional development, and support services.
5. Provide quality facilities and equipment to support College programs and services.
6. Refine processes and procedures to enhance quality, to demonstrate effectiveness, and to ensure accountability.
7. Seek additional resources to support the College Mission.
8. Maximize productivity and efficiency through the allocation of available resources.
9. Expand collaborations and partnerships to promote progress in the region.
10. Strengthen community ownership of and support for the College.

In addition, the Program has a two-fold purpose: (1) To prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for the practice of medical assisting, and (2) preparing student students to successfully write the American Association of Medical Assistants Certifying Board examination in order to become a certified medical assistant.

The program objectives are in accord with the Standards and Guidelines of the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon recommendation of the Medical Assisting Education Review Board (MAERB) of the American Association of Medical Assistants. The graduate medical assistant is expected to possess the following competencies starting on page 30 of this manual which have been adopted by the American Association of Medical Assistants.

## **CODE OF ETHICS**

The Code of Ethics of AAMA shall set forth principles of ethical and moral conduct as they relate to the medical profession and the particular practice of medical assisting.

Members of AAMA dedicated to the conscientious pursuit of their profession, and thus desiring the merit of the high regard of the entire medical profession and the respect of the general public which they serve, do pledge themselves to strive always to:

- A. Render service with full respect for the dignity of humanity.
- B. Respect confidential information obtained through employment unless legally authorized or required by responsible performance of duty to divulge such information.
- C. Uphold the honor and high principles of the profession and accept its disciplines.
- D. Seek to continually improve the knowledge and skills of medical assistants for the benefit of patients and professional colleagues.
- E. Participate in additional service activities aimed toward improving the health and well-being of the community.

## **CREED**

I believe in the principles and purposes of the profession and medical assisting.

I endeavor to be more effective.

I protect the confidence entrusted to me.

I am dedicated to the care and well-being of all people.

I am loyal to my employer.

I am true to the ethics of my profession.

I am strengthened by Compassion, Courage, and Faith.

## **RULES AND REGULATIONS**

### **I. ADMISSION REQUIREMENTS**

Each applicant must meet the following criteria:

- A. Be a high school graduate or possess a GED Certificate, or be a high school student eligible for Dual Enrollment.

- B. Meet College requirements for admission.
- C. All first-time students are assessed in the areas of English, mathematics, and reading through administration of the ACT/ASSET or ACCUPLACER and placed at the appropriate level as indicated by the assessment results. Students who are placed in developmental English, reading, and/or math by the placement exam score will be required to achieve a satisfactory grade in each developmental course taken in order to progress in the MA program.
- D. MA and phlebotomy students are required to complete a physical exam prior to admission to the Practicum. The purpose of the physical exam is for evaluation of the student's ability to perform the essential functions of the MA program (pages 24). This record is current for one year only. Any student remaining in the program for more than one (1) year must have this record updated and on file in the student's personal folder. Wallace Community College complies with the Americans with Disabilities Act, 1990 and requests for reasonable accommodations will be considered.

Students meeting the above requirements are admitted in chronological order by date of completion of admission requirements.

## II. ATTENDANCE AND ABSENCES

- A. Students are expected to attend all scheduled classes. The following regulations are to be followed concerning absences:
  - 1. Instructors are to maintain daily attendance records.
  - 2. A student is absent when the roll is checked, or if he or she leaves before the class is officially dismissed.
  - 3. Students are not to be counted absent until their registration is completed. However, it is the responsibility of the student to make up any missed assignments.
  - 4. Students are expected to attend all scheduled class meetings and laboratory sessions for their courses. The grades of students who miss scheduled exams, unscheduled quizzes, deadlines for turning in assigned projects, or scheduled group projects may be negatively impacted by their absence. Faculty members will make penalties for absences clear to students in their course syllabi or additional handouts.

Students who do not wish to continue attending a class or classes are urged to initiate the withdrawal process. It is the student's responsibility to withdraw from the College. However, at the midpoint of each term, faculty members will identify students who have apparently ceased attendance but have not completed the withdrawal process. Those students in courses that meet at least twice per week will be reported if they have missed more than five consecutive class meetings before the midpoint of the term. Those students in courses that meet once per week will be reported if they have missed more than three consecutive class meetings before the midpoint. Those students will be removed from the course as an unofficial withdrawal and assigned a grade of W. Such students may petition the faculty member for reentry to the course and will be returned to the course roll only with the approval of the faculty member. Additionally, students will be responsible for repaying any portion of unearned financial aid that results from their withdrawal.

Likewise, those students who cease to attend classes after the midpoint of the term but do not initiate the withdrawal process will also be negatively impacted by these actions. These students will be considered to have unofficially withdrawn from the College and will receive failing grades for all assignments missed. If students have not completed the withdrawal process by the established withdrawal deadline, they will receive a failing grade for the courses. Faculty members will assign a grade of WF to such students when they submit final course grades.

These students will also be responsible for repayment of any unearned financial aid as a result of their failure to attend. If a student receives a grade of WF, he/she will have an opportunity to petition the instructor's decision only if it is the result of instructor error. Otherwise, the grade of WF is final.

5. All students are expected to take scheduled examinations. If a scheduled exam is missed due to an unexcused absence, the student will receive a zero. Make-up examinations due to an excused absence will be given the day the student returns from the excused absence or at the convenience of the instructor. Make-up exams may not be the same as the scheduled exam. If the student misses the scheduled make-up exam, he/she must have an excuse for the date of the make-up or receive a zero.
6. The following absences are excused:
  - a. Personal illness as documented by doctor's excuse
  - b. Serious illness or death in the immediate family as documented by doctor's excuse or obituary
  - c. Jury duty or court summons of the student as documented by a letter and/or subpoena
  - d. Official College business.
  - e. Military Obligations: Documentation of the excused absence(s) is subject to verification by the College.
7. If a student must be absent from the practicum area he/she will notify the medical office and instructor at least one (1) hour prior to the scheduled time. If the instructor is not notified, an unexcused absence from practicum will be given for that day.
8. If it becomes necessary to leave the medical office during working hours, advance permission is to be obtained from the instructor or practicum supervisor. Students who leave their practicum premises for personal reasons are required to obtain permission from the instructor or practicum supervisor. Under no circumstances may students visit personnel in the same or other offices when on duty.

### **III. LIABILITY INSURANCE**

- A. All MA and phlebotomy students are required to have professional liability (malpractice) insurance.
- B. The insurance is available through the College and must be in effect prior to performing any skills and practicum.

#### **IV. SUBSTANCE ABUSE CONTROL POLICY FOR STUDENTS IN THE HEALTH SCIENCES**

##### **A. Policy Purpose**

1. Wallace Community College is a public educational institution of the State of Alabama and, as such, shall not allow on its premises, or at any activity it sponsors, the possession, use, or distribution of any alcoholic beverage or any illicit drug by any student or employee.
2. As stipulated by agencies with which Wallace Community College contracts for clinical experiences, health program students and faculty must abide by agency policies, including the substance abuse control policy and any subsequent revisions to the policy.

##### **B. Standards of Conduct and Enforcement Thereof**

1. Any incident relating to alcohol or drug use by students should be reported to the Associate Dean of Health Sciences.
2. In the event of confirmation of such prohibited possession, use, or distribution by a student, Wallace Community College shall, within the scope of applicable federal and state due process requirements, take such administrative or disciplinary action as is appropriate. For a student, the disciplinary action may include, but is not limited to, program dismissal, college suspension or expulsion.
3. If any student shall engage in any behavior prohibited by this policy, which is also a violation of Federal, State, or local law or ordinance, that student shall be subject to referral to law enforcement officials for arrest and prosecution

##### **C. General Guidelines**

1. Policies governing substance abuse include pre-clinical drug screening, random drug screening, and reasonable cause drug screening, should the student exhibit behaviors indicative of substance abuse during their participation in courses and/or activities offered by Wallace Community College.
2. Laboratory Requirements
  - a. Drug screening will be conducted according to the guidelines established in the Mandatory Guidelines for Federal Workplace Drug Testing Programs.
  - b. Laboratories certified by the Substance Abuse and Mental Health Services Administration, U.S. Department of Health and Human Services (HHS), will be used to perform confirmatory drug testing analysis.
3. Persons to be Tested
  - a. Any student admitted to a health science program at Wallace Community College will be required to abide by this substance abuse control policy.
  - b. Any faculty member, whether full or adjunct, responsible for clinical supervision of students enrolled in a health science program at Wallace Community College will be required to abide by this policy.

## D. Student Guidelines

### 1. Pre-clinical Screening

- a. Students granted initial admission to any health science program at Wallace Community College will be provided information regarding and will be expected to adhere to the substance abuse control policy of Wallace Community College.
- b. Students transferring into a health science program, readmitting to a health science program, and/or enrolling in individual courses containing a clinical component will be provided information regarding and will be expected to adhere to the substance abuse control policy of Wallace Community College.
- c. A signed consent to drug screening will be maintained on file for each health science student. Screening will be scheduled and conducted according to established guidelines at a cost agreed upon by laboratory facility and College representatives. Costs related to admission and random drug testing will be the responsibility of the student.
- d. Students scheduled for random screening will be individually notified and required to report for testing at a designated location by a designated time.
- e. Students failing to complete drug screening as required will be prohibited from participation in and completion of the clinical and/or laboratory component of required courses.
- f. In accordance with policies found in the Wallace Community College Catalog/Student Handbook, students who are unable to complete course requirements due to positive drug screens will be allowed to withdraw from applicable courses.
- g. Readmission to health science programs will follow guidelines established by each health program.

### 2. Reasonable-Suspicion Screening

- a. While participating in clinical experiences and/or College activities, students may be required to submit to reasonable suspicion testing. Reasonable suspicion is defined as follows:

Observable phenomena, such as direct observation of drug use and/or the physical symptoms or manifestations of being under the influence of a drug; abnormal conduct or erratic behavior while in class or on the clinical unit; deterioration in performance; a report of drug use provided by reliable and credible sources which has been independently corroborated; evidence of tampering with a drug test; information that the individual has caused or contributed to an incident in a clinical agency; evidence of involvement in the use, possession, sale, solicitation, or transfer of drugs while on the premises of the College or a clinical agency.

- b. Costs incurred for reasonable-suspicion screening will be the responsibility of the student involved.

### 3. Positive Screens

- a. No student drug-screening sample will be reported as positive before a Certified Medical Review Officer has reviewed results.
- b. Upon receipt of a positive drug screen notification, the College designee will counsel the student as to course/program eligibility status and treatment options.
- c. Wallace Community College encourages students to seek professional help for a drug related problem. Follow-up treatment will be at the discretion of the student and all expenses incurred will be the responsibility of the student.

d. With exception of legal actions that require access to test results, all records will be secured in locked files with access limited only to stated College officials and his/her designees.

4. Readmission

- a. Students withdrawing from a health science program due to a positive drug screen will be considered for readmission in accordance with standard guidelines stipulated by the applicable program and will have the same rights and responsibilities as those available to other students.
- b. Prior to making application for readmission, students dismissed or withdrawing from a health science program related to a positive drug screen must submit verification of completion of a substance abuse treatment program to the appropriate College designee.
- c. Students readmitted to a health science program following violation of policies aimed at substance abuse prevention for Wallace Community College will be required to submit to an unannounced drug screen at their own expense prior to finalization of the process.
- d. Students readmitted to a health science program may repeat courses as guided by program policies and offerings.
- e. Following readmission, a second positive drug screen will result in program dismissal and terminate all eligibility for readmission.

**V. CONDUCT**

- A. Students should observe the highest of moral, professional and social standards. Specifically, there should be no breach of confidentiality, needless complaining, loud talking, boisterous laughter, unprofessional appearance or conduct.
- B. As a vital part of the professional team and the total medical environment, each employee and student is expected to exercise tact, kindness, courtesy, and consideration to fellow employees, patients, and friends. The medical office's reputation and the community's confidence in it are established and maintained by the collective effort of all employees and students. Therefore, personal conduct both on and off the job should be of the highest quality.
- C. Students shall abide by AAMA Disciplinary Standards and Code of Student Conduct as outlined in Wallace Community College Student Handbook and with accompanying disciplinary sanctions. Any student violating the Code of Student Conduct (including cheating, smoking in prohibited areas, or falsifying records, etc.) will be reported to the Director of Student Activities. Any student not adhering to the AAMA Disciplinary Standards will be terminated permanently from the MA program.

**VI. CONFIDENTIAL INFORMATION**

- A. Students will, in the course of work, be exposed to information regarding patients, physicians and others. All such information must be considered as confidential and not to be discussed with anyone except in the line of duty.
- B. A patient's condition may not be discussed with the patient, employee, students, or other persons who are not directly concerned with care of the patient. Only the physician, director or supervisor of medical services, or the administration is authorized to discuss the condition of the patient with others.

## VII. FIRE/DISASTER DRILLS

Procedures for fire drills and disaster drills are posted in the classrooms.

## VIII. FOOD SERVICES

Food is available on campus at the cafeteria in the student center & vending - 1<sup>st</sup> floor Health Science Building.

## IX. PARKING

Free parking is available on campus. All vehicles must be registered and parked in the area designated for student parking. Parking decals must be obtained at the switchboard in the Library Resource Center.

## X. SCHOOL TRIPS

Periodically seminars, conventions, field trips, etc. are scheduled as learning experiences. All students are encouraged to participate. Students unable to participate may be given an assignment as designated by the instructor.

## XI. GRADING SCALE

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = BELOW 60

1. Each student must achieve 70 in each course in order to progress in the program. All students must complete the program within three (calendar) years.
2. Withdrawals are allowed according to College policy. If a student withdraws before one week prior to final exams, a W will be recorded on the transcript. No withdrawals allowed after that date.
3. Students who accumulate a combined total of three failures and/or withdrawals will not be allowed to continue in the program.
4. W will be recorded as withdrawal. F and D will be recorded as failures.
5. In order to graduate, the student must achieve a grade of 70 or above in each course in the Medical Assisting Curriculum, (MAT and CIS prefixes) and a cumulative GPA of 2.0 or higher in all courses.
6. Medical Assistants must demonstrate procedure skill proficiency in both the clinical and administrative areas of practice. Students in MAT 111, 125, 211, 215 and 216 are required to perform *Satisfactory* on all mandated clinical skills evaluations (this means the student must successfully complete each *critical step* designated by an asterisk on the Evaluation of

Competency Performance Checklist). Failure to complete each *critical step* will result in an *Unsatisfactory*. Students in MAT 120, 121, and 220 Administrative classes will demonstrate proficiency of *Satisfactory* by completing a given **essential** skill with an *error free* completion rate, and will be given an *Unsatisfactory* by completing a given **essential** skill with *less than error free* completion rate.

## XII. READMISSION/TRANSFER POLICY

- ❖ Readmitted/transfer students must fulfill all current requirements for admission to the program.
  - ❖ Students who have been enrolled in other programs must have a cumulative GPA of 2.0 or higher and are evaluated individually to determine appropriate placement. Validation exams may be required.
  - ❖ Syllabi, course outlines, textbooks and catalogs from the former institution must be submitted to the MA department for review.
  - ❖ Courses involving skills competencies **must** be taken in the program at the college. No credit will be given for experiential learning.
- A. Readmission after failure:  
A student who has failed to achieve a final grade of 70 or above in any one course of the MAT program may repeat that course only once more and continue in the program at full-time status upon space available provided the combined total of three withdrawals and/or failures have not been accumulated. If the three have been accumulated, the student may not enroll at any time in the future unless the Department Chair determines there were mitigating circumstances impacting the failure(s).
- B. Readmission after withdrawals:  
A student may accumulate a combined total of three withdrawals and/or failures. Readmission will not be allowed after any further withdrawals.
- C. Readmission after not enrolling for one or more semesters:
1. Students not enrolled for one semester may register for classes on a space available basis.
  2. Students not enrolled for two semesters may register for classes after successfully challenging all skill classes previously completed. Challenging includes retaking the final exam and scoring a 70 or above plus successfully performing all required skill evaluations according to the course syllabus.
  3. Students not enrolled for three semesters or more must retake all skill classes and pharmacology.
- D. Priority of registration:  
Due to limited class size, readmission into each course will be considered on a first come first serve basis in the following order:
1. Students who are completing the final semester of the program.
  2. Students who have completed 32 or more semester hours.

3. Students who have completed 1-32 semester hours.
4. New and transfer students entering the program.

### **XIII. TELEPHONE**

- A. Personal calls must not be made on school or medical office telephones. Public telephones are located throughout the school campus for use during break and meal periods.
- B. Please instruct family and friends not to call while in class or in practicum. In case of an emergency, the call should be made to the Switchboard who will transfer the call to the appropriate office. Dial 334-983-3521 and then press 0.
- C. beepers and portable telephones must be kept turned off during class. Persistence of keeping a beeper or portable telephone on during class will constitute a dismissal from class and will be assigned as an unexcused absence. No beepers or telephones are to be worn during clinical experience. Wearing a beeper or telephone will be considered inappropriate dress for the clinical area with an unexcused absence.

### **XIV. UNIFORMS**

- A. The following dress code will be enforced for all students in the Medical Assisting Program:

- 1. Badge:**

- a. Wallace College I.D. will be worn at all times.
- b. Once in practicum, the Student Clinical Badge will be worn at all times.

- 2. Uniform:**

- a. Students must wear a clean, Khaki uniform with white lab jacket/coat with a pen in pocket.  
Description: Cherokee Scrub  
Khaki Color Codes (any of the 3) – KAKW, KAKV, KKCH  
Any style top or pants that fits appropriately and professionally!
- b. Students must have their name tag on the front of the uniform or lab jacket/coat.
- \*c. WCC MAT Program Patches must be worn on all scrubs and lab coats for ALL students.  
Patches to be located **right front** scrub top and **left sleeve** on jacket/coat.
- d. Appropriate neutral undergarments and hose or socks must be worn with uniforms. No visible undergarments or lingerie straps (in color or in style) through uniforms.
- e. NO high heels, sandals, or fabric shoes will be acceptable.
- f. Medical Assisting t-shirt may be worn with khaki scrub pants on Club Day (Wednesday)

- 3. Personal Hygiene:**

All students are expected to practice good habits of personal and oral hygiene. This includes being clean and free of body odor including tobacco/smoking odors.

- 4. Scents/Odors:**

Students should not use perfume, cologne, fragranced soap and lotion, or body spray. There are those who are sensitive to or have medical conditions affected and/or aggravated by scents.

**5. Make-up:**

When used, should be moderately applied.

**6. Fingernails:**

- a. No artificial nails may be worn. (Artificial nails include but are not limited to acrylic/gel nails or overlays, wraps, tips, shellac polish/bonding, and extensions.)
- b. Nails should be clean, well-manicured and may be no longer than ¼ inch past the fingertips.
- c. Nails should be without nail art/jewelry/embellishments

**7. Hair:**

- a. Hair is to be clean, neatly styled, and natural colored. Excessive or unconventional hairstyles are not permitted. Extremes in dyed hair color and/or unnatural hair colors are not permitted. (Example: blue, green, pink, etc.) Hair should be worn away from the face and secured so it does not interfere with performance.
- b. No head garments will be accepted unless previous approval by Dr. Spry in Student and Campus Services.
- c. Males are required to keep beards, sideburns, and mustaches trimmed and neatly maintained (respirator accommodating).

**8. Jewelry:**

- a. Wedding bands and a watch with a second hand are allowed.
- b. Dangling jewelry, including bracelets, earrings, necklaces, etc. are not allowed.

**9. Visible Body Piercing:**

- a. The only acceptable visible body piercing is in the ear – studs only and limited to two per ear.
- b. No gauges allowed.

**10. Tattoos:** Tattoos are to be covered at all times. If clothing cannot cover then tattoos must be covered with bandages.

**THERE WILL BE NO EXCEPTIONS TO THE DRESS CODE!!!**

Attire will be evaluated during scheduled evaluations on campus and at the practicum site. Ten (10) points will be deducted from each evaluation for failure to comply with established rules, and the student will be counseled. Repeated counseling may result in termination from practicum.

\* It is the student's responsibility to place the order and purchase a name tag from: Sandra Jean Uniform Shop, 2493 Montgomery Highway, Dothan, AL 36301, 334-792-4553, **or** Scrubs 101 Uniform Boutique, 3074 Ross Clark Circle, Dothan, AL 36303, 334-793-5258.

**B. EXAMPLES OF INAPPROPRIATE BEHAVIOR**

1. Chewing gum, eating, etc., in clinical area.
2. Loud talking, laughing, "horse playing" in hallways or elevators.
3. Being disrespectful to the client, instructor, other students, and/or employees of institution.
4. Dishonesty (lying, stealing, charting care not provided).
5. Use of profanity or lewd comments anywhere in institution.

6. Disagreeing loudly in public.
7. Inappropriate physical contact (shoving, rough handling of client).
8. Breach of confidentiality.
9. Failure to follow instructions.

## **XVI. PRACTICUM AND GRADUATION**

- A. A practicum of 225 hours (MAT 229, MAT 239) is required for graduation from the AAS-MA Program and/or the phlebotomy certificate programs. Courses involving skills competencies must be taken in the program at the college. Application must be made by mid-semester of the semester immediately preceding the practicum semester. Applications are in the MA Program office.
  1. The following are required prior to MAT 229 enrollment:  
“C” average or better in MAT 111, MAT 125, MAT 200, MAT 211, MAT 215, MAT 216, and MAT 222. Plus successful completion of 30 additional credit hours of the required Medical Assisting courses and a 2.0 or higher cumulative GPA, current CPR certification, current physical exam, liability insurance coverage, and demonstration of safety in all skills considered potentially physically harmful to the patient.
  2. The following are required prior to MAT 239 enrollment:  
“C” average or better in MAT 101, 102, 128, 125, and 215. Plus successful completion of an acceptable computer course or instructor permission and a 2.0 or higher cumulative GPA prior to practicum. Liability insurance, physical exam, and CPR certification (American Red Cross CPR for the Professional Rescuer or American Heart for the Healthcare Provider) must be current prior to beginning MAT 239.
- B. Students understand they are not promised jobs and will not be paid for their Practicum. It is also the student’s responsibility to apply for graduation with the enrollment services office by mid-semester of the semester immediately preceding the semester of graduation. Students may complete the program any semester; however, the graduation ceremony is only held at the end of the spring semester. Therefore, anyone graduating and participating in the ceremony must apply by mid-semester of the fall semester.

## **XVII. CERTIFICATION EXAM**

Students completing the Medical Assistant program may apply to AAMA to sit for the Certified Medical Assistant Examination. Applications are available from the Program Director.

Completing and mailing the application with the required fee is student’s responsibilities. Application may be denied for failing to comply with the Disciplinary Standards and Procedure of the AAMA as outlined on the following page. Any student failing to comply with AAMA Disciplinary Standards will be permanently terminated from the MA program.

## **XVIII. STUDENT GRIEVANCES**

Any student affected by a policy of this program wishing to challenge or be an exception of the policy, must follow the College grievance procedure found in the Student Handbook section of the College Catalog.

# Disciplinary Standards and Procedures

## **I. Grounds for denial of eligibility for the Certified Medical Assistant (CMA) credential, or for discipline of Certified Medical Assistants (CMAs)**

- A. Obtaining or attempting to obtain Certification, or Recertification of the CMA credential, by fraud or deception.
- B. Knowingly assisting another to obtain or attempt to obtain Certification or Recertification by fraud or deception.
- C. Misstatement of material fact or failure to make a statement of material fact in application for Certification or Recertification.
- D. Falsifying information required for admission to the Certification Examination, impersonating another examinee, or falsifying education or credentials.
- E. Copying answers, permitting another to copy answers, or providing or receiving unauthorized advice about examination content during the Certification Examination.
- F. Unauthorized possession or distribution of examination materials, including copying and reproducing examination questions and problems.
- G. Found guilty of a felony, or pleaded guilty to a felony. However the Certifying Board may grant a waiver based upon mitigating circumstances, which may include, but need not be limited to (Effective March 2, 2000):
  1. The age at which the crime was committed;
  2. The circumstances surrounding the crime;
  3. The nature of the crime committed;
  4. The length of time since the conviction;
  5. The individual's criminal history since the conviction;
  6. The individual's current employment references;
  7. The individual's character references;
  8. Other evidence demonstrating the ability of the individual to perform the professional responsibilities competently, and evidence that the individual does not pose a threat to the health or safety of patients.
- H. Violation of any laws relating to medical assisting practices.

- I. The possession, use, or distribution of controlled substances or drugs in any way other than for legitimate or therapeutic purposes, or the addiction to or diversion of controlled substances or drugs (including alcohol), the violation of any drug law, or prescribing controlled substances for oneself.
- J. Violation of any policies, procedures, and regulations of the American Association of Medical Assistants Certifying Board, including regulations governing the use of the CMA credential.
- K. Violation of the American Association of Medical Assistants' (AAMA's) Code of Ethics.
- L. Failure to cooperate reasonably with investigation of a disciplinary matter.

## **II. Procedures for adjudicating alleged violations of Standards**

- A. The Certified Medical Assistant (CMA) or applicant for the CMA credential shall be informed in writing of the basis for denial of eligibility for the CMA credential, or for discipline of the Certified Medical Assistant.
- B. The CMA or applicant shall be given the opportunity to submit written evidence regarding the alleged violations.
- C. The CMA or applicant shall be given the opportunity to request a hearing before the Certifying Board.
- D. The CMA or applicant shall be given the opportunity to appeal the decision of the Certifying Board to an Appeals Panel established by the Certifying Board.

## **III. Possible sanctions**

- A. Denial of eligibility for the Certification Examination
- B. Scores invalidated, scores withheld, or scores recalled
- C. Probation
- D. Reprimand
- E. Temporary revocation of the Certified Medical Assistant (CMA) credential
- F. Permanent revocation of the CMA credential

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 OSHA HEPATITIS B VACCINATION PROTECTION
 

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## WHAT IS HBV?

Hepatitis B virus (HBV) is a potentially life-threatening blood-borne pathogen. Centers for Disease Control estimates there are approximately 280,000 HBV infections each year in the U.S.

Approximately 8,700 health care workers each year contract hepatitis B, and about 200 will die as a result. In addition, some who contact HBV will become carriers, passing the disease on to others. Carriers also face a significantly higher risk for other liver ailments which can be fatal, including cirrhosis of the liver and primary liver cancer.

HBV infection is transmitted through exposure to blood and other infectious body fluids and tissues. Anyone with occupational exposure to blood is at risk of contracting the infection.

Employers must provide engineering controls; workers must use work practices and protective clothing and equipment to prevent exposure to potential infectious materials. However, the best defense against hepatitis B is vaccination.

## WHO NEEDS VACCINATION?

The new OSHA standard covering bloodborne pathogens requires employers to offer the three-injection vaccination series free to all employees who are exposed to blood or other potentially infectious materials as part of their job duties. This includes health care workers, emergency responders, morticians, first-aid personnel, law enforcement officers, correctional facilities staff, launderers, as well as others.

The vaccination must be offered within 10 days of initial assignment to a job where exposure to blood or other potentially infectious materials can be “reasonably anticipated.” The requirements for vaccinations of those already on the job take effect July 6, 1992.

## WHAT DOES VACCINATION INVOLVE?

The hepatitis B vaccination is a noninfectious, yeast-based vaccine given in three injections in the arm. It is prepared from recombinant yeast cultures, rather than human blood or plasma. Thus, there is no risk of contamination from other bloodborne pathogens nor is there any chance of developing HBV from the vaccine.

The second injection should be given one month after the first and the third injection six months after the initial dose.

More than 90 percent of those vaccinated will develop immunity to the hepatitis B virus. To ensure immunity, it is important for individuals to receive all three injections. At this point it is unclear how long the immunity lasts, so booster shots may be required at some point in the future.

The vaccine causes no harm to those who are already immune or to those who may be HBV carriers. Although employees may opt to have their blood tested for antibodies to determine need for the vaccine, employers may not make such screening a condition of receiving vaccination nor are employers required to provide prescreening.

Each employee should receive counseling from a health care professional when vaccination is offered. This discussion will help an employee determine whether inoculation is necessary.

## WHAT IF I DECLINE VACCINATION?

Workers who decide to decline vaccination must complete a declination form. Employers must keep these forms on file so that they know the vaccination status of everyone who is exposed to blood. At any time after a worker initially declines to receive the vaccine, he or she may opt to take it.

## WHAT IF I AM EXPOSED BUT HAVE NOT YET BEEN VACCINATED?

If a worker experiences an exposure incident, such as a needle-stick or a blood splash in the eye, he or she must receive confidential medical evaluation from a licensed health care professional with appropriate follow-up. To the extent possible by law, the employer is to determine the source individual for HBV as well as human immunodeficiency virus (HIV) infectivity. The worker’s blood will also be screened if he or she agrees.

The health care professional is to follow the guidelines of the U.S. Public Health Service in providing treatment. This would include hepatitis B vaccination. The health care professional must give a written opinion on whether or not vaccination is recommended and whether the employee received it. Only this information is reported to the employer. Employee medical records must remain confidential. HIV or HBV status must NOT be reported to the employer.

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This is one of a series of fact sheets which discuss various requirements of the Occupational Safety and Health Administration’s standard covering exposure to bloodborne pathogens. Single copies of fact sheets are available from OSHA Publications, Room N3101, 200 Constitution Ave. N.W., Washington, D.C. 20210 and from OSHA regional offices.

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**MEDICAL ASSISTING DEPARTMENT**  
**HEALTH INSURANCE FORM**

It is recommended that all students in the Medical Assisting Program have health insurance. You MUST provide proof of health insurance prior to any clinical or learning lab experience. If you do not provide proof of insurance, you will be required to sign a waiver that will remain in the Medical Assisting Department files.

Name of Insurance Company \_\_\_\_\_

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

.....  
**WAIVER:**

I, \_\_\_\_\_, have been informed and understand the importance  
Name of Student

of obtaining health insurance. I am unable to show proof of health insurance and refuse to obtain any health insurance. I understand that it is my responsibility to pay for all medical expenses that result from illness or injury that may occur while I am a student in the Medical Assisting Program.

I release Wallace Community College, Dothan, Alabama and/or its agents, and any and all affiliate clinical facilities and/or their agents from any liability related to injuries or illness received while a student in the Medical Assisting Program.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**RULES & REGULATIONS STATEMENT OF AGREEMENT**



I hereby state that I have read, understand, and agree to abide by the Rules and Regulations of the Medical Assisting Program as outlined in the Student Policy Manual.

\_\_\_\_\_   
Date

\_\_\_\_\_   
Student's Signature

**Wallace Community College  
Drug Screen Policy Agreement**

In preparation for participation in clinical/laboratory activities of health science programs or other programs/activities requiring drug screening as outlined in the Wallace Community College Substance Abuse Control Policy, I hereby consent to submit to a urinalysis and/or other tests as shall be determined by Wallace Community College for the purpose of determining substance use. I agree that specimens for the tests will be collected in accordance with guidelines established in the Mandatory Guidelines for Federal Workplace Drug Testing Programs and as described in the Wallace Community College Substance Abuse Control Policy Guidelines.

I further agree to, and hereby authorize, the release of the results of said tests to the appropriate designee of Wallace Community College. All positive results will be reviewed by said College designee and followed by a confidential contact with me. I understand that positive results indicating the current use of drugs and/or alcohol shall prohibit me from participating in clinical/laboratory activities of health science programs or other activities requiring that I be drug free. I further understand that clinical/laboratory components of courses within health programs are required curriculum components and that an inability to attend said components may prevent or delay my program completion. I also understand that while participating in clinical activities within outside health care agencies, I will be subject to the same rules as the health care employees in said facilities.

I agree to hold harmless Wallace Community College and its designee(s) and Prime Care and its Medical Review Officer from any liability arising in whole or in part from the collection of specimens, testing, and use of the results from said test in connection with excluding me from participation in clinical/laboratory activities.

I have carefully read the foregoing and fully understand its contents. I acknowledge that my signing of this consent and release form is a voluntary act on my part and that I have not been coerced by anyone to sign this document. A copy of this signed and dated document will constitute my consent for Prime Care to perform the drug screen and to release the results to Wallace Community College.

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Student Signature

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Student Name (printed)

---

Date

ESSENTIAL FUNCTIONS FORM  
Wallace Community College

**Medical Assisting and Phlebotomy**

The Alabama Community College System endorses the Americans' with Disabilities Act. In accordance with College policy, when requested, reasonable accommodations may be provided for individuals with disabilities.

Physical, cognitive, psychomotor, affective and social abilities are required in unique combinations to provide safe and effective medical assisting care. The applicant/student must be able to meet the essential functions with or without reasonable accommodations throughout the program of learning. Admission, progression and graduation are contingent upon one's ability to demonstrate the essential functions delineated for the medical assisting program with or without reasonable accommodations. The medical assisting program and/or its affiliated clinical agencies may identify additional essential functions. The medical assisting program reserves the right to amend the essential functions as deemed necessary.

In order to be admitted and to progress in the medical assisting program one must possess a functional level of ability to perform the duties required of a medical assistant. Admission or progression may be denied if a student is unable to demonstrate the essential functions with or without reasonable accommodations.

The essential functions delineated are those deemed necessary for the medical assisting program. No representation regarding industrial standards is implied. Similarly, any reasonable accommodations provided will be determined and applied to the respective medical assisting program and may vary from reasonable accommodations made by healthcare employers.

The essential functions delineated below are necessary for medical assisting program admission, progression and graduation and for the provision of safe and effective medical assisting care. The essential functions include but are not limited to the ability to:

ESSENTIAL FUNCTIONS FORM  
Wallace Community College

**Medical Assisting and Phlebotomy**

The following essential functions as identified by this department are necessary for participation in this program at Wallace Community College:

1. Must be able to maintain normal balance.
2. Must be able to lift at least 40 pounds.
3. Must be able to hear high and low frequency sounds produced by the body and environment. (Example: heart sounds, telephone, and transcribing)
4. Must be able to visibly detect changes in or around the clinical site.
5. Must have tactile sense to distinguish contrasting structures and vibrations. (Example: palpate pulse, intercostal spaces, veins, and keyboards)
6. Must be able to smell body and environment odors. (Example: electrical equipment burning or infected wounds)
7. Must be able to coordinate eye and hand movements. (Example: releasing a blood pressure cuff valve while observing the blood pressure gauge, focusing microscopes, and word processing)
8. Must be able to coordinate fine and gross motor movements with hands. (Example: able to give injections, perform phlebotomy, and word processing)
9. Must be able to see different color spectrums. (Example: bright red drainage of opposed to serous drainage, distinguish positive and negative urinalysis reactions, and proofreading documents)
10. Must be able to comprehend readings, speak and write the English language legibly. (Example: writing notes in patient's charts, taking telephone messages, giving messages to physicians)
11. Must be able to send familiar message(s) to the receiver and interpret the feedback appropriately. (Example: receiving telephone orders from a physician or obtaining a history from a patient)
12. Must be able to correctly perform simple mathematical computations. (Example: administering drugs, bookkeeping, and formatting documents)
13. Must be able to demonstrate a mentally healthy attitude which is age appropriate and congruent with the local and cultural norms.
14. Must be able to operate devices with gauges, dials, and/or a CRT component.
15. Must be able to participate in all aspects of cardiopulmonary resuscitation.
16. Must be able to move quickly throughout the clinical site.

No recommendation is made or implied with regard to the level of reading or writing required for this program. This is an academic matter which will be discussed with the student after administration of the College placement / compass test and a conference with a counselor or advisor. The instructor reserves the right to amend and augment this listing if, in his/her judgment, the safety of the student or of others in the instructional setting is in jeopardy.

Every effort is made to create a learning environment similar to the actual workplace. However, Wallace Community College cannot predict the essential functions as identified by various employers. The skills identified on this essential functions form are those which the instructor/department think are necessary for participation in the program. No representation regarding industry standard is implied.



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### **New Policy for Health Science**

There shall be no auditing allowed for any Health Science Classes.

This policy will go into effect today, September 12, 2012 as approved by the Health Advisory Committee.

Approved 9-12-2012  
Health Science Advisory Committee

**AAS DEGREE  
MEDICAL ASSISTING CHECKLIST  
GRADUATION REQUIREMENTS**

NAME: \_\_\_\_\_ SSN: \_\_\_\_\_

PERMANENT ADDRESS/PHONE: \_\_\_\_\_

DATE ENTERED: \_\_\_\_\_ DATE OF GRADUATION: \_\_\_\_\_

DATE EMPLOYED: \_\_\_\_\_ EMPLOYER: \_\_\_\_\_

BIO 103	_____	4	MAT 101 Medical Terminology	_____	3
CIS 146	_____	3	MAT 102 Medical Assisting Theory I	_____	3
ENG 101	_____	3	MAT 103 Medical Assisting Theory II	_____	3
Humanities	_____	3	MAT 111 Clinical Procedures I	_____	3
MTH 116	_____	3	MAT 120 Administrative Procedures I	_____	3
PSY 200	_____	3	MAT 121 Administrative Procedures II	_____	3
SPH 106	_____	3	MAT 122 Interpersonal Relations	_____	3
ORI 101	_____	1	MAT 125 Laboratory Procedures I	_____	3
ORI 104	_____	1	MAT 128 Medical Law & Ethics	_____	3
			MAT 130 Medical Office Communication	_____	3
			MAT 200 Management of Office Emergencies	_____	2
Combined WD & Failure			MAT 211 Clinical Procedures II	_____	3
(Max. of 3)			MAT 215 Laboratory Procedures II	_____	3
_____			MAT 216 Medical Pharmacology	_____	4
_____			MAT 220 Medical Office Insurance	_____	3
_____			MAT 222 Medical Transcription I	_____	2
			MAT 227 Special topics in Medical Assisting	_____	1
			MAT 228 Medical Assistant Review Course	_____	1
			MAT 229 Medical Assistant Practicum	_____	3
			<b>Total Credit Hours</b>		<b>76</b>
			MAT 239 Phlebotomy Practicum	_____	3

## *Medical Assisting Program*

### **Associate in Applied Science Degree**

Students completing this program will have an associate in science degree (AAS) in Medical Assisting. Graduates are eligible to apply for the Certified Medical Assistant (CMA) examination.

This is the suggested schedule for students interested in completing the Medical Assisting Program. Certain MAT prefix courses have prerequisites to enroll and complete. Please refer to the Wallace Community College Catalog for more details.

<u>Sem.</u>	<u>Dept/Course #</u>	<u>Course Title</u>	<u>Theory</u>	<u>Lab</u>	<u>Credit Hours</u>	<u>Completed Course</u>
1 <sup>st</sup>	MAT 101	Medical Terminology	3	0	3	<input type="checkbox"/>
	MAT 102	Medical Assisting Theory I	3	0	3	<input type="checkbox"/>
	CIS146	Microcomputer Applications	3	0	3	<input type="checkbox"/>
	ENG101	English composition I	3	0	3	<input type="checkbox"/>
	MTH116	Mathematical Applications	3	0	3	<input type="checkbox"/>
		<b>Total Hours</b>	15	0	15	
2 <sup>nd</sup>	MAT103	Medical Assisting Theory II	3	0	3	<input type="checkbox"/>
	MAT120	Administrative Procedures I	2	3	3	<input type="checkbox"/>
	MAT122	**Interpersonal Relations	3	0	3	<input type="checkbox"/>
	MAT125	Laboratory Procedures I	2	3	3	<input type="checkbox"/>
	MAT130	Medical Office Communications	3	0	3	<input type="checkbox"/>
		<b>Total Hours</b>	13	6	15	
3 <sup>rd</sup>	MAT121	Administrative Procedures II	2	3	3	<input type="checkbox"/>
	MAT128	Medical Law & Ethics	3	0	3	<input type="checkbox"/>
	MAT111	Clinical Procedures I	2	3	3	<input type="checkbox"/>
	<i>Choice</i>	Humanities/Fine Arts Elective	3	0	3	<input type="checkbox"/>
	MAT216	**Medical Pharmacology	3	3	4	<input type="checkbox"/>
		<b>Total Hours</b>	13	9	16	
4 <sup>th</sup>	MAT211	Clinical Procedures II	2	3	3	<input type="checkbox"/>
	MAT200	**Management of Office Emergencies	2	0	2	<input type="checkbox"/>
	MAT215	Laboratory Procedures II	2	3	3	<input type="checkbox"/>
	MAT220	**Medical Office Insurance	2	3	3	<input type="checkbox"/>
	MAT222	Medical Transcription I	1	3	2	<input type="checkbox"/>
	MAT227	Special Topics in Medical Assisting	1	0	1	<input type="checkbox"/>
	EMS100	Cardiopulmonary Resuscitation	1		1	<input type="checkbox"/>
		<b>Total Hours</b>	11	12	15	
5 <sup>th</sup>	BIO103	Principles of Biology	3	3	4	<input type="checkbox"/>
	PSY200	General Psychology	3	0	3	<input type="checkbox"/>
	SPH106 or 107	Oral Communications	3	0	3	<input type="checkbox"/>
	MAT228	Medical Assisting Review Course	1	0	1	<input type="checkbox"/>
	MAT229	Medical Assistant Preceptorship	0	15	3	<input type="checkbox"/>
		<b>Total Hours</b>	10	18	14	

**\*\*NOT offered Summer Semester**

**NOTE: ORI101 or 105** – Orientation to College is a prerequisite to this degree who enter as first-time college students

**ORI104** – WorkKeys Assessment and Advisement is a prerequisite to the degree

## *Phlebotomy* Short Certificate

Graduates are eligible to apply for the Phlebotomy Technician (ASCP) certification examination.

This is the suggested schedule for students interested in completing the Phlebotomy short certificate. Certain MAT prefix courses have prerequisites to enroll and complete. Please refer to the Wallace Community College Catalog for more details.

<u>Sem.</u>	<u>Dept/Course #</u>	<u>Course Title</u>	<u>Theory</u>	<u>Lab</u>	<u>Credit Hours</u>	<u>Completed Course</u>
1 <sup>st</sup>	MAT 101	Medical Terminology	3	0	3	<input type="checkbox"/>
	MAT 102	Medical Assisting Theory I	3	0	3	<input type="checkbox"/>
	MAT122	**Interpersonal Relations	3	0	3	<input type="checkbox"/>
	MAT125	Laboratory Procedures I	2	3	3	<input type="checkbox"/>
	<b>Total Hours</b>		11	3	12	
2 <sup>nd</sup>	MAT103	Medical Assisting Theory II	3	0	3	<input type="checkbox"/>
	MAT128	Medical Law & Ethics	3	0	3	<input type="checkbox"/>
	MAT215	Laboratory Procedures II	2	3	3	<input type="checkbox"/>
	CIS146	Microcomputer Applications	3	0	3	<input type="checkbox"/>
	EMS100	Cardiopulmonary Resuscitation	1		1	<input type="checkbox"/>
<b>Total Hours</b>		12	3	13		
3 <sup>rd</sup>	MAT239	Phlebotomy Preceptorship	0	15	3	<input type="checkbox"/>
	<b>Total Hours</b>		0	15	3	

**\*\*NOT offered Summer Semester**

## Appendix B

### Core Curriculum for Medical Assistants Medical Assisting Education Review Board (MAERB) 2015 Curriculum Requirement

Individuals graduating from Medical Assisting programs accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) must demonstrate knowledge of the subject matters required for competence in the profession. They must incorporate the cognitive © knowledge in performance of the psychomotor (P) and affective (A) competencies required in the following academic subjects.

#### FOUNDATIONS FOR CLINICAL PRACTICE CONTENT AREA I-IV

<b>CONTENT AREA I: Anatomy &amp; Physiology</b>		
<b>Cognitive (Knowledge)</b> <b>I.C Anatomy &amp; Physiology</b>	<b>Psychomotor (Skills)</b> <b>I.P Anatomy &amp; Physiology</b>	<b>Affective (Behavior)</b> <b>I.A Anatomy &amp; Physiology</b>
<ol style="list-style-type: none"> <li>1. Describe structural organization of the human body</li> <li>2. Identify body systems</li> <li>3. Describe:               <ol style="list-style-type: none"> <li>a. body planes</li> <li>b. directional terms</li> <li>c. quadrants</li> <li>d. body cavities</li> </ol> </li> <li>4. List major organs in each body system</li> <li>5. Identify the anatomical location of major organs in each body system</li> <li>6. Compare structure and function of the human body across the life span</li> <li>7. Describe the normal function of each body system</li> </ol>	<ol style="list-style-type: none"> <li>1. Measure and record:               <ol style="list-style-type: none"> <li>a. blood pressure</li> <li>b. temperature</li> <li>c. pulse</li> <li>d. respirations</li> <li>e. height</li> <li>f. weight</li> <li>g. length (infant)</li> <li>h. head circumference (infant)</li> </ol> </li> <li>2. Perform:               <ol style="list-style-type: none"> <li>a. electrocardiography</li> <li>b. venipuncture</li> <li>c. capillary puncture</li> <li>d. pulmonary function testing</li> </ol> </li> <li>3. Perform patient screening using established protocols</li> </ol>	<ol style="list-style-type: none"> <li>1. Incorporate critical thinking skills when performing patient assessment</li> <li>2. Incorporate critical thinking skills when performing patient care</li> <li>3. Show awareness of a patient's concerns related to the procedure being performed</li> </ol>

<b>Cognitive (Knowledge)</b>	<b>Psychomotor (Skills)</b>	<b>Affective (Behavior)</b>
<ul style="list-style-type: none"> <li>8. Identify common pathology related to each body system including:               <ul style="list-style-type: none"> <li>a. signs</li> <li>b. symptoms</li> <li>c. etiology</li> </ul> </li> <li>9. Analyze pathology for each body system including:               <ul style="list-style-type: none"> <li>a. diagnostic measures</li> <li>b. treatment modalities</li> </ul> </li> <li>10. Identify CLIA waived tests associated with common diseases</li> <li>11. Identify the classifications of medications including:               <ul style="list-style-type: none"> <li>a. indications for use</li> <li>b. desired effects</li> <li>c. side effects</li> <li>d. adverse reactions</li> </ul> </li> <li>12. Identify quality assurance practices in healthcare</li> <li>13. List principles and steps of professional/provider CPR</li> <li>14. Describe basic principles of first aid as they pertain to the ambulatory healthcare setting</li> </ul>	<ul style="list-style-type: none"> <li>4. Verify the rules of medication administration:               <ul style="list-style-type: none"> <li>a. right patient</li> <li>b. right medication</li> <li>c. right dose</li> <li>d. right route</li> <li>e. right time</li> <li>f. right documentation</li> </ul> </li> <li>5. Select proper sites for administering parenteral medication</li> <li>6. Administer oral medications</li> <li>7. Administer parenteral (excluding IV) medications</li> <li>8. Instruct and prepare a patient for a procedure or a treatment</li> <li>9. Assist provider with a patient exam</li> <li>10. Perform a quality control measure</li> <li>11. Obtain specimens and perform:               <ul style="list-style-type: none"> <li>a. CLIA waived hematology test</li> <li>b. CLIA waived chemistry test</li> <li>c. CLIA waived urinalysis</li> <li>d. CLIA waived immunology test</li> <li>e. CLIA waived microbiology test</li> </ul> </li> <li>12. Produce up-to-date documentation of provider/professional level CPR</li> <li>13. Perform first aid procedures for:               <ul style="list-style-type: none"> <li>a. bleeding</li> <li>b. diabetic coma or insulin shock</li> <li>c. fractures</li> <li>d. seizures</li> <li>e. shock</li> <li>f. syncope</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>1. Reassure a patient of the accuracy of the test results</li> </ul>

**CONTENT AREA II: Applied Mathematics**

<b>Cognitive (Knowledge)</b> <b>II.C Applied Mathematics</b>	<b>Psychomotor (Skills)</b> <b>II.P Applied Mathematics</b>	<b>Affective (Behavior)</b> <b>II.A Applied Mathematics</b>
<ol style="list-style-type: none"><li>1. Demonstrate knowledge of basic math computations</li><li>2. Apply mathematical computations to solve equations</li><li>3. Define basic units of measurement in:<ol style="list-style-type: none"><li>a. the metric system</li><li>b. the household system</li></ol></li><li>4. Convert among measurement systems</li><li>5. Identify abbreviations and symbols used in calculating medication dosages</li><li>6. Analyze healthcare results as reported in:<ol style="list-style-type: none"><li>a. graphs</li><li>b. tables</li></ol></li></ol>	<ol style="list-style-type: none"><li>1. Calculate proper dosages of medication for administration</li><li>2. Differentiate between normal and abnormal test results</li><li>3. Maintain lab test results using flow sheets</li><li>4. Document on a growth chart</li></ol>	<ol style="list-style-type: none"><li>1. Reassure a patient of the accuracy of the test results</li></ol>

**CONTENT AREA III: Infection Control**

<b>Cognitive (Knowledge)</b> <b>III.C Infection Control</b>	<b>Psychomotor (Skills)</b> <b>III.P Infection Control</b>	<b>Affective (Behavior)</b> <b>III.A Infection Control</b>
<ol style="list-style-type: none"> <li>1. List major types of infectious agents</li> <li>2. Describe the infection cycle including:               <ol style="list-style-type: none"> <li>a. the infectious agent</li> <li>b. reservoir</li> <li>c. susceptible host</li> <li>d. means of transmission</li> <li>e. portals of entry</li> <li>f. portals of exit</li> </ol> </li> <li>3. Define the following as practiced within an ambulatory care setting:               <ol style="list-style-type: none"> <li>a. medical asepsis</li> <li>b. surgical asepsis</li> </ol> </li> <li>4. Identify methods of controlling the growth of microorganisms</li> <li>5. Define the principles of standard precautions</li> <li>6. Define personal protective equipment (PPE) for:               <ol style="list-style-type: none"> <li>a. all body fluids, secretions and excretions</li> <li>b. blood</li> <li>c. non-intact skin</li> <li>d. mucous membranes</li> </ol> </li> <li>7. Identify Center for Disease Control (CDC) regulations that impact healthcare practices</li> </ol>	<ol style="list-style-type: none"> <li>1. Participate in bloodborne pathogen training</li> <li>2. Select appropriate barrier/personal protective equipment (PPE)</li> <li>3. Perform handwashing</li> <li>4. Prepare items for autoclaving</li> <li>5. Perform sterilization procedures</li> <li>6. Prepare a sterile field</li> <li>7. Perform within a sterile field</li> <li>8. Perform wound care</li> <li>9. Perform dressing change</li> <li>10. Demonstrate proper disposal of biohazardous material               <ol style="list-style-type: none"> <li>a. sharps</li> <li>b. regulated wastes</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>1. Recognize the implications for failure to comply with Center for Disease Control (CDC) regulations in healthcare settings</li> </ol>

<b>CONTENT AREA IV: Nutrition</b>		
<b>Cognitive (Knowledge) IV.A Nutrition</b>	<b>Psychomotor (Skills) IV.P Nutrition</b>	<b>Affective (Behavior) IV.A Nutrition</b>
<ol style="list-style-type: none"> <li>1. Describe dietary nutrients including:               <ol style="list-style-type: none"> <li>a. carbohydrates</li> <li>b. fat</li> <li>c. protein</li> <li>d. minerals</li> <li>e. electrolytes</li> <li>f. vitamins</li> <li>g. fiber</li> <li>h. water</li> </ol> </li> <li>2. Define the function of dietary supplements</li> <li>3. Identify the special dietary needs for:               <ol style="list-style-type: none"> <li>a. weight control</li> <li>b. diabetes</li> <li>c. cardiovascular disease</li> <li>d. hypertension</li> <li>e. cancer</li> <li>f. lactose sensitivity</li> <li>g. gluten-free</li> <li>h. food allergies</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>1. Instruct a patient according to patient's special dietary needs</li> </ol>	<ol style="list-style-type: none"> <li>1. Show awareness of patient's concerns regarding a dietary change</li> </ol>

**APPLIED COMMUNICATIONS  
CONTENT AREA V**

<b>CONTENT AREA V: Concepts of Effective Communication</b>		
<b>Cognitive (Knowledge) V.C Concepts of Effective Communication</b>	<b>Psychomotor (Skills) V.P Concepts of Effective Communication</b>	<b>Affective (Behavior) V.A Concepts of Effective Communication</b>
<ol style="list-style-type: none"> <li>1. Identify styles and types of verbal communication</li> <li>2. Identify types of nonverbal communication</li> <li>3. Recognize barriers to communication</li> <li>4. Identify techniques for overcoming communication barriers</li> <li>5. Recognize the elements of oral communication using a sender-receiver process</li> <li>6. Define coaching a patient as it relates to:               <ol style="list-style-type: none"> <li>a. health maintenance</li> <li>b. disease prevention</li> <li>c. compliance with treatment plan</li> <li>d. adaptations relevant to individual patient needs</li> </ol> </li> <li>7. Recognize elements of fundamental writing skills</li> <li>8. Discuss applications of electronic technology in professional communication</li> <li>9. Identify medical terms labeling the word parts</li> <li>10. Define medical terms and abbreviations related to all body systems</li> <li>11. Define the principles of self-boundaries</li> <li>12. Define patient navigator</li> <li>13. Describe the role of the medical assistant as a patient navigator</li> </ol>	<ol style="list-style-type: none"> <li>1. Use feedback techniques to obtain patient information including:               <ol style="list-style-type: none"> <li>a. reflection</li> <li>b. restatement</li> <li>c. clarification</li> </ol> </li> <li>2. Respond to nonverbal communication</li> <li>3. Use medical terminology correctly and pronounced accurately to communicate information to providers and patients</li> <li>4. Coach patients regarding:               <ol style="list-style-type: none"> <li>a. office policies</li> <li>b. health maintenance</li> <li>c. disease prevention</li> <li>d. treatment plan</li> </ol> </li> <li>5. Coach patients appropriately considering:               <ol style="list-style-type: none"> <li>a. cultural diversity</li> <li>b. developmental life stage</li> <li>c. communication barriers</li> </ol> </li> <li>6. Demonstrate professional telephone techniques</li> <li>7. Document telephone messages accurately</li> <li>8. Compose professional correspondence utilizing electronic technology</li> <li>9. Develop a current list of community resources related to patients' healthcare needs</li> <li>10. Facilitate referrals to community resources in the role of a patient navigator</li> </ol>	<ol style="list-style-type: none"> <li>1. Demonstrate:               <ol style="list-style-type: none"> <li>a. empathy</li> <li>b. active listening</li> <li>c. nonverbal communication</li> </ol> </li> <li>2. Demonstrate the principles of self-boundaries</li> <li>3. Demonstrate respect for individual diversity including:               <ol style="list-style-type: none"> <li>a. gender</li> <li>b. race</li> <li>c. religion</li> <li>d. age</li> <li>e. economic status</li> <li>f. appearance</li> </ol> </li> <li>4. Explain to a patient the rationale for performance of a procedure</li> </ol>

<b>Cognitive (Knowledge)</b>	<b>Psychomotor (Skills)</b>	<b>Affective (Behavior)</b>
<p>14. Relate the following behaviors to professional communication:</p> <ul style="list-style-type: none"> <li>a. assertive</li> <li>b. aggressive</li> <li>c. passive</li> </ul> <p>15. Differentiate between adaptive and non-adaptive coping mechanisms</p> <p>16. Differentiate between subjective and objective information</p> <p>17. Discuss the theories of:</p> <ul style="list-style-type: none"> <li>a. Maslow</li> <li>b. Erikson</li> <li>c. Kubler-ross</li> </ul> <p>18. Discuss examples of diversity:</p> <ul style="list-style-type: none"> <li>a. cultural</li> <li>b. social</li> <li>c. ethnic</li> </ul>	<p>11. Report relevant information concisely and accurately</p>	

**MEDICAL BUSINESS PRACTICES  
CONTENT AREAS VI-IX**

<b>CONTENT AREA VI: Administrative Functions</b>		
<b>Cognitive (Knowledge) VI.C Administrative Functions</b>	<b>Psychomotor (Skills) VI.P Psychomotor Functions</b>	<b>Affective (Behavior) VI.A Administrative Functions</b>
<ol style="list-style-type: none"> <li>1. Identify different types of appointment scheduling methods</li> <li>2. Identify advantages and disadvantages of the following appointment systems               <ol style="list-style-type: none"> <li>a. manual</li> <li>b. electronic</li> </ol> </li> <li>3. Identify critical information required for scheduling patient procedures</li> <li>4. Define types of information contained in the patient's medical record</li> <li>5. Identify methods of organizing the patient's medical record based on:               <ol style="list-style-type: none"> <li>a. problem-oriented medical record (POMR)</li> <li>b. source-oriented medical record (SOMR)</li> </ol> </li> <li>6. Identify equipment and supplies needed for medical records in order to:               <ol style="list-style-type: none"> <li>a. create</li> <li>b. maintain</li> <li>c. store</li> </ol> </li> <li>7. Describe filing indexing rules</li> <li>8. Differentiate between electronic medical records (EMR) and a practice management system</li> <li>9. Explain the purpose of routine maintenance of administrative and clinical equipment</li> </ol>	<ol style="list-style-type: none"> <li>1. Manage appointment schedule using established priorities</li> <li>2. Schedule a patient procedure</li> <li>3. Create a patient's medical record</li> <li>4. Organize a patient's medical record</li> <li>5. File patient medical records</li> <li>6. Utilize an EMR</li> <li>7. Input patient data utilizing a practice management system</li> <li>8. Perform routine maintenance of administrative or clinical equipment</li> <li>9. Perform an inventory with documentation</li> </ol>	<ol style="list-style-type: none"> <li>1. Display sensitivity when managing appointments</li> </ol>

<b>Cognitive (Knowledge)</b>	<b>Psychomotor (Skills)</b>	<b>Affective (Behavior)</b>
10. List steps involved in completing an inventory 11. Explain the importance of data back-up 12. Explain meaningful use as it applies to EMR		

**CONTENT AREA VII: Basic Practice Finances**

<b>Cognitive (Knowledge) VII.C Basic Practice Finances</b>	<b>Psychomotor (Skills) VII.P Basic Practice Finances</b>	<b>Affective (Behavior) VII.A Basic Practice Finances</b>
<ol style="list-style-type: none"> <li>1. Define the following bookkeeping terms:                             <ol style="list-style-type: none"> <li>a. charges</li> <li>b. payments</li> <li>c. accounts receivable</li> <li>d. accounts payable</li> <li>e. adjustments</li> </ol> </li> <li>2. Describe banking procedures as related to the ambulatory care setting</li> <li>3. Identify precautions for accepting the following types of payments:                             <ol style="list-style-type: none"> <li>a. cash</li> <li>b. check</li> <li>c. credit card</li> <li>d. debit card</li> </ol> </li> <li>4. Describe types of adjustments made to patient accounts including:                             <ol style="list-style-type: none"> <li>a. non-sufficient funds (NSF) check</li> <li>b. collection agency transaction</li> <li>c. credit balance</li> <li>d. third party</li> </ol> </li> <li>5. Identify types of information contained in the patient's billing record</li> <li>6. Explain patient financial obligations for services rendered</li> </ol>	<ol style="list-style-type: none"> <li>1. Perform accounts receivable procedures to patient accounts including posting:                             <ol style="list-style-type: none"> <li>a. charges</li> <li>b. payments</li> <li>c. adjustments</li> </ol> </li> <li>2. Prepare a bank deposit</li> <li>3. Obtain accurate patient billing information</li> <li>4. Inform a patient of financial obligations for services rendered</li> </ol>	<ol style="list-style-type: none"> <li>1. Demonstrate professionalism when discussing patient's billing record</li> <li>2. Display sensitivity when requesting payment for services rendered</li> </ol>

**CONTENT AREA VIII: Third Party Reimbursement**

<b>Cognitive (Knowledge)</b> <b>VIII.C Third Party Reimbursement</b>	<b>Psychomotor (Skills)</b> <b>VIII.P Third Party Reimbursement</b>	<b>Affective (Behavior)</b> <b>VIII.A Third Party Reimbursement</b>
<ol style="list-style-type: none"> <li>1. Identify:               <ol style="list-style-type: none"> <li>a. types of third party plans</li> <li>b. information required to file a third party claim</li> <li>c. the steps for filing a third party claim</li> </ol> </li> <li>2. Outline managed care requirements for patient referral</li> <li>3. Describe processes for:               <ol style="list-style-type: none"> <li>a. verification of eligibility for services</li> <li>b. precertification</li> <li>c. preauthorization</li> </ol> </li> <li>4. Define a patient-centered medical home (PCMH)</li> <li>5. Differentiate between fraud and abuse</li> </ol>	<ol style="list-style-type: none"> <li>1. Interpret information on an insurance card</li> <li>2. Verify eligibility for services including documentation</li> <li>3. Obtain precertification or preauthorization including documentation</li> <li>4. Complete an insurance claim form</li> </ol>	<ol style="list-style-type: none"> <li>1. Interact professionally with third party representatives</li> <li>2. Display tactful behavior when communicating with medical providers regarding third party requirements</li> <li>3. Show sensitivity when communicating with patients regarding third party requirements</li> </ol>

**CONTENT AREA IX: Procedural and Diagnostic Coding**

<b>Cognitive (Knowledge)</b> <b>IX.C Procedural and Diagnostic Coding</b>	<b>Psychomotor (Skills)</b> <b>IX.P Procedural and Diagnostic Coding</b>	<b>Affective (Behavior)</b> <b>IX.A Procedural and Diagnostic Coding</b>
<ol style="list-style-type: none"><li>1. Describe how to use the most current procedural coding system</li><li>2. Describe how to use the most current diagnostic coding classification system</li><li>3. Describe how to use the most current HCPCS level II coding system</li><li>4. Discuss the effects of:<ol style="list-style-type: none"><li>a. upcoding</li><li>b. downcoding</li></ol></li><li>5. Define medical necessity as it applies to procedural and diagnostic coding</li></ol>	<ol style="list-style-type: none"><li>1. Perform procedural coding</li><li>2. Perform diagnostic coding</li><li>3. Utilize medical necessity guidelines</li></ol>	<ol style="list-style-type: none"><li>1. Utilize tactful communication skills with medical providers to ensure accurate code selection</li></ol>

## MEDICAL LAW AND ETHICS CONTENT AREAS X-XI

<b>CONTENT AREA X: Legal Implications</b>		
<b>Cognitive (Knowledge) X.C Legal Implications</b>	<b>Psychomotor (Skills) X.P Legal Implications</b>	<b>Affective (Behavior) X.A Legal Implications</b>
<ol style="list-style-type: none"> <li>1. Differentiate between scope of practice and standards of care for medical assistants</li> <li>2. Compare and contrast provider and medical assistant roles in terms of standard of care</li> <li>3. Describe components of the Health Insurance Portability &amp; Accountability Act (HIPAA)</li> <li>4. Summarize the Patient Bill of Rights</li> <li>5. Discuss licensure and certification as they apply to healthcare providers</li> <li>6. Compare criminal and civil law as they apply to the practicing medical assistant</li> <li>7. Define:               <ol style="list-style-type: none"> <li>a. negligence</li> <li>b. malpractice</li> <li>c. statute of limitations</li> <li>d. Good Samaritan Act(s)</li> <li>e. Uniform Anatomical Gift Act</li> <li>f. living will/advanced directives</li> <li>g. medical durable power of attorney</li> <li>h. Patient Self Determination Act (PSDA)</li> <li>i. risk management</li> </ol> </li> <li>8. Describe the following types of insurance:               <ol style="list-style-type: none"> <li>a. liability</li> <li>b. professional (malpractice)</li> <li>c. personal injury</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>1. Locate a state's legal scope of practice for medical assistants</li> <li>2. Apply HIPAA rules in regard to:               <ol style="list-style-type: none"> <li>a. privacy</li> <li>b. release of information</li> </ol> </li> <li>3. Document patient care accurately in the medical record</li> <li>4. Apply the Patient's Bill of Rights as it relates to:               <ol style="list-style-type: none"> <li>a. choice of treatment</li> <li>b. consent for treatment</li> <li>c. refusal of treatment</li> </ol> </li> <li>5. Perform compliance reporting based on public health statutes</li> <li>6. Report an illegal activity in the healthcare setting following proper protocol</li> <li>7. Complete an incident report related to an error in patient care</li> </ol>	<ol style="list-style-type: none"> <li>1. Demonstrate sensitivity to patient rights</li> <li>2. Protect the integrity of the medical record</li> </ol>

<b>Cognitive (Knowledge)</b> <b>X.C Legal Implications</b>	<b>Psychomotor (Skills)</b> <b>X.P Legal Implications</b>	<b>Affective (Behavior)</b> <b>X.A Legal Implications</b>
<p>9. List and discuss legal and illegal applicant interview questions</p> <p>10. Identify:</p> <ul style="list-style-type: none"> <li>a. Health Information Technology for Economic and Clinical Health (HITECH) Act</li> <li>b. genetic information</li> <li>c. Americans with Disabilities Act Amendment (ADAAA)</li> </ul> <p>11. Describe the process in compliance reporting:</p> <ul style="list-style-type: none"> <li>a. unsafe activities</li> <li>b. errors in patient care</li> <li>c. conflicts of interest</li> <li>d. incident reports</li> </ul> <p>12. Describe compliance with public health statutes:</p> <ul style="list-style-type: none"> <li>a. communicable diseases</li> <li>b. abuse, neglect, and exploitation</li> <li>c. wounds of violence</li> </ul> <p>13. Define the following medical legal terms:</p> <ul style="list-style-type: none"> <li>a. informed consent</li> <li>b. implied consent</li> <li>c. expressed consent</li> <li>d. patient incompetence</li> <li>e. emancipated minor</li> <li>f. mature minor</li> <li>g. subpoena duces tecum</li> <li>h. respondent superior</li> <li>i. res ipsa loquitor</li> <li>j. locum tenens</li> <li>k. defendant-plaintiff</li> <li>l. deposition</li> <li>m. arbitration-mediation</li> <li>n. Good Samaritan laws</li> </ul>		

**CONTENT AREA XI: Ethical Considerations**

<b>Cognitive (Knowledge)</b> <b>XI.C Ethical Considerations</b>	<b>Psychomotor (Skills)</b> <b>XI.P Ethical Considerations</b>	<b>Affective (Behavior)</b> <b>XI.A Ethical Considerations</b>
<ol style="list-style-type: none"><li>1. Define:<ol style="list-style-type: none"><li>a. ethics</li><li>b. morals</li></ol></li><li>2. Differentiate between personal and professional ethics</li><li>3. Identify the effect of personal morals on professional performance</li></ol>	<ol style="list-style-type: none"><li>1. Develop a plan for separation of personal and professional ethics</li><li>2. Demonstrate appropriate response(s) to ethical issues</li></ol>	<ol style="list-style-type: none"><li>1. Recognize the impact personal ethics and morals have on the delivery of healthcare</li></ol>

## SAFETY AND EMERGENCY PRACTICES CONTENT AREA XII

<b>CONTENT AREA XII: Protective Practices</b>		
<b>Cognitive (Knowledge) XII.C Protective Practices</b>	<b>Psychomotor (Skills) XII.P Protective Practices</b>	<b>Affective (Behavior) XII.A Protective Practices</b>
<ol style="list-style-type: none"> <li>1. Identify:               <ol style="list-style-type: none"> <li>a. safety signs</li> <li>b. symbols</li> <li>c. labels</li> </ol> </li> <li>2. Identify safety techniques that can be used in responding to accidental exposure to:               <ol style="list-style-type: none"> <li>a. blood</li> <li>b. other body fluids</li> <li>c. needle sticks</li> <li>d. chemicals</li> </ol> </li> <li>3. Discuss fire safety issues in an ambulatory healthcare environment</li> <li>4. Describe fundamental principles for evacuation of a healthcare setting</li> <li>5. Describe the purpose of Safety Data Sheets (SDS) in a healthcare setting</li> <li>6. Discuss protocols for disposal of biological chemical materials</li> <li>7. Identify principles of:               <ol style="list-style-type: none"> <li>a. Body mechanics</li> <li>b. Ergonomics</li> </ol> </li> <li>8. Identify critical elements of an emergency plan for response to a natural disaster or other emergency</li> </ol>	<ol style="list-style-type: none"> <li>1. Comply with:               <ol style="list-style-type: none"> <li>a. safety signs</li> <li>b. symbols</li> <li>c. labels</li> </ol> </li> <li>2. Demonstrate proper use of:               <ol style="list-style-type: none"> <li>a. eyewash equipment</li> <li>b. fire extinguishers</li> <li>c. sharps disposal containers</li> </ol> </li> <li>3. Use proper body mechanics</li> <li>4. Participate in a mock exposure event with documentation of specific steps</li> <li>5. Evaluate the work environment to identify unsafe working conditions</li> </ol>	<ol style="list-style-type: none"> <li>1. Recognize the physical and emotional effects on persons involved in an emergency situation</li> <li>2. Demonstrate self-awareness in responding to an emergency situation</li> </ol>

**ADDENDUM 2018-19**

Wallace Community College  
Associate Degree Nursing  
**STUDENT HANDBOOK**



**2018-2019**

# Associate Degree Nursing Student Handbook 2018-2019

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Welcome to the Associate Degree Nursing (ADN) program at Wallace Community College. We are committed to providing students with a learning environment that is conducive to personal growth. Students are involved as active participants in a variety of guided learning experiences.

Students are fostered by the nursing faculty as they endeavor to reach their optimal potential. As experiences progress from simple to complex, the responsibility of learning is upon the student. Planning, implementation, and evaluation of the curriculum are the responsibility of the nursing faculty.

The Associate Degree Nursing Handbook has been developed to provide information about the nursing program; to clarify policies and to foster communication between students and faculty. It is imperative that the student becomes familiar with this information. Unless otherwise designated in a nursing course syllabus, these policies apply to each nursing course in which you enroll. **If, for any reason, routine progression through the program is interrupted, policies in the *Student Handbook* and *College Catalog* at the time of readmission will apply.**

The WCC College Catalog / Student Handbook (College Catalog) contains additional program information, as well as information and policies of the College. Students in the ADN program must abide by the policies of both the College Catalog and the ADN Student Handbook. Students accepted into the ADN program are responsible for the information in each of the aforementioned documents. Re-reading the College Catalog and ADN Student Handbook each semester is strongly recommended.

## Notification of Policy Changes

The ADN program policies and information presented in the ADN Student Handbook are subject to change. If changes are made, all students in the ADN program will be notified in one or more of the following ways: announcement in class, Blackboard posting, email, printed memorandum, bulletin board postings, or U.S. mail.

## Program Approval and Accreditation

The Associate Degree Nursing program is approved by the Alabama Board of Nursing (ABN) and is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN). Mailing addresses, telephone numbers and web addresses for the ABN and the ACEN are:

**Alabama Board of Nursing**  
RSA Plaza, Suite 250  
770 Washington Avenue  
Montgomery, Alabama 36104  
Telephone: (334) 293-5200 Fax: (334) 293-5201  
Website: [www.abn.alabama.gov](http://www.abn.alabama.gov)

**Accreditation Commission for Education  
in Nursing, Inc.**  
(formerly known as National League for  
Nursing Accrediting Commission)  
3343 Peachtree Road NE, Suite 850  
Atlanta, Georgia 30326  
Telephone: (404) 975-5000 Fax: (404) 975-  
5020  
Website: [www.acenursing.org](http://www.acenursing.org)

## Americans with Disabilities Act (ADA)

It is the desire of the Associate Degree Nursing program to comply with the Americans with Disabilities Act. Students needing disability services or information should contact the Compliance Officer on the applicable campus:

Wallace Campus Mr. Ryan Spry – (334) 556-2587  
Sparks Campus Mr. Earl Bynum - (334) 687-3543, ext. 4270

Nursing students may be denied the right to take the nursing licensure exam or may be penalized by the Alabama Board of Nursing in accordance with the Alabama Law Regulating Practice of Registered and Practical Nursing as stated below:

### **Alabama Administrative Code Chapter 610-X-8 Disciplinary Action**

#### **610-X-8-.02 Grounds for Denial of a License.**

The following may be grounds for denial of an application for initial licensure and/or temporary permit by examination or endorsement:

- (1) Failure to meet any requirement or standard established by law or by rules and regulations adopted by the Board.
- (2) Engaging in fraud, misrepresentation, deception, or concealment of a material fact in applying for or securing licensure or taking any examination required for licensure.
- (3) A course of conduct that would be grounds for discipline under Rule 610-X-8-.03.
- (4) Having disciplinary action pending or having had a license, registration, or certification for any health-related profession denied, conditionally issued, fined, reprimanded, censured, restricted, limited, placed on probation, suspended, revoked, or voluntarily surrendered, or otherwise encumbered in any state, territory or country.
- (5) Having been court-martialed or administratively discharged by a branch of the United States Armed Forces for any act or conduct that would constitute grounds for discipline in Alabama under Rule 610-X-8-.03.
- (6) Having engaged in conduct that is inconsistent with good moral character.
  - a. The decision as to whether the applicant has engaged in conduct that is inconsistent with good moral character is within the discretion of the Board of Nursing.
  - b. In determining whether the applicant has engaged in conduct that is inconsistent with good moral character, the Board may consider the applicant's criminal history, pattern of illegal conduct or disregard for the law, or other evidence bearing on the applicant's fitness and capacity for practice as a licensed nursing.
- (7) Non-compliance with a monitoring agreement or contract with an alternative to discipline program or order issued in another jurisdiction pertaining to any license, certification, or registration for a health-related profession.
- (8) Any other reasons authorized by law.

**Author:** Alabama Board of Nursing

**Statutory Authority:** Code of Alabama, 1975, §§ 34-21-21, 34-21-25.

**History:** Effective September 29, 1982. Amended April 27, 1984.

**Repealed and Replaced:** Filed January 29, 2002. Effective March 5, 2002.

**Repealed and Replaced:** Filed May 21, 2010. Effective June 25, 2010. Filed June 24, 2014. Effective July 29, 2014.

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## ALABAMA BOARD OF NURSING REGULATORY QUESTIONS

It is important for nursing students to know about the Alabama Board of Nursing's regulations on the review of candidates for eligibility for initial and continuing licensure. In order to practice nursing, ADN graduates must make application with the appropriate state board of nursing to sit for, and pass, the National Certification for Licensure by Examination. Applicants for licensure in Alabama do this through the Alabama Board of Nursing, students seeking licensure out of state will make application through the appropriate professional nursing regulatory agency in the state in which they wish to practice. The Alabama Board of Nursing has provided the following as an example of the questions to which applicants for licensure in the state of Alabama will need to respond to. The Alabama Board of Nursing may deny licensure based on any history of issues as outlined in the following questions.

- Have you ever been arrested for, been charged with, been convicted of, entered a plea of guilty to, entered a plea of nolo contendere or no contest for, received deferred prosecution or adjudication for, had judgment withheld for, received pretrial diversion for, or pleaded not guilty by reason of insanity or mental defect to any crime other than a minor traffic violation in any state, territory, or country? A crime related to driving while impaired or while under the influence of any substance is not a "minor traffic violation."
- In the past five years, have you abused alcohol, drugs (whether legal or illegal, prescribed or unauthorized), and/or other chemical substances or received treatment or been recommended for treatment for dependency to alcohol, drugs (whether legal or illegal, prescribed or unauthorized), and/or other chemical substances?
- Have you ever been arrested or convicted for driving under the influence of drugs/alcohol?
- In the past five years, have you had, or do you now have, a physical or mental health problem that may impair your ability to provide safe nursing care?
- Has the licensing authority of any state, territory, or country denied, revoked, suspended, reprimanded, fined, accepted your surrender of, restricted, limited, placed on probation, or in any other way disciplined your nursing and/or any other occupational license, registration, certification, or approval?
- Is the Board of Nursing or other licensing authority of any state, territory, or country, including but not limited to the Alabama Board of Nursing, currently investigating you?
- Is disciplinary action pending against you with the Board of Nursing or other licensing authority of any state, territory, or country, including but not limited to the Alabama Board of Nursing?
- Have you ever been placed on a state and/or federal abuse registry?
- Has any branch of the armed services ever administratively discharged you with any characterization of service besides "Honorable" and/or court-martialed you?

Questions about personal issues that appear to relate to any of the above should be directed to the Alabama Board of Nursing, or to the appropriate out-of-state professional nursing regulatory agency.

Wallace Community College is part of The Alabama Community College System (ACCS).

## WCC NURSING MISSION STATEMENT

The mission of the nursing programs of the Alabama Community College System is to prepare graduates to practice safe, competent, patient-centered care in an increasingly complex and rapidly changing health care system. We seek to provide full and equal access to opportunities for education success to meet the community needs.

## NURSING PHILOSOPHY

We believe that nursing is a dynamic profession, blending science with the use of evidence based practice and clinical reasoning and the art of caring and compassion to provide quality, patient-centered care.

We believe learning is an interactive process in which faculty and students share responsibility to meet program outcomes. We believe in using educational methods that are current and supportive of students in the teaching and learning environment, with the presentation of information from simple to complex.

Nursing is guided by standards of practice and standards of professional performance. Standards reflect the values and priorities of the nursing profession. Therefore, we have integrated competencies from the Quality and Safety Education for Nurses (QSEN) and National League of Nursing (NLN) into our philosophy as part of our core values.

## COMPETENCIES

NLN competencies for nursing are central to the conceptual framework. The related QSEN competencies for graduate nurses define the knowledge, skills, and attitudes that the graduate nurse should possess to continuously improve the quality and safety of the healthcare systems within which they work. (QSEN)

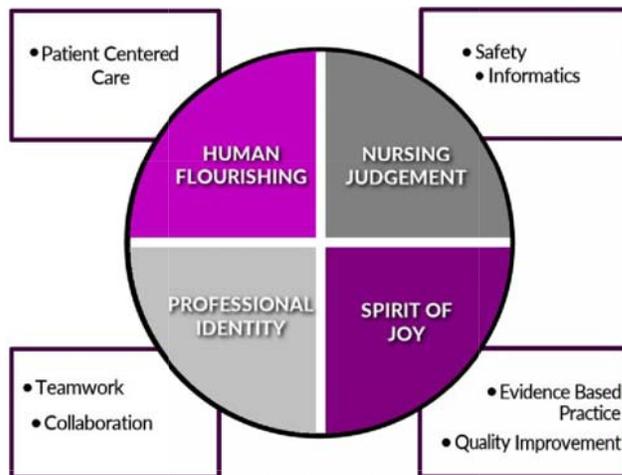
- **Human Flourishing** – Advocate for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings. (NLN, 2010)
- **Patient-Centered Care** – Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values and needs. (QSEN, 2012)
- **Nursing Judgement** – Make judgements in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and that promote the health of patient within the family and community context. (NLN, 2010)
  - **Safety** – Minimizes risk of harm to patients and providers through both system effectiveness and individual performance. (QSEN, 2012)
  - **Informatics** – Use of information and technology to communicate, manage knowledge, mitigate error, and support decision making. (QSEN, 2012)
- **Professional Identity** – Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context. (NLN, 2010)
  - **Teamwork and Collaboration** – Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care. (QSEN, 2012)
- **Spirit of Inquiry** – Examine the evidence that underlies clinical nursing practice to challenge the status quo, questions underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities. (NLN, 2010)
  - **Evidence-based Practice** – Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care (QSEN, 2012)
    - **Quality Improvement** – Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems. (QSEN, 2012)

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## CONCEPTUAL FRAMEWORK

The conceptual framework derived, from the philosophy, forms a basis for the organization and structure of the nursing curriculum. This framework serves as a guide for nursing instruction in the attainment of student learning outcomes.

The framework consists of concepts that encompass the qualities of a successful graduate nurse. NLN competencies were chosen because they specifically define the competencies of the graduate Associate Degree Nurse. QSEN competencies reflect current contemporary practice. Concepts interlace NLN and QSEN competencies to achieve the goal of providing graduate nurses with the tools needed to provide holistic care in an ever-changing health care delivery system. Each competency includes knowledge, skills, and attitudes to serve as a basis for consistent performance expectations across academic and practice settings.



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## EXPECTED NURSING PROGRAM OUTCOMES

1. **Performance on Licensure Exam:** The licensure exam pass rate will be at or above the national mean for first-time writers.
2. **Program Completion:** At least 75% of the students admitted will graduate within 150% of the time of the stated program length beginning with the first required nursing course as delineated below:
  - *Associate Degree Nursing* – eight semesters
  - *LPN-RN Mobility option with NUR200* – six semesters
  - *LPN-RN Mobility option without NUR200* – five semesters
  - *Practical Nursing* – five semesters
  - *Part-time Practical Nursing and ADN options* – one and one half times the semester length of the respective program
3. **Program Satisfaction:** At least 80% of graduates responding to the graduate survey distributed within one year after graduation will indicate satisfaction with the program. At least 80% of employers responding to the employer survey distributed within one year after graduation will indicate satisfaction with the program.
4. **Job Placement:** At least 90% of the graduates seeking employment will be employed one year after graduation in a position for which the program prepared them.

\*Individualized end of program student learning outcomes and program learning outcomes will be further defined in each course.

## LEVEL OBJECTIVES

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The nursing curriculum is based on two levels of objectives. Students in the nursing program are guided through a logical progression of simple to complex. Level one is the application level, while level two incorporates application, analysis, and synthesis. All objectives for nursing courses are written at the comprehensive and application level.

### Level I Objectives

At completion of Level I, the associate degree nursing student will be able to:

1. Demonstrate competency in performing basic nursing skills for individuals with common health alterations.
2. Utilize foundational knowledge of the communication process in providing nursing care for clients across the lifespan.
3. Apply foundational knowledge of the nursing process in providing nursing care for clients across the lifespan.
4. Utilize critical thinking skills in formulating a plan of care for clients with common health alterations in a variety of settings.
5. Illustrate a teaching/learning plan for culturally diverse clients with common health alterations in a variety of settings.
6. Develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process.
7. Utilize relevant technology for client care and documentation.
8. Demonstrate professional behaviors associated with nursing.

### Level II Objectives

At completion of Level II, the associate degree nursing graduate will be able to:

1. Demonstrate proficiency in performing advanced nursing skills for individuals with health alterations in a variety of settings.
2. Apply therapeutic communication techniques in providing advanced nursing care for clients throughout the lifespan.
3. Apply foundational knowledge of the nursing process in providing advanced nursing care for clients throughout the lifespan.
4. Utilize critical thinking skills in providing collaborative care for clients with selected health alterations in a variety of settings.
5. Formulate a teaching/learning plan for culturally diverse clients with selected health alterations in a variety of settings.
6. Demonstrate competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process.
7. Examine relevant technology for client care and documentation.
8. Demonstrate professional behaviors and roles of a registered nurse upon entry into practice.

Communication is an important part of the Associate Degree Nursing program. Important information is communicated in a variety of ways to include announcements in class, mail, telephone, e-mail, Blackboard, the WCC website, myWCC, and bulletin boards.

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## FACULTY

Each semester, faculty members coordinate office hours around their instructional duties. *Students should make appointments to interact with faculty members during these times.* Faculty members can be contacted in person or via Blackboard, phone, or email.

**Students are responsible for information given in class or clinical. This information comes from the instructor.** Please contact your instructor directly instead of calling the ADN Program Office. In the event that a faculty member is not available for phone calls, they can alternatively be reached through Blackboard or email.

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## STUDENTS

It is very important that students maintain current contact information in the ADN Program Office. Changes regarding a name, mailing address or phone number must be updated in both the ADN Program Office and the Office of Admissions in Grimsley Hall.

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## BLACKBOARD

All courses at WCC are web-enhanced using Blackboard. Instructors use Blackboard as a primary means of communication with students.

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## WCC STUDENT EMAIL

WCC email is assigned for all enrolled students. Students are encouraged to use their student email account. It is recommended that students become familiar with their WCC student email account and check it on a regular basis.

The student email address is your first initial, last name, and last four digits of your social security number, all lower case, @student.wallace.edu.

Example: [jdoe1234@student.wallace.edu](mailto:jdoe1234@student.wallace.edu)

To login to student email visit [www.wallace.edu](http://www.wallace.edu) and click on "Student Email". Information regarding how to set up and use your student email account can be found on the WCC website at [www.wallace.edu](http://www.wallace.edu). Helpful information is located under "Current Students" then "Student Email Information".

For more information or assistance, students should email [its@wallace.edu](mailto:its@wallace.edu) or call (334) 556-2464.

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## EMERGENCIES

If you feel that the situation is life threatening or are uncertain as to the exact nature of the emergency, dial "9-1-1" directly and tell them your location on campus. For non-life threatening situations, contact the closest WCC employee for assistance.

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## WCC ALERT

Students are encouraged to sign up for "WCC Alert" by visiting [www.wallace.edu/wccalert](http://www.wallace.edu/wccalert). This alert system provides mass electronic notification of emergency information to the campus community via email, text message, the WCC homepage, etc. Examples of emergencies include weather closings or delays, natural disaster, man-made disaster, active shooter, or other emergency as determined by College administrators. This service is free. (Standard text messaging rates will apply.)

**Wallace Community College**  
 1141 Wallace Drive  
 Dothan, AL 36303  
 Phone: (334) 983-3521 or (800) 543-2426  
[www.wallace.edu](http://www.wallace.edu)

**ADN Program Office**  
 Phone: (334) 556-2262  
 Fax: (334) 556-2530

**CAMPUS POLICE**

Students can contact the campus police at any time by calling **(334) 798-1381**.

**ADMINISTRATIVE STAFF**

<u>Name</u>	<u>Extension</u>	<u>E-mail</u>
Buntin, Ms. Kathy – Associate Dean, Health Sciences	2292	<a href="mailto:kbuntin@wallace.edu">kbuntin@wallace.edu</a>
McKnight, Ms. Sheila – Associate Dean, Health Sciences Secretary	2448	<a href="mailto:smcknight@wallace.edu">smcknight@wallace.edu</a>
Spivey, Ms. Jackie - Director, ADN Program	2407	<a href="mailto:jspivey@wallace.edu">jspivey@wallace.edu</a>
Blackmon, Ms. Michelle - ADN Program Secretary	2262	<a href="mailto:mblackmon@wallace.edu">mblackmon@wallace.edu</a>
Clenney, Ms. Karen – Simulation Center Coordinator	2365	<a href="mailto:kclenney@wallace.edu">kclenney@wallace.edu</a>
Craig, Ms. Laricia – Health Science Resource Center Coordinator	2504	<a href="mailto:lcraig@wallace.edu">lcraig@wallace.edu</a>

**FACULTY**

<u>Name</u>	<u>Extension</u>	<u>E-mail</u>
Casey, Ms. Jennifer	2550	<a href="mailto:jcasey@wallace.edu">jcasey@wallace.edu</a>
Daniels, Dr. Rayanne	2604	<a href="mailto:rdaniels@wallace.edu">rdaniels@wallace.edu</a>
DuBose, Dr. Wendy	2606	<a href="mailto:wdubose@wallace.edu">wdubose@wallace.edu</a>
Fuller, Ms. Charlotte	2293	<a href="mailto:cfuller@wallace.edu">cfuller@wallace.edu</a>
Godwin, Ms. Jennifer	2605	<a href="mailto:jgodwin@wallace.edu">jgodwin@wallace.edu</a>
Hardwick, Ms. Kirsti	2431	<a href="mailto:khardwick@wallace.edu">khardwick@wallace.edu</a>
Lindsay, Ms. Lora	2269	<a href="mailto:llindsay@wallace.edu">llindsay@wallace.edu</a>
Neal, Ms. Beth	2502	<a href="mailto:bneal@wallace.edu">bneal@wallace.edu</a>
Owens, Dr. Anna	2551	<a href="mailto:aowens@wallace.edu">aowens@wallace.edu</a>
Radney, Dr. Monica	2584	<a href="mailto:mradney@wallace.edu">mradney@wallace.edu</a>
Sawyer, Ms. Suzanne	2410	<a href="mailto:ssawyer@wallace.edu">ssawyer@wallace.edu</a>
Trawick, Ms. Melissa	2258	<a href="mailto:mtrawick@wallace.edu">mtrawick@wallace.edu</a>
Tucker, Ms. Claudia	6901	<a href="mailto:ctucker@wallace.edu">ctucker@wallace.edu</a>
Ward, Ms. Regina	2591	<a href="mailto:rward@wallace.edu">rward@wallace.edu</a>
Whitlow, Dr. Joy	2488	<a href="mailto:jwhitlow@wallace.edu">jwhitlow@wallace.edu</a>
Williford, Ms. Patricia	2582	<a href="mailto:pwilliford@wallace.edu">pwilliford@wallace.edu</a>
Wyckoff, Ms. Elizabeth	2506	<a href="mailto:ewyckoff@wallace.edu">ewyckoff@wallace.edu</a>
Wynn, Ms. Janice	2384	<a href="mailto:jwynn@wallace.edu">jwynn@wallace.edu</a>

## STUDENT ID POLICY

### I. Purpose

- a. To enhance the safety and security of all personnel on Wallace 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 Wallace Community College.
  - i. Unless a student loses/misplaces ID card, it will only need to be issued once.
  - ii. The first issued student ID is FREE. All replacements will cost \$10.
    1. Receipts from the Wallace Community College Business Office must be provided before being issued a replacement ID.
- c. Students will be required to wear student ID on their person at all times while on campus. Individuals not wearing proper identification will be asked what business they have on campus:
  - i. 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.
  - ii. 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 WCC student ID. Those who resist will be escorted off campus by the College Police and further disciplinary action may be taken if necessary.
- d. This initiative will provide a high quality, single-card system that allows efficient access to all card-related services throughout the college.
- e. This will also enable WCC to seek new and expanded uses of the card through improved and advanced technology.

### II. Scope

- a. 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.
  - i. Dates and times of ID drives will correspond with this time frame and will be announced at the beginning of each term.
- b. The student ID will also be used for discounts at local businesses on specified days (discount specifics found on back of student ID).

### III. Photo ID Policy

- a. Students will be required to present proper government-issued photo identification before an ID card is issued.
- b. For ID pictures, Wallace Community College requires individuals to remove any items not worn as part of their daily appearance. The only exceptions are items worn for cultural or religious purposes.
  - i. All bandanas, hats, sunglasses, visors, etc. are to be removed before picture is taken.

Approved: 02-23-2011

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## **TOBACCO-FREE POLICY**

Wallace Community College is committed to providing a safe and healthy environment for its employees, students and visitors. The College recognizes the right of persons to make their own decisions about their personal use of tobacco products away from the College. However, in light of findings of the U.S. Surgeon General that exposure to secondhand tobacco smoke and use of tobacco products are significant health hazards, it is the intent of the College to establish a tobacco-free environment on its campuses and in its vehicles. Consequently, the use, distribution, or sale of tobacco products, including the carrying of any lighted smoking instrument, in College buildings or in or upon other College premises or inside College-owned, rented or leased vehicles, is prohibited. Wallace Community College employees, students, and visitors are not permitted to use tobacco products inside their private vehicles while on College property.

For the purposes of this policy, a tobacco product is defined as all tobacco-derived or containing products, including and not limited to, cigarettes (e.g., clove, bidis, kreteks), electronic cigarettes, cigars and cigarillos, hookah smoked products, pipes and oral tobacco (e.g., spit and spitless, smokeless, chew, snuff) and nasal tobacco. It also includes any product intended to mimic tobacco products, contain tobacco flavoring or deliver nicotine, to include water vapor emitting products. All College employees, students, visitors, and contractors are required to comply with this policy, which shall remain in force at all times. Any College employee or student found to be in violation of the tobacco-free policy will be subject to a monetary fine. Tickets will be issued by College Police officers for violations of the College tobacco-free policy. Monetary fines will be imposed as listed below, depending on whether the offender is an employee or student. Any visitor or contractor found to be violating the policy shall be asked to discontinue the disallowed activity, and any failure by a visitor or contractor to discontinue the disallowed activity after being requested to do so shall result in the visitor or contractor being escorted off the College premises by the College Police.

### **Student Fines**

Any Wallace student found to have violated this policy shall be subject to the following fines:

- 1st student ticket – Warning
- 2nd student ticket - \$25.00 fine

All fines must be paid within 7 days of ticketing. Fines that are not paid within the 7 days shall automatically double in amount. A student who has a pending fine or fines may not register for classes nor have transcripts released until all fines are paid in full. Any student desiring to appeal a fine arising from the finding of a tobacco-free violation under this policy may do so with the appropriate Campus Dean.

## AUDITING FOR HEALTH SCIENCE CLASSES

Effective September 12, 2012, as approved by the Health Advisory Committee and as declared by The Alabama Community College System (ACCS), there shall be no auditing allowed for any health science classes.

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## BACKGROUND SCREENING POLICY FOR STUDENTS IN THE HEALTH SCIENCES

### I. Policy Purpose

- A. Education of Health Science students at Wallace Community College requires extensive collaboration between the institution and its clinical affiliates.
- B. The College and clinical affiliates share an obligation to protect, to the extent reasonably possible, recipients of health care from harm.
- C. The College desires to ensure that the health and safety of students and patients are not compromised and acknowledges that clinical affiliation agreements exist to provide students with quality clinical education experiences.

### II. Standards of Conduct and Enforcement Thereof

- A. Clinical affiliation agreements for programs within the health sciences contain contractual obligations to comply with the requirements set forth by health care facilities.
- B. Student enrolled in a health program at Wallace Community College must conform to the rules, policies, and procedures of the clinical affiliate in order to participate in clinical learning experiences.
- C. Wallace Community College requires background screening of all students choosing to enroll in a program within the Health Sciences.

### III. General Guidelines

- A. Any student accepted into, currently attending, or re-admitting to any program within the Health Sciences at Wallace Community College will be required to undergo an initial background screen.
- B. Types of screening to be conducted
  1. Social Security Number Trace / ID Search to verify that the Social Security Administration issued the number provided by the individual and that it is not listed in the files of the deceased. The SSN trace will also locate additional names and addresses that may assist in locating jurisdictions for additional criminal searches.
  2. Unlimited County Criminal Record Verifications to identify criminal convictions for all names and addresses revealed on the Social Security Trace.
  3. The Alabama Statewide Search includes criminal convictions since 1987. These records contain information submitted to the State by courts from each county to other criminal justice agencies.
    - a) FACIS (Fraud and Abuse Control Information System) Database Searches to identify adverse actions of individuals and entities in the health care field, including information on disciplinary actions ranging from exclusions and debarments to letters of reprimand and probation. Among others, searches include the OIG, GSA, OFAC and National Terrorist Watch List.
    - b) Office of the Inspector General (OIG) List of Excluded Individuals/Entities identifies those individuals who have committed offenses deeming them ineligible to care for patients receiving Medicare, Medicaid and other Federal health care benefits.

- c) General Services Administration (GSA) Excluded Parties List Service identifies the List of Parties Excluded (EPLS) that identifies those excluded throughout the US Government from receiving Federal contracts and certain types of Federal financial/non-financial assistance/benefits.
  - d) Office of Foreign Assets Control (OFAC) List of Specially Designated Nationals (SDN) includes individuals associated with terrorism and Narcotics Trafficking.
  - e) National Terrorist Watch List contains names of international terrorism suspects and those of people who aid them.
4. National Sex Offender Public Registry, maintained by the U. S. Department of Justice, returns complete profiles of sex offenders, including their convictions.
  5. Professional License, Certification, or Designation Verification confirms validity of professional license(s) claimed by an individual. Verification usually consists of license type, date of issuance, expiration date, current standing and existing restrictions, if any, on the license. Disciplinary actions or suspensions may also be disclosed based on availability from the licensing authority.

#### IV. Student Guidelines

##### A. Consent

1. Submission of all information disclosed in the process of requesting a background screening will be the responsibility of the student.
2. The *Disclosure & Authority to Release Information* form required in on-line creation of an account through the College-approved vendor must be signed by the student.
3. A *Background Screening Consent and Release Form* containing appropriate signatures must be submitted to and a copy kept on file in the applicable health program office student file.
4. An *Acknowledgement of Receipt of the Background Screening Policy for Students in the Health Sciences* form containing appropriate signatures must be submitted and a copy kept on file in the applicable health program student file.

##### B. Procedure Policies

1. Background screens will be scheduled and conducted by a College-designated vendor in accordance with program specific admission deadlines and/or semester start dates. Background screens performed by any other vendor or agency will not be accepted.
2. Students reinstated to a health program after an absence from program coursework of one semester or more, will be required to submit a screening update to the College-approved vendor.
3. All expenses associated with background screening, whether initial screens or updates, are the responsibility of the student.
  - a) Any applications of financial aid resources must follow aid-specific guidelines approved by the provider.
  - b) Any expenses not applicable to financial aid resources must be provided by the student.
4. Failure to complete the background screen by the published deadline and/or refusing to sign the consent, disclosure, and/or release authorization form(s) will prohibit a student from attending health program courses.
  - a) The student will be advised to officially withdraw from registration in any courses within the applicable health program prefix.
  - b) If the student does not officially withdraw, applicable procedures will be applied, including the use of a "never attend (NA)," "cease to attend (CA)," or "withdrawal failing (WF)" designation.
5. A student who experiences extenuating circumstances that prohibit completion of the background screen by the deadline should contact the Associate Dean, Health Sciences. In the event that a student is allowed to proceed with background screening beyond the designated deadline, he/she will not be allowed to attend any clinical experiences until the full background screen process is completed.

## V. Results

- A. Results of background screening are confidential and will be released only to the individual student and to the approved College designee.
- B. If required by affiliate contracts, clinical affiliates will be provided with a copy of negative results for students assigned to the specific agency.
- C. Receipt of a positive background screening report will require further review by the College designee and appointed affiliate representatives.
  - 1. Background screens which could render a student ineligible to obtain clinical learning experiences include, but are not limited to:
    - a) Certain convictions or criminal charges which could jeopardize the health and safety of patients.
      - (1) Crimes against the person, such as battery or assault.
      - (2) Crimes based on dishonesty or untruthfulness, such as theft or embezzlement.
    - b) Drug or substance abuse-related crimes, including but not limited to, use, manufacture, distribution, possession, and/or purchase of illegal substances
    - c) Sanctions or debarment.
    - d) Felony or repeated misdemeanor activity.
    - e) Office of the Inspector General violations including inclusion of one's name on an excluded party list.
    - f) Other crimes as deemed ineligible by appointed affiliate representatives
  - 2. In the event of a positive background screen, the student will be notified of the results by the College designee and the screening vendor.
  - 3. Students will be provided an opportunity to challenge the accuracy of reported findings through the Adverse Action process provided by the College-approved vendor.
  - 4. Students with a positive background screen will not be allowed to participate in clinical assignments pending resolution of the background finding.
  - 5. Students who are unable to resolve positive background findings will not be allowed to continue in a health program at Wallace Community College. The student will be advised by the College designee as to their future eligibility for program re-entry and the mechanisms for readmission application to a health program.
    - (1) The student will be advised to officially withdraw from registration in any courses within the applicable health program prefix.
    - (2) If the student does not officially withdraw, applicable procedures will be applied, including the use of a "never attend (NA)," "cease to attend (CA)," or "withdrawal failing (WF)" designation.
- D. Background screening results will be securely filed in the office of the College designee.
- E. Any conditions associated with positive background screens, which, upon review by designated clinical affiliate representatives are deemed allowable, may still have licensure implications upon graduation from a health program.

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## ESSENTIAL FUNCTIONS FOR ACCS NURSING PROGRAMS

The Alabama Community College System (ACCS) endorses the Americans' with Disabilities Act. In accordance with College policy, when requested, reasonable accommodations may be provided for individuals with disabilities.

Physical, cognitive, psychomotor, affective, and social abilities are required in unique combinations to provide safe and effective nursing care. The applicant/student must be able to meet the essential functions with or without reasonable accommodations throughout the program of learning. Admission, progression, and graduation are contingent upon one's ability to demonstrate the essential functions delineated for the nursing programs with or without reasonable accommodations. The nursing programs and/or its affiliated clinical agencies may identify additional essential functions. The nursing programs reserve the right to amend the essential functions as deemed necessary.

In order to be admitted and to progress in the nursing program, one must possess a functional level of ability to perform the duties required of a nurse. Admission or progression may be denied if a student is unable to demonstrate the essential functions with or without reasonable accommodations.

The essential functions delineated are those deemed necessary by the Alabama Community College System nursing programs. No representation regarding industrial standards is implied. Similarly, any reasonable accommodations made will be determined and applied to the respective nursing program and may vary from reasonable accommodations made by healthcare employers.

The essential functions delineated below are necessary for nursing program admission, progression, and graduation and for the provision of safe and effective nursing care. **The essential functions include but are not limited to the ability to:**

### Performance Category    Essential Functions

#### **Sensory Perception**

- Visual**
  - Observe and discern subtle changes in physical conditions and the environment
  - Visualize different color spectrums and color changes
  - Read fine print in varying levels of light
  - Read for prolonged periods of time
  - Read cursive writing
  - Read at varying distances
  - Read data/information displayed on monitors/equipment
- Auditory**
  - Interpret monitoring devices
  - Distinguish muffled sounds heard through a stethoscope
  - Hear and discriminate high and low frequency sounds produced by the body and the environment
  - Effectively hear to communicate with others
- Tactile**
  - Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location and other physical characteristics
- Olfactory**
  - Detect body odors and odors in the environment

#### **Communication/ Interpersonal Relationships**

- Verbally and in writing, engage in a two-way communication and interact effectively with others from a variety of social, emotional, cultural, and intellectual backgrounds
- Work effectively in groups
- Work effectively independently
- Discern and interpret nonverbal communication
- Express one's ideas and feelings clearly
- Communicate with others accurately in a timely manner
- Obtain communications from a computer

**Performance Category**    **Essential Functions**

**Cognitive/Critical Thinking**

- Effectively read, write and comprehend the English language
- Consistently and dependably engage in the process of critical thinking in order to formulate and implement safe and ethical nursing decisions in a variety of health care settings
- Demonstrate satisfactory performance on written examinations including mathematical computations without a calculator
- Satisfactorily achieve the program objectives

**Motor Function**

- Handle small delicate equipment/objects without extraneous movement, contamination, or destruction
- Move, position, turn, transfer, assist with lifting or lift, and carry clients without injury to clients, self or others
- Maintain balance from any position
- Stand on both legs
- Coordinate hand/eye movements
- Push/pull heavy objects without injury to client, self, or others
- Stand, bend, walk and/or sit for 6-12 hours in a clinical setting performing physical activities requiring energy without jeopardizing the safety of the client, self, or others
- Walk without a cane, walker, or crutches
- Function with hands free for nursing care and transporting items
- Transport self and client without the use of electrical devices
- Flex, abduct, and rotate all joints freely
- Respond rapidly to emergency situations
- Maneuver in small areas
- Perform daily care functions for the client
- Coordinate fine and gross motor hand movements to provide safe effective nursing care
- Calibrate/use equipment
- Execute movement required to provide nursing care in all health care settings
- Perform CPR and physical assessment
- Operate a computer

**Professional Behavior**

- Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance, and a healthy attitude toward others
- Demonstrate a mentally healthy attitude that is age appropriate in relationship to the client
- Handle multiple tasks concurrently
- Perform safe, effective nursing care for clients in a caring context
- Understand and follow the policies and procedures of the College and clinical agencies
- Understand the consequences of violating the student code of conduct
- Understand that posing a direct threat to others is unacceptable and subjects one to discipline
- Meet qualifications for licensure by examination as stipulated by the Alabama Board of Nursing
- Not to pose a threat to self or others
- Function effectively in situations of uncertainty and stress inherent in providing nursing care
- Adapt to changing environments and situations
- Remain free of chemical dependency
- Report promptly to clinicals and remain for 6-12 hours on the clinical unit
- Provide nursing care in an appropriate time frame
- Accepts responsibility, accountability, and ownership of one's actions
- Seek supervision/consultation in a timely manner
- Examine and modify one's own behavior when it interferes with nursing care or learning

Upon admission, an individual who discloses a disability can request reasonable accommodations. Individuals will be asked to provide documentation of the disability in order to assist with the provision of appropriate reasonable accommodations. Wallace Community College will provide reasonable accommodations, but is not required to substantially alter the requirements or nature of the program or provide accommodations that inflict an undue burden on the College. In order to be admitted, one must be able to perform all of the essential functions with or without reasonable accommodations.

**If an individual's health changes during the program of learning, so that the essential functions cannot be met with or without reasonable accommodations, the student will be withdrawn from the nursing program. The nursing faculty reserves the right at any time to require an additional medical examination at the student's expense, in order to assist with the evaluation of the student's ability to perform the essential functions.**

Requests for reasonable accommodations should be directed to:

Wallace Campus	Mr. Ryan Spry	(334) 556-2587
Sparks Campus	Mr. Earl Bynum	(334) 687-3543

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## HEALTH RECORDS POLICY

Validation and documentation of required health records must be received in the ADN Program Office by all students enrolled in the ADN program. **Students that fail to submit required records by the announced deadline(s) will not be allowed to continue in the program.**

All students are required to have a physical examination at the student's expense. The physical examination / health requirements protect the student by identifying any potential or real health problems that may be exacerbated by the demands of the clinical portion of the program.

Health professions are strenuous, both physically and psychologically. The student's ability to handle these demands must be established. It is also imperative that students do not expose clients or agency personnel to communicable disease, or risk their safety due to the inability to handle the physical or psychological stress of client care.

The following are required for ALL students:

1. **PHYSICAL EXAMINATION** – A **physical examination**, completed within the past year, is required for all new students. The physical must be signed by a licensed physician or nurse practitioner. The examination must be documented on the Program's **standardized health examination form** as required by The Alabama Community College System. New students and any student returning to the Associate Degree Nursing program after an absence of one (1) year must submit current completed health forms.
2. **IMMUNIZATIONS / TITERS** – It is the student's responsibility to keep all health records current. **Documentation of any required updates should be submitted to the ADN Program Office as soon as possible.** The following are required:

**Tetanus (Tdap) Vaccine** Students entering the ADN program must provide documentation of an adult **Tdap vaccine** (tetanus, diphtheria, and pertussis). If the documented Tdap vaccine is over ten (10) years old, documentation of a Td (tetanus and diphtheria) or Tdap booster that is less than ten (10) years old is also required. An update is required every ten (10) years.

**TB Skin Test** A **two-step** TB Skin Test is required to enter the ADN program. This consists of one test followed by a second test 7-21 days later. The results cannot be more than four (4) weeks apart. *An annual one-step TB Skin Test is required each subsequent year.*

In lieu of a two-step TB Skin Test, students can present documentation of a **TB blood test**. *An annual TB blood test or one-step TB Skin Test is required each subsequent year.*

Students who are unable to receive the TB skin test due to a previously positive TB result or previous BCG vaccination, must submit documentation stating such along with documentation of a clear **chest x-ray**. Completion of an annual *Tuberculosis Questionnaire* (provided by the WCC health program) will also be required.

#### MMRV Titer

A **MMRV (Measles, Mumps, Rubella, and Varicella) titer** is required to enter the ADN program.

If any results are negative or non-immune, the student must sign the *MMRV Waiver Form* (provided by the WCC health program) and submit it with the negative or non-immune results. The student is advised to consult with a physician regarding precautions to prevent infection. Results must be within the past five (5) years.

**Proof of vaccination is not required and will not be accepted in place of titer results.**

#### Hepatitis B

A **Hepatitis B titer** is required to enter the ADN Program.

If the results are negative or non-immune, the student must sign the *Hepatitis B Waiver Form* (provided by the WCC health program) and submit it with the negative or non-immune results. The student is advised to consult with a physician regarding precautions to prevent infection. Results must be within the past five (5) years.

**Proof of vaccination is not required and will not be accepted in place of titer results.**

3. CONTINUING HEALTH STATUS – It is a student's responsibility to notify the nursing faculty of any changes in his/her health status, i.e. pregnancy, surgery, injuries, Additional examinations from a health care provider, with documentation of results, may be required by an instructor for any changes in a student's health status.
4. PROFESSIONAL LIABILITY INSURANCE – Students in the ADN program are required to purchase professional liability insurance (malpractice insurance) through the College, each semester they enroll in a nursing course with a clinical component. This fee is added to your course registration as **NUR000** and is to be paid at registration each applicable semester. **The blanket policy only provides coverage for incidents occurring during required clinicals and it expires at the end of each term.**
5. HEALTH INSURANCE – Wallace Community College and the ADN Program do not provide health insurance coverage for students. Students are responsible for costs incurred as a result of an accident/injury in the clinical or college laboratory. This may include follow-up testing and/or treatment mandated by the program/clinical agency. Students are not entitled to any Workmen's Compensation benefits from agencies. Health insurance coverage is strongly recommended.

### IMPORTANT:

- It is the student's responsibility to ensure that all records are submitted and are up to date. **ANY STUDENT WHO FAILS TO MEET ANNOUNCED DEADLINES FOR EACH SEMESTER WILL BE REMOVED FROM CLASS, LAB, CLINICAL, ETC. AND WILL NOT BE ALLOWED TO RETURN UNTIL ALL RECORDS ARE IN COMPLIANCE.**
- Updates to health records may be required while a student is enrolled in the ADN program, i.e. TB skin test, CPR, Tdap, etc. **ALL UPDATES MUST BE PRESENTED ON THE FIRST DAY OF CLASS AND MUST BE GOOD FOR THE ENTIRE SEMESTER.** For example, TB skin tests are required annually for all students. If the semester begins on January 10<sup>th</sup> and ends on May 5<sup>th</sup>, and your TB skin test expires March 3<sup>rd</sup>, you will have to update your information prior to January 10<sup>th</sup> in order to have it available for class and to be current for TB throughout the semester.
- **STUDENTS MUST KEEP PERSONAL COPIES OF ALL HEALTH-RELATED RECORDS.** Re-submission of records may be requested by ADN Program personnel at any time. Copies of records WILL NOT be provided back to students. In the event the student requires a copy of any health related record, he or she must seek it from the original source, i.e. the healthcare provider.

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## **WCC ADN SOCIAL MEDIA POLICY**

The term Social Media includes, but is not limited to social networking sites such as Facebook, Linked-In, Twitter, Instagram and any other site that is normally considered under social networking. Students are advised to use social media cautiously. Any disclosure, intentional or unintentional, of information that could lead to the identification of a patient will result in appropriate disciplinary actions up to suspension from the college. Removal of an individual's name, or face, or image is not sufficient to protect identity or confidential information. The use of privacy settings that are available on many social networking sites, does not guarantee that information will not appear in public and is thus not deemed sufficient to protect confidential patient information. There is no such thing as a "private" social media site. Students are not to make negative, disparaging, or unprofessional remarks about the college, fellow students, instructors, patients (either a generalized or specific group of patients, or an individual), patient visitors, clinical sites or other health care professionals through social media. Students will be held responsible for their postings as well as postings in response to them. Any negative or disparaging remarks, intentional or unintentional, through social media will be considered unprofessional and a form of misconduct. This type of misconduct will be subject to appropriate disciplinary actions. Students should assume that anyone including fellow students, instructors, patients and patient families, as well as employees of the clinical facilities can read any posting.

The following guidelines are to be followed:

- Students may not access or post to social media sites during class, lab or clinical time.
- Students must not save or transmit confidential, identifying or sensitive patient information on your personal computer or other electronic device.
- E-mail or texting correspondence with faculty should be treated as public and should not include patient identifying information.
- Students must comply with clinical agency regulations regarding use of computers, cameras, electronic devices, cell phones and social media while present in the facility.
- Student should report breaches of this policy to an instructor promptly.

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## **SUBSTANCE ABUSE CONTROL POLICY FOR STUDENTS IN THE HEALTH SCIENCES**

### **1) Policy Purpose**

- a) Wallace Community College is a public educational institution of the State of Alabama and, as such, shall not allow on its premises, or at any activity it sponsors, the possession, use, or distribution of any alcoholic beverage or any illicit drug by any student or employee.
- b) As stipulated by agencies with which Wallace Community College contracts for clinical experiences, health program students and faculty must abide by agency policies, including the substance abuse control policy and any subsequent revisions to the policy.

### **2) Standards of Conduct and Enforcement Thereof**

- a) Any incident relating to alcohol or drug use by students should be reported to the Associate Dean, Health Sciences.
- b) In the event of confirmation of such prohibited possession, use, or distribution by a student, Wallace Community College shall, within the scope of applicable federal and state due process requirements, take such administrative or disciplinary action as is appropriate. For a student, the disciplinary action may include, but is not limited to, program dismissal, college suspension or expulsion.
- c) If any student shall engage in any behavior prohibited by this policy, which is also a violation of Federal, State, or local law or ordinance, that student shall be subject to referral to law enforcement officials for arrest and prosecution.

### **3) General Guidelines**

- a) Policies governing substance abuse include pre-clinical drug screening, random drug screening, and reasonable cause drug screening, should the student exhibit behaviors indicative of substance abuse during their participation in courses and/or activities offered by Wallace Community College.
- b) Laboratory Requirements
  - i) Drug screening will be conducted according to the guidelines established in the Mandatory Guidelines for Federal Workplace Drug Testing Programs.
  - ii) Laboratories certified by the Substance Abuse and Mental Health Services Administration, U. S. Department of Health and Human Services (HHS), will be used to perform confirmatory drug testing analysis.

- c) Persons to be Tested
  - i) Any student admitted to a health science program at Wallace Community College will be required to abide by this substance abuse control policy.
  - ii) Any faculty member, whether full or adjunct, responsible for clinical supervision of students enrolled in a health science program at Wallace Community College will be required to abide by this policy.

#### 4) Student Guidelines

##### a) *Pre-clinical Screening*

- i) Students granted initial admission to any health science program at Wallace Community College will be provided information regarding and will be expected to adhere to the substance abuse control policy of Wallace Community College.
- ii) Students transferring into a health science program, readmitting to a health science program, and/or enrolling in individual courses containing a clinical component will be provided information regarding and will be expected to adhere to the substance abuse control policy of Wallace Community College.
- iii) A signed consent to drug screening will be maintained on file for each health science student. Screening will be scheduled and conducted according to established guidelines at a cost agreed upon by laboratory facility and College representatives. Costs related to admission and random drug testing will be the responsibility of the student.
- iv) Students scheduled for random screening will be individually notified and required to report for testing at a designated location by a designated time.
- v) Students failing to complete drug screening as required will be prohibited from participation in and completion of the clinical and/or laboratory component of required courses.
- vi) In accordance with policies found in the Wallace Community College Catalog/Student Handbook, students who are unable to complete course requirements due to positive drug screens will be allowed to withdraw from applicable courses.
- vii) Readmission to health science programs will follow guidelines established by each health program.

##### b) *Reasonable-Suspicion Screening*

- i) While participating in clinical experiences and/or College activities, students may be required to submit to reasonable suspicion testing. Reasonable suspicion is defined as follows:
  - (a) Observable phenomena, such as direct observation of drug use and/or the physical symptoms or manifestations of being under the influence of a drug; abnormal conduct or erratic behavior while in class or on the clinical unit; deterioration in performance; a report of drug use provided by reliable and credible sources which has been independently corroborated; evidence of tampering with a drug test; information that the individual has caused or contributed to an incident in a clinical agency; evidence of involvement in the use, possession, sale, solicitation, or transfer of drugs while on the premises of the College or a clinical agency.
- ii) Costs incurred for reasonable-suspicion screening will be the responsibility of the student involved.

##### c) *Positive Screens*

- i) No student drug-screening sample will be reported as positive before a Certified Medical Review Officer has reviewed results.
- ii) Upon receipt of a positive drug screen notification, the College designee will counsel the student as to course/program eligibility status and treatment options.
- iii) Wallace Community College encourages students to seek professional help for a drug related problem. Follow-up treatment will be at the discretion of the student and all expenses incurred will be the responsibility of the student.
- iv) With exception of legal actions that require access to test results; all records will be secured in locked files with access limited only to stated College officials and his/her designees.

##### d) *Readmission*

- i) Students withdrawing from a health science program due to a positive drug screen will be considered for readmission in accordance with standard guidelines stipulated by the applicable program and will have the same rights and responsibilities as those available to other students.
- ii) Prior to making application for readmission, students dismissed or withdrawing from a health science program related to a positive drug screen must submit verification of completion of a substance abuse treatment program to the appropriate College designee.
- iii) Students readmitted to a health science program following violation of policies aimed at substance abuse prevention for Wallace Community College will be required to submit to an unannounced drug screen at their own expense prior to finalization of the process.
- iv) Students readmitted to a health science program may repeat courses as guided by program policies and offerings.
- v) Following readmission, a second positive drug screen will result in program dismissal and terminate all eligibility for readmission.

## ATTENDANCE

Class attendance policies are in effect from the first scheduled class meeting. **All students in the ADN program are expected to attend all scheduled class meetings, laboratory sessions, and clinicals for their course(s).** Students in the nursing program should recognize their academic responsibilities by attending class and by being on time.

The grades of students who miss scheduled exams, unscheduled quizzes, deadlines for turning in assignments or projects, or scheduled group projects may be negatively impacted by their absence.

Because of unique circumstances, timing, equipment availability, clinical availability, or faculty schedules, not all missed examinations, quizzes, laboratory work, or projects may be available for make-up. Individual instructors will make decisions regarding excused absences.

**Students should be aware that course progression, financial assistance, etc., are influenced by attendance.** For detailed information regarding the College Attendance Policy, please refer to the *WCC College Catalog and Student Handbook*.

Students who do not want to continue attending a nursing course or courses are urged to initiate the withdrawal process. Withdrawal deadlines are published in the *WCC Class Schedule* each semester.

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## DRUG CALCULATION EXAMS

### Level I

A Level I Drug Calculation Exam will be administered in NUR104 (Introduction to Pharmacology) or in NUR200 (Nursing Career Mobility Assessment). Dates for the exam will be coordinated by the course instructor.

1. The exam will consist of 20 questions.
2. Students are required to pass the exam with a 90% or higher in order to complete the course requirements. The exam grade is **pass or fail** and is not calculated in the course grade for NUR104 or NUR200.
3. A student will be given the opportunity to remediate and will be allowed one re-test if he/she is not successful on the first attempt. The date for the second attempt will be noted on the course calendar.
4. If a student is unsuccessful after the second attempt at the Level I Drug Calculation Exam, the student will be advised to withdraw from the course. If a student fails to withdraw from NUR104 or NUR200, the overall grade assignment will be 59 (F) regardless of the theory grade.
5. Students that are unsuccessful on the Level I Drug Calculation Exam and choose to withdraw or receive a failing grade will be required to repeat the entire course before continuing in the nursing curriculum.
6. Withdrawal from or failure in NUR104 or NUR200 will count as an unsuccessful attempt in a nursing course, as defined in *The Alabama Community College System's Nursing Program Progression Policy*.

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## GRADING SYSTEM

The grading system for students accepted to the ADN program varies from the grading system for the College. The grading system will be applied as follows:

- Grades for general education courses will be determined using the grading system for the College as outlined in the *WCC College Catalog*.
- Grades for courses that begin with “NUR” will be determined using the grading scale mandated by The Alabama Community College System.
- Students in the ADN program are required to obtain a “C” or higher (75 or higher) in all nursing courses in order to progress in the curriculum.
- Students are required to complete all courses listed in the ADN curriculum with a “C” or higher.

### WCC Grading Scale

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = 59 and below

### Nursing (NUR) Courses Grading Scale

A = 90-100

B = 80-89

**C = 75-79**

D = 60-74

F = 59 and below

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## GRADE CALCULATIONS

No rounding of test scores is done, eg. 78.6. Only the final course grade is rounded, eg. 0.5 or higher is raised to the next whole number.

WCC nursing programs will carry all grade computations within a course (exams, quizzes, comprehensive tests, outside activity grades, etc.) to the hundredths place with no rounding applied to intermediate steps.

Final course averages will be rounded to the nearest whole number and the following grading scale applied:

A = 90 – 100

B = 80 – 89

C = 75 – 79

D = 60 – 74

F = 59 and below

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## PROGRESSION, REINSTATEMENT, and TRANSFER POLICIES

### PROGRESSION POLICY

In order to progress in the nursing program, the student must:

1. Achieve a grade of C or better in all required general education and nursing courses.
2. Be acceptable by clinical agencies for clinical experiences.
3. Maintain ability to meet essential functions for nursing with or without reasonable accommodations.
4. Maintain current CPR at the health care provider level.

### Nursing Non-Progression

1. Nursing non-progression is defined as failure (D or F) or withdrawal (W) of one or more courses in a semester.
2. Students returning to repeat a course due to failure or withdrawal will be allowed to register for said course(s) on a space available basis.
3. A total of **two** unsuccessful attempts in **two** separate semesters (D, F, or W) in the nursing program will result in dismissal from the program.

### Reinstatement

1. Students who experience non-progression in the nursing program and who desire reinstatement in the program must apply for reinstatement to the program.
2. A student may be reinstated to the nursing program only one time. (After the first D, F, or W a student can be reinstated. After the second D, F, or W, in a separate semester, a student is dismissed from the program.)
3. A student must have a 2.0 cumulative GPA at the current institution for reinstatement.
3. A student must request reinstatement within one year from the term of non-progression to be eligible for reinstatement.
4. Students dismissed from the program for disciplinary reasons and/or unsafe client care in the clinical area will not be allowed reinstatement to the nursing program.
5. Selection for reinstatement is based on GPA in nursing program required courses.
6. Students must adhere to nursing curriculum and program policies and procedures in effect at the time of reinstatement. All nursing program admission standards must be met.
7. Reinstatement can be denied due to, but not limited to, any of the following circumstances:
  - a. Space unavailability.
  - b. Refusal by clinical agencies to accept the student for clinical experiences.
  - c. Twelve months have elapsed since the student enrollment in a nursing course.
  - d. Unacceptable results on drug and/or background screens.
8. If a student has a documented extenuating circumstance that should be considered related to withdrawal or failure, then the student may request a hearing before the Admission Committee or other appropriate college committee for a decision on repeating a course or readmission to the program.

### Criteria for Reinstatement

1. Demonstrate a 2.0 cumulative GPA at WCC.
2. Student has had no more than one non-progression since program admission.
3. Demonstrate acceptable skills proficiency.
4. Meet acceptability criteria for placement at clinical agencies for clinical experiences.
5. Demonstrate ability to meet essential functions for nursing with or without reasonable accommodations.
6. Demonstrate current CPR at the health care provider level.

## Process for Reinstatement

1. Students should first schedule an appointment with a nursing faculty/advisor to discuss eligibility for reinstatement.
2. Students must apply for reinstatement to the nursing program and submit the application by published deadlines.
3. Students must apply for readmission to the College if not currently enrolled. College readmission must be accomplished by published deadlines.
4. Update all drug testing and background screening according to nursing program policy.

## **Readmission**

Students not eligible for program reinstatement may apply for program admission as a new student. If accepted, all nursing program courses (NUR prefix) will have to be taken.

## **TRANSFER POLICY**

The transfer policy applies only to students desiring to transfer between Alabama Community College System institutions. It does not apply to students wishing to transfer from other institutions.

### **Criteria for Transfer**

1. Must meet minimum admission standards for the nursing program.
2. Must possess a grade of C or better in all nursing program required courses taken at another institution and possess a minimum of a 2.0 cumulative GPA at time of transfer.
3. Dean/Director of previous nursing program must provide a letter of eligibility for progression in previous nursing program.
4. Must comply with all program policy requirements at accepting institution.
5. Complete at least 25% of the nursing program required courses for degree /certificate at the accepting institution.
6. Must meet acceptability criteria for placement at clinical agencies for clinical experience.
7. Acceptance of transfer students into nursing programs is limited by the number of faculty and clinical facilities available. Meeting minimal standards does not guarantee acceptance.
8. Student selection for transfer is based on GPA in nursing program required courses.

## **TRANSIENT STUDENT POLICY**

The transient policy applies only to students desiring to transfer between Alabama Community College System institutions. It does not apply to students wishing to transfer from other institutions.

### **Criteria for Transient Status**

1. Must meet minimum admission standards for the nursing program.
2. Must possess a grade of C or better in all nursing program required courses taken at another institution and possess a minimum of a 2.0 cumulative GPA.
3. Dean/Director of previous nursing program must provide a letter of eligibility for progression in previous nursing program.
4. A student enrolled at another institution must secure permission from that institution by submitting an application for admission to the College and a Transient Student Form completed by an official (Nursing Program Dean/Director) of the primary institution.
5. Transient students must complete a Transcript Request Form at the end of the term before a transcript will be issued to the primary institution.
6. Must comply with all program policy requirements at accepting institution.
7. Must meet acceptability criteria for placement at clinical agencies for clinical experience.
8. Acceptance of transient student into a nursing program is limited by the number of faculty and clinical facilities available. Meeting minimal standards does not guarantee acceptance.
9. Student selection for transient status is based on GPA in nursing program required courses

## **ADN TRANSFER TO LPN PROGRAM**

Associate Degree Nursing students may apply for admission to the third semester of the Practical Nursing program after they have completed the first two semesters of coursework – MTH 100, ENG 101, BIO 201, BIO 202, NUR 102, NUR 103, NUR 104, NUR 105, and NUR 106 – with a grade of C or better. Students who elect to transfer to the last semester in the Practical Nursing program will be required to meet the current program admission/readmission requirements. Students will be admitted on a space available basis to the PN program.

Students in the second level of the ADN program (NUR201, 202, 203, 204) that are dismissed due to two non-progressions may apply to be allowed to enter the third semester of the Practical Nursing (PN) program, provided they meet the current program admission/readmission requirements. These students will be admitted on a space available basis and must contact the PN department for specific requirements.

### To be eligible for this option:

1. Student must complete a transfer/readmission form.
2. Have a minimum of a 2.0 cumulative GPA at current institution.
3. Meet clinical record/health record requirements.
4. The last clinical nursing course, in which the student was successful, cannot be more than twelve months old.
5. Student will be ranked on cumulative GPA for the purposes of transfer/readmission to the PN program.
6. Students who have two attempts in the RN program are only allowed one attempt in the PN program.
7. Students who are successful may apply for the LPN-to-RN Mobility Option as outlined in the College Catalog.
8. If unsuccessful in the PN transfer option, the student must meet current admission/ progression requirements.

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## PROGRESSION POLICY APPEAL PROCESS

A student who entered the ADN program under the Nursing Progression Policy implemented as of Fall 2013 shall have appeals considered on a case by case basis by the Associate Degree Nursing Admissions Committee.

No list of circumstances can cover all contingencies that might arise, however, an extenuating circumstance is one that is unforeseen and impacts the student's ability to continue in the semester. The Committee will review each student's situation will be reviewed by the committee individually; however, this procedure should resolve the following types of circumstances which may be considered extenuating circumstances:

1. Medical illness requiring hospitalization of the student or immediate family (spouse, child).
2. Death of an immediate family member (spouse, child, parent).
3. Domestic violence situations.

If a student feels they have an extenuating circumstance, the steps of the procedure are as follows:

1. The student will complete the **Appeal Request Form** as completely as possible. The request should be submitted within 12 calendar days of the occurrence. The form may be obtained from the course leader or faculty advisor.
2. The request may be submitted to the student's course instructor, or the ADN office mailbox on the second floor of the Health Science building.
3. **A student must demonstrate appropriate decision-making and cannot wait until the end of the semester after they have been unsuccessful in the course. It is expected that a student has been in contact with the course instructor.**
4. The Admission committee will meet once a month to consider all appeals that have been received. The decision of the committee will be provided to the student in writing, as well as being filed in the student's records.
5. A student will be considered for an appeal only one time throughout their progression in the curriculum.

### CLINICAL ATTENDANCE

ADN students are expected to abide by all policies of the health care facility in which they are participating for clinical. When in the clinical area, students are to address all personnel by their proper title.

**If a student is unable to report to their assigned clinical area, they must:**

- a) **Notify their clinical instructor prior to the scheduled time of clinical.**
- b) **Notify the clinical area in which they are assigned.**

Contact information will be provided to you by your clinical instructor. A message must reach the clinical instructor prior to the beginning of the clinical. **Failure to contact your clinical instructor will result in unsatisfactory performance for the day.**

Students must be clean and appropriately dressed when attending any clinical. Failure to adhere to this requirement will result in dismissal from clinical activities for the day and could potentially result in a failing grade for the respective nursing course.

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### CLINICAL EVALUATION

Criteria for clinical evaluation will be outlined in each nursing course syllabus. Students that are unsuccessful in the clinical portion of a course will not receive a passing grade for the course.

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### CARDIOPULMONARY RESUSCITATION (CPR)

Students in the ADN program are required to have current CPR certification at all times. Requirements include:

- Certification must be health care provider status, infant through adult.
- Must be renewed on in accordance with the date on the issued card/certificate.
- A copy of current CPR certification must be submitted to the ADN Program Office along with health records.
- Any new student that does not have current CPR certification by the required deadline must be enrolled in EMS100 (Cardio Resuscitation I) during their first semester of nursing.
- **No online only CPR certification will be accepted. All CPR certification, to include re-certification, must have both *cognitive and skills* evaluation components.**
- CPR providers must be through the American Heart Association or the American Red Cross.

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## **CONFIDENTIAL INFORMATION**

Students will, in the course of clinical assignments, be exposed to information regarding clients, physicians, and others. All such information must be considered as confidential and cannot be discussed with anyone except in the line of duty.

A client's condition may not be discussed with the client, family, or other persons not directly concerned with care of the client. Only the physician or other authorized persons may discuss the condition of the client with others.

All students enrolled in the Associate Degree Nursing program are required to sign a "Statement of Confidentiality". This statement covers confidentiality and Health Insurance Portability and Accountability Act (HIPAA) rules and regulation. Additionally, students may be asked to participate in HIPPA training and/or sign additional statements specific to any health care facilities they may attend for clinical purposes.

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## **INVASIVE PROCEDURE STATEMENT**

Students in the WCC ADN program are legally responsible and accountable for all their actions while providing care to patients/clients. Student performance in the clinical area must always be guided by concern to patient/client safety. In the interest of patient/client safety, the performance of invasive procedures, such as parenteral drug administration (injections, IV push medications, secondary or piggy back medications) requires the direct observation of the clinical instructor or the designated registered nurse. Students may be immediately and permanently dismissed from the ADN program for any unsafe practice, such as the failure to secure the required supervision when performing invasive procedures.

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## **NO COMPENSATION POLICY**

Students in the ADN program will be enrolled in clinical courses requiring their presence at a health care facility. While in clinical, students **cannot** receive payment or any other form compensation from either the health care facility or the College.

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## **PERSONAL AFFAIRS**

Students should not discuss personal problems or business while in the clinical facility. Advisement may be sought from the College counselor or WCC clinical instructor. Students are absolutely prohibited from approaching members of the medical staff in the hospital regarding personal needs, working assignments, conditions, or any other matters not immediately appropriate in the care of his/her client.

Students are expected to adhere to the prescribed dress code for clinical education, and on-campus educational activities including theory and laboratory settings, regarding professional standards and personal appearance. Students should take responsibility for their professional appearance while representing Wallace Community College. In conjunction with the guidelines set forth by the ADN program, students must abide by any additional guidelines and/or standards mandated by policies of clinical facilities.

Good personal hygiene is mandatory. Unclean and/or unkempt appearance, unpleasant body or breath odors, including smoke odors, **are not acceptable**. Strong scents are to be avoided.

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### CLINICAL DRESS CODE

#### Women / Men

- Wine-colored uniform tops and bottoms. (Females are allowed to wear skirts that are knee length or longer).
- **The required brand for scrubs is Dickies. The color code is WINZ. Students can choose from two lines:**
  - **Xtreme Flex Stretch**
  - **EDS Signature Line**
- Pants should fall on top of shoes (no cuffs).
- White hose should be worn with a skirt.
- White socks (mid-calf length) should be worn with pants.
- Official Wallace Community College ADN Program patch is to be sewn onto upper right side of front of shirt.
- White shoes: NO CANVAS or CLOTH (must be ALL white with clean white shoe laces). No thong type sandal, flip flop, croc style shoes with holes, etc. are permitted. Shoes must be closed-toe.
- A professional white lab coat may be worn over uniform during clinical. The lab coat must have the Wallace Community College ADN Program patch sewn onto the top left sleeve. The student lab coat is not to be worn when the student is an employee role at his/her workplace.

#### ALL Students in Clinical

##### Jewelry

- A wedding band, without stone(s), may be worn.
- A non-digital watch may be worn.
- Religious medals may be worn if the chain is long enough that it can be tucked into the uniform.
- No visible body piercings i.e., tongue rings/apparatuses, will be allowed.
- No wrist or ankle bracelets are allowed.
- No earrings are permissible.

##### Fingernails

- Fingernails are to be kept short, neat, and clean.
- Clear, light/subtle tones of pink polish are allowed.
- **APPLIQUES ARE NOT ALLOWED.**
- **ARTIFICIAL NAILS ARE NOT ALLOWED.**

##### Tattoos

- All tattoos should be covered. If necessary, students with questions should arrange to meet with an instructor on an individual basis to determine any individual course of action.

### Perfume

- NO scented hairspray, perfume, cologne, or lotions are to be worn while in uniform and clinical setting.

### Hair

- All students are to wear clean, neat, attractive and appropriate hairstyles (pulled away from the eyes and face) while in uniform.
- Hair that falls past the level of the chin, when bending forward, must be fixed so that the hair does not touch the uniform collar.
- Only plain barrettes or rubber bands are to be worn in hair.
- No scarves or headbands.
- No extreme look or hair color (i.e. neon colors) including shaved heads with designs or symbols is permitted.
- If male students wear beards, they must be neat and clean (no more than 1" from the face).
- If male students have long hair, then they must abide by the guidelines for the female students.

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## COMMUNITY UNIFORM GUIDELINES

A community uniform is **required** to be worn by all ADN students when participating in **any** required/optional community activity in which the clinical uniform is not worn and the student represents the ADN program.

Community activities include, but are not limited to:

- Spectracare and Altacare clinical experiences.
- Support group activities.
- Picking up assignments at the hospitals (a buttoned up lab coat and name tag must also be worn).
- Participation in health fairs.
- Assisting with blood drives.
- Public travel/attendance associated with professional meetings, seminars, conventions.

The community uniform is limited to the following attire:

- Polo-style shirt (collar required), short or long sleeved, solid color of burgundy or white, loose fitting; the WANS polo shirt may be worn instead.
- Khaki colored tailored trousers, Docker's style (male or female) or knee length skirt (female only).  
**No jeans styles, no cargo pants, no sweat pants, no decorations or appliqués on pants.**
- Closed-in low-heeled shoes in white, khaki, or black, or plain athletic style (tennis) shoes.
- Jewelry, make-up, and nail polish in accordance with clinical uniform guidelines.
- **No visible cleavage or bellies.**

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## PRACTICE LAB DRESS CODE

The lab dress code applies to all ADN students when participating in on-campus labs or lab activities.

- A professional lab coat is **REQUIRED** to be worn to all on-campus lab activities.
- Hair, jewelry, fingernails, and perfume must meet the above criteria as well.

## ACADEMIC GRIEVANCES

When students believe they have an academic grievance, they should first seek to resolve it by discussions with the faculty member or administrator involved. If these discussions are not satisfactory, the complaint should be taken to the next highest level listed in the following procedure. If the grievance arises from a classroom situation, students should take the following steps in seeking redress:

1. Consult with the instructor involved, in person or in writing, no later than 12 calendar days following the incident.
2. If an agreement or compromise cannot be achieved within 3 days, take the grievance to the appropriate Division Director (Ms. Jackie Spivey).
3. If an agreement or compromise cannot be achieved within 3 days, take the grievance to the appropriate Associate Dean (Ms. Kathy Buntin, Associate Dean, Health Sciences).
4. If still not satisfied that a fair and equitable solution has been found within 3 days, take the academic grievance to the Dean, Instructional Affairs. If still not satisfied, move to step 5.
5. The student should read the Judgments section of this policy in the *WCC Catalog / Student Handbook* before contacting the Dean, Student Affairs for a hearing before the Admissions and Academic Standards Committee.
6. As a last resort and only after steps 1-5 have been carried out or conscientiously been attempted, a student may take a grievance in writing to the Dean, Student Affairs and the chairperson of the Admissions and Academic Standards Committee. The grievance must be filed within 20 class days of the term following that in which the grievance occurred.

In some instances when the personalities or problem involved would make starting at the level of the complaint too awkward or embarrassing, students may initiate a complaint at the next higher level listed.

Certain types of grievances should not be brought to the committee, although they may be brought to the attention of the Division Director (Ms. Jackie Spivey) so that an effort may be made to ameliorate problems. Examples of these grievances include:

- Gross differences in grading by instructors teaching separate sections of the same course.
- Personal habits of the instructor that distract students in their attempts to learn course material.
- Fine distinctions in grading (e.g., the line between an "A" and a "B", or between a "D" and an "F") may be appealed only to the instructor.
- Unannounced quizzes will not be considered a grievance, unless they are contrary to the class syllabus or information provided to the class by the instructor.

**For the complete Student Academic Grievances policy, please refer to the *WCC Catalog / Student Handbook*.**

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## CONDUCT

Students shall adhere to the Student Code of Conduct found in the WCC Catalog / Student Handbook. Students are likewise expected to behave in a professional and ethical manner while enrolled in the ADN program. Disruptive behavior will not be tolerated.

Examples of inappropriate and unprofessional behavior in the clinical setting are, as follows:

- Chewing gum, eating, etc., in clinical area.
- Smoking in stairwell or restroom, etc. (any unauthorized area).
- Talking loudly, laughing, "horse playing" in hallways or elevators.
- Sitting in nurse's station instead of seeking learning experiences.
- Removing uniform, letting down hair, etc., before leaving the hospital.
- Wearing sweaters or jackets in clinical area or in cafeteria.
- Failing to put client charts in appropriate place.
- Being disrespectful to the client, instructor, other students and/or employees of institution.
- Being dishonest (lying, stealing, charting care not provided).
- Dressing inappropriately (dirty or wrinkled uniforms or nonstandard nursing shoes).
- Displaying repeated mistakes placing client or student in unsafe environment.
- Using profanity or lewd comments anywhere in institution.
- Inappropriate physical contact (shoving, rough handling of client, visitor, staff, or peers).
- Talking in client's room about matters not concerning client (personal or about other clients assigned to students).
- Breaching confidentiality.
- Failing to follow instructions.
- Wearing shorts, flip-flops, mid-drift tops, tank tops, vulgar logos, etc., to pick up clinical assignments. (Students are to look professional when picking up assignments.)
- Tardiness for class or clinical assignments.

## Standard Associate Degree Nursing Curriculum

Semester progression requires that nursing (NUR) courses be taken in sequence. All courses listed within a semester must be completed with a “C” or higher before progressing to the next semester. Nursing courses cannot be combined in order to shorten the overall length of the program. General education (non-nursing) courses may be completed at any time prior to the semester listed.

Students must receive a grade of “C” or higher on all courses listed, including general education courses, within the ADN curriculum.

**Per College curriculum requirements, the following courses will be required in order to complete your AAS for Nursing and may be worked in at any time:**

ORI 101: Orientation to College	1 credit hour
ORI 104: WorkKeys Assessment and Advisement	1 credit hour
CIS 146: Microcomputer Applications ( <i>CLEP is available</i> )	3 credit hours

Course	Semester Hour Credit
<b><u>FIRST TERM</u></b>	
<b>MTH 100</b> Intermediate College Algebra (or higher level math)	3
<b>BIO201</b> Human Anatomy and Physiology I	4
<b>NUR102</b> Fundamentals of Nursing	6
<b>NUR103</b> Health Assessment	1
<b>NUR104</b> Introduction to Pharmacology	1
<b>TOTAL Credit Hours</b>	<b>15</b>
<b><u>SECOND TERM</u></b>	
<b>ENG101</b> English Composition I	3
<b>BIO202</b> Human Anatomy and Physiology II	4
<b>NUR105</b> Adult Nursing	8
<b>NUR106</b> Maternal and Child Nursing	5
<b>TOTAL Credit Hours</b>	<b>20</b>
<b><u>THIRD TERM</u></b>	
<b>PSY200</b> General Psychology	3
<b>BIO220</b> General Microbiology	4
<b>NUR201</b> Nursing Through the Lifespan I	5
<b>TOTAL Credit Hours</b>	<b>12</b>
<b><u>FOURTH TERM</u></b>	
<b>SPH106 or SPH107</b> Speech	3
<b>PSY210</b> Human Growth and Development	3
<b>NUR202</b> Nursing Through the Lifespan II	6
<b>TOTAL Credit Hours</b>	<b>12</b>
<b><u>FIFTH TERM</u></b>	
<b>HUMANITIES ELECTIVE</b>	3
<b>NUR203</b> Nursing Through the Lifespan III	6
<b>NUR204</b> Transition Into Nursing Practice	4
<b>TOTAL Credit Hours</b>	<b>13</b>
<b>Total Program Credit Hours: <u>72</u></b>	

## LPN-to-RN Mobility / Associate Degree Nursing Curriculum

Semester progression requires that nursing (NUR) courses be taken in sequence. All courses listed within a semester must be completed with a “C” or higher before progressing to the next semester. Nursing courses cannot be combined in order to shorten the overall length of the program. General education (non-nursing) courses may be completed at any time prior to the semester listed.

Students must receive a grade of “C” or higher on all courses listed, including general education courses, within the ADN curriculum.

\*Students in the LPN-to-RN Mobility program that begin in NUR200 (Nursing Career Mobility Assessment) are conditionally accepted pending the successful completion of NUR200 with a “C” or higher.

### Pre-requisite Courses:

<b>MTH100</b>	Intermediate College Algebra (or higher level math)
<b>BIO201</b>	Human Anatomy and Physiology I
<b>BIO202</b>	Human Anatomy and Physiology II
<b>ENG101</b>	English Composition I

### Per College curriculum requirements, the following courses will be required in order to complete your AAS for Nursing:

ORI 101: Orientation to College	1 credit hour
ORI 104: WorkKeys Assessment and Advisement	1 credit hour
CIS 146: Microcomputer Applications ( <i>CLEP is available</i> )	3 credit hours

Course	Semester Hour Credit
<b><u>FIRST SEMESTER</u></b>	
* <b>NUR200</b> Nursing Career Mobility Assessment	5
<b>TOTAL Credit Hours</b>	<b>5</b>
<b><u>SECOND SEMESTER</u></b>	
<b>PSY200</b> General Psychology	3
<b>BIO220</b> General Microbiology	4
<b>NUR201</b> Nursing Through the Lifespan I	5
<b>TOTAL Credit Hours</b>	<b>12</b>
<b><u>THIRD SEMESTER</u></b>	
<b>SPH106 or SPH107</b> Speech	3
<b>PSY210</b> Human Growth and Development	3
<b>NUR202</b> Nursing Through the Lifespan II	6
<b>TOTAL Credit Hours</b>	<b>12</b>
<b><u>FOURTH SEMESTER</u></b>	
<b>HUMANITIES ELECTIVE</b>	3
<b>NUR203</b> Nursing Through the Lifespan III	6
<b>NUR204</b> Transition Into Nursing Practice	4
<b>TOTAL Credit Hours</b>	<b>13</b>
<b>Total Program Credit Hours: <u>56</u></b>	

\* Students that have graduated from Alabama’s Two-year College System’s standardized practical nursing curriculum within two (2) years prior to admission to the LPN-to-RN Mobility program are exempt from NUR200.

# **ADDENDUM 2018-19**

**WALLACE COMMUNITY COLLEGE**



**PRACTICAL NURSING**  
**STUDENT POLICY MANUAL**

**Effective: August 2018**

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## WELCOME

Welcome to the Wallace Community College (WCC) Practical Nursing (PN) program! You have set your goal to become a Licensed Practical Nurse and have begun a course of study that will take you through concentrated work to successfully achieve your ambition. Your instructors are a major resource and will arrange many learning opportunities for you. Success, however, will depend largely upon how much initiative you demonstrate in utilizing these learning opportunities. You cannot begin too soon establishing the habit of self-directed study in nursing education.

The faculty and staff welcome you to the program and wish you success in your endeavors.

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Field Code Changed

## HISTORY

The Wallace Campus PN program was started in February 1952 with one instructor and 15 students. From 1955-1958, the Wallace Hall nursing building functioned as a classroom, as well as, dormitory for female nursing residents. Frazier-Ellis Hospital was the only clinical facility used until 1958 when Jackson Hospital in Montgomery, Alabama was added for pediatric clinicals. A second instructor was added to the faculty in 1960. In 1970, the PN program expanded and additional faculty and students were added.

In 1980, a new health building was constructed and the PN program was moved. As the PN program grew, an additional health building was constructed in 1990, and presently houses the PN program. This building was official named Rane Hall in 2007 in honor of Michael G. Rane, business leader and health care advocate.

In 1985, the PN program was expanded to include a day program at the Fort Rucker Army Base. The base is located about 20 miles from the Wallace Campus. Due to economic factors, a decision was made to no longer offer classes at the Fort Rucker Center after August 13, 2010.

The Sparks Campus PN program opened concurrently with the Sparks Trade School in July 1966. In preparation for the proposed merger and under direction of the Alabama Board of Nursing, the Sparks State Technical College PN program closed on May 15, 2000. Students enrolled at that time transferred to WCC's Sparks Campus in Eufaula Summer 2000.

In January 2017, the PN program, along with all Health Science programs, moved to the new Health Science Building.

#### **APPROVAL/ACCREDITATION**

The PN program is approved by the Alabama Board of Nursing and accredited by the Accreditation Commission for Education in Nursing (ACEN). The Alabama Board of Nursing and the Accreditation Commission for Education in Nursing can be contacted at:

##### **Alabama Board of Nursing**

RSA Plaza, Suite 250  
770 Washington Avenue  
Montgomery, Alabama 36104  
Telephone 1-800-656-5318 Fax (334) 293-5201  
Website: <http://www.abn.state.al.us>

##### **Accreditation Commission for Education in Nursing**

3343 Peachtree Road, NE, Suite 850  
Atlanta, Georgia 30326  
Telephone: (404)-975-5000 Fax (404) 975-5020  
Website: <http://www.acenursing.org>

#### **STANDARDIZED CURRICULUM**

As directed by the Alabama Community College System, a standardized state-wide nursing curriculum was implemented fall 2005 and the PN program at WCC continues to follow this curriculum. Additionally, the standardized state-wide nursing philosophy and organizing framework was adopted and continues to be implemented in the PN program at WCC.

#### **PHILOSOPHY**

The philosophy of the nursing programs is consistent with the mission, goals and objectives of The Alabama Community College System. The programs provide curricula to develop the knowledge, skills, and abilities necessary for entry level employment in practical and professional nursing. The nursing faculty endorses the following beliefs:

Maslow's theory is the foundation for the program of learning. According to Maslow, all individuals have similar needs arranged in a hierarchy with higher needs emerging as basic physiological needs are met. Individuals are unique biological, psychosocial and spiritual beings who strive to meet holistic needs. Each individual has the right to make informed decisions about one's health in a technologically changing society. Society, a

complex system that influences culture, values, and beliefs, provides direction and meaning to an individual's experiences throughout the lifespan.

Health, which is individually perceived, exists when needs are met. Ranging on a continuum from highest level wellness to death, health is a dynamic state. The goals of health care are to promote, maintain, and restore health.

Nursing is an art, as well as, a science in which the holistic needs of the individual are met through utilization of the nursing process in a variety of settings. The nursing process incorporates scientific principles, interpersonal and psychomotor skills. The practice of nursing takes place in an ever changing health care system and requires caring, critical thinking, competency, legal/ethical accountability, dedication to an evolving body of knowledge, life long learning and client advocacy.

The teaching-learning process is a shared responsibility between faculty and students where faculty serve as facilitators of learning. The successful teaching-learning process requires an environment that promotes learning, considers the needs of the individual, and provides opportunities for student participation and educational goal attainment. The learning process is based on principles of critical thinking and is enhanced by the presentation of information from simple to complex. Learning is achieved when there is evidence of a change in behavior within the cognitive, affective, and/or psychomotor domains. Individuals have the right to achieve self-actualization and society provides educational opportunities.

Nursing education is a learner-centered process which combines general education and nursing courses to prepare the individual for the practice of nursing. Incorporating a program of learning, a variety of instructional methodologies, and available resources, nursing education fosters competency, accountability and continued professional development. Learning is a life long process which promotes professionalism and is beneficial for the learner and society.

#### **Threads Integrated Throughout Curriculum**

1. Critical Thinking
2. Communication
3. Nutrition
4. Pharmacology
5. Cultural Diversity
6. Lifespan
7. Pathophysiology
8. Technology
9. Teaching / Learning
10. Legal / Ethical
11. Roles of the Nurse

#### **ORGANIZING FRAMEWORK**

The schematic diagram presented on the following page is designed to show the complete picture of the program of learning. The description of the schematic drawing that the PN program follows is as:

The umbrella represents a diagrammatic scheme of the nursing programs' organizing framework. In order for an umbrella to function properly, it must be unfurled, have all its parts connected and its fabric intact. The nursing faculty visualize the organizing framework in a similar manner. The philosophy serves as the handle of the umbrella and is used to unfurl the curriculum. The organizing framework is composed of four major concepts: nursing, nursing process, human needs and the health-illness continuum. These four concepts are depicted by the horizontal bands on the umbrella. The eleven ribs of the umbrella represent the eleven curriculum threads. These threads are based on the philosophy and the four major concepts and connect the fabric of the curriculum to the pinnacle of the umbrella which represents the program outcomes.



### **OBJECTIVES**

At the completion of the practical nursing program, the nursing student will be able to:

1. Demonstrate competency while performing basic nursing skills for individuals with health alterations in a variety of health care settings.
2. Apply therapeutic communication techniques while providing nursing care for clients throughout the lifespan.
3. Apply foundational knowledge of the nursing process while providing holistic nursing care to clients throughout the lifespan.
4. Utilize critical thinking skills while formulating a plan of care for clients with selected health alterations in a variety of health care settings.
5. Utilize a teaching/learning plan for culturally diverse clients with selected health alterations in a variety of health care settings.
6. Demonstrate competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process.
7. Utilize relevant technology for client care and documentation.
8. Demonstrate professional behaviors associated with roles of the practical nurse upon entry into practice.

## **PRACTICAL NURSING STUDENT ASSOCIATION**

ASPEN (Association of Student Practical Nurses) is WCC's practical nursing student association. All students enrolled in the PN program are members of ASPEN. ASPEN is involved in several projects and campus events. Membership reflects a commitment to one's professional development.

## **STUDENT SUCCESS**

The Practical Nursing Division is committed to the success of every student. To facilitate success throughout the program, the College offers resources for each student to succeed. Learning resources include the Learning Resources Center, skills laboratory, computer laboratory, The Health Sciences Resource Center (HSRC), tutoring, and TRiO Student Support Services.

## **GENERAL POLICIES AND INFORMATION**

### **Admission Policy**

Minimum admission standards:

1. Unconditional admission to the college.
2. Receipt of completed application for the Practical Nursing Program.
3. A minimum of 2.50 GPA for the last 24 hours of college credit for students with previous college work.
4. Eligibility for Biology 201, English 101 and Math 116 as determined by college policy.
5. Good standing with the college.
6. Meeting the essential functions or technical standards required for nursing.
7. Completion of the ATI Test of Essential Academic Skills (TEAS ®) taken within three years of the application deadline.

Admission to the Practical Nursing Program is competitive, and the number of students is limited by the number of faculty and clinical facilities available. Meeting minimal requirements does not guarantee acceptance.

### **Progression Policy**

In order to progress in the nursing program, the following policy should be followed:

1. A total of **two** unsuccessful attempts in **two** separate semesters (D, F, or W) in the nursing program will result in dismissal from the program.
2. A student may be **reinstated** to the nursing program only one time. The **reinstatement** is not guaranteed due to limitations in clinical spaces. All nursing program admission standards must be met.
3. A student must have a 2.0 cumulative GPA at the current institution for **reinstatement**.
4. If the student has a documented extenuating circumstance that should be considered related to a withdrawal or failure, then this student may request a hearing before the

Admission Committee or other appropriate college committee for a decision on repeating a course or readmission to the program.

**Definitions:**

**Reinstatement:** Students who have a withdrawal or failure in a nursing course and are eligible to return to that course will be considered for reinstatement to the program.

**Readmission:** Students not eligible for program reinstatement may apply for program admission as a new student. If accepted as a new student, the student must take or retake all nursing program courses.

**Transfer Policy**

The transfer policy applies only to students desiring to transfer between Alabama Community College System institutions. It does not apply to students wishing to transfer from other institutions.

**Criteria for Transfer**

1. Must meet minimum admission standards for the nursing program.
2. Must possess a grade of C or better in all nursing program required courses taken at another institution and possess a minimum of a 2.0 cumulative GPA at time of transfer.
3. Dean/Director of previous nursing program must provide a letter of eligibility for progression in previous nursing program.
4. Must comply with all program policy requirements at accepting institution.
5. Complete at least 25% of the nursing program required courses for degree / certificate at the accepting institution.
6. Must meet acceptability criteria for placement at clinical agencies for clinical experience.
7. Acceptance of transfer students into nursing programs is limited by the number of faculty and clinical facilities available. **Meeting minimal standards does not guarantee acceptance.**
8. Student selection for transfer is based on GPA in nursing program required courses.

**Transient Student Policy**

The transient policy applies only to students desiring to transfer between Alabama Community College System institutions. It does not apply to students wishing to transfer from other institutions.

**Criteria for Transient Status**

1. Must meet minimum admission standards for the nursing program.
2. Must possess a grade of C or better in all nursing program required courses taken at another institution and possess a minimum of a 2.0 cumulative GPA.

3. Dean/Director of previous nursing program must provide a letter of eligibility for progression in previous nursing program.
4. A student enrolled at another institution must secure permission from that institution by submitting an application for admission to the College and a Transient Student Form completed by an official (Nursing Program Dean/Director) of the primary institution.
5. Transient students must complete a Transcript Request Form at the end of the term before a transcript will be issued to the primary institution.
6. Must comply with all program policy requirements at accepting institution.
7. Must meet acceptability criteria for placement at clinical agencies for clinical experience.
8. Acceptance of transient student into a nursing program is limited by the number of faculty and clinical facilities available. **Meeting minimal standards does not guarantee acceptance.**
9. Student selection for transient status is based on GPA in nursing program required courses.

#### **ADN Transfer to PN Program**

Associate Degree nursing (ADN) students may apply for admission to the third semester of the Practical Nursing (PN) program after they have completed the first two semesters of coursework – MTH 100, ENG 101, BIO 201, BIO 202, NUR 102, NUR103, NUR104, NUR105, and NUR 106 – with a grade of C or better. Students who elect to transfer to the last semester in the PN program will be required to meet the current program admission/readmission requirements. Students will be admitted on a space available basis to the PN program.

To be eligible for this option:

1. Student must complete a transfer/readmission form.
2. Have a minimum of a 2.0 cumulative GPA at current institution.
3. Meet clinical record/health record requirements.
4. The last clinical nursing course, in which the student was successful, cannot be more than twelve months old.
5. Student will be ranked on cumulative GPA for the purposes of transfer/readmission to the PN program.
6. Students who have two attempts in the ADN program are only allowed one attempt in the PN program.
7. Students who are successful may apply for the LPN to RN Mobility Option as outlined in the *College Catalog*.
8. If unsuccessful in the PN transfer option, the student must meet current admission/progression requirements.

#### **Auditing Policy**

There shall be no auditing allowed for any Health Science Classes.

### **Location/Course Availability**

Students need to be aware that a minimum number of students are needed for each course section and at each location for classes to be considered. Therefore, placement and progression at a specific site is not guaranteed. If at all possible, consolidation measures will be utilized to prevent and/or decrease any delay in student progression.

### **Student Academic Grievances**

The College has established policies and procedures to resolve student academic grievances that result from the acts or omissions of faculty members or administrators. This resolution should be achieved at the lowest level and in the most equitable way possible. The burden of proof rests with the complainant.

When students believe they have an academic grievance, they should first seek to resolve it by discussions with the faculty member or administrator involved. If these discussions are not satisfactory, the complaint should be taken to the next highest level listed in the following procedures. If the grievance arises from a classroom situation, students should take the following steps in seeking redress:

1. Consult with the instructor involved, in person or by written contact, no later than 12 calendar days following the incident.
2. If agreement on or compromise of the problem is not achieved within 3 instructional days, take the grievance to the appropriate Division Director.
3. If agreement on or compromise of the problem is not achieved within 3 instructional days, take the grievance to the appropriate Instructional Associate Dean.
4. If still not satisfied that a fair and equitable solution has been found within 3 instructional days, take academic grievances to the Dean, Instructional Affairs. The Dean will have 5 instructional days to review the case and attempt to find an equitable solution. If still not satisfied, move to step 5.
5. The student should read the *Judgments* section of this policy carefully before contacting the Dean, Student Affairs and Sparks Campus for a hearing before the Admissions and Academic Standards Committee.
6. As a last resort and only after steps 1-5 have been carried out or conscientiously attempted, a student may take a grievance in writing to the Dean, Student Affairs and Sparks Campus and the chairperson of the Admissions and Academic Standards Committee. The grievance must be filed within 20 instructional class days of the term following that in which the grievance occurred.

No instructor or administrator shall be allowed to delay resolution of an academic grievance by failing to hold a consultation with a student within a reasonable length of time of the initial request. Normally, such consultation should occur immediately after receipt of the student request, unless bona fide reasons, such as illness, personal emergency, or campus absences for professional reasons make the time limit unreasonable.

In some instances when the personalities or problem involved would make starting at the level of the complaint too awkward or embarrassing, students may initiate a complaint at the next higher level listed.

### **Incomplete Grades**

Refer to current College Catalog-Student Handbook.

### **Attendance**

#### ***Classroom***

Students are expected to attend all classes for which they are registered. Each student should recognize at the beginning of his/her college career that a mature acceptance of his/her academic responsibilities is a requisite for accomplishment in college; this applies particularly to class attendance. Any class sessions missed, regardless of cause, reduces the academic opportunities of the student. When a student is absent, the student is responsible for all materials covered in class and for any assignments made in class. The attendance policy for each course is located in the course syllabi and will be discussed at the beginning of each term.

#### ***Clinical***

Clinical attendance is mandatory as students must meet the required clinical hours for each course. It is expected the student will assume responsibility for punctual and regular clinical attendance. When it is impossible for the student to attend a clinical session, it is the student's responsibility to call the instructor or the assigned unit at least 60 minutes prior to the beginning of the clinical experience. If the student is to be late, the instructor of assigned unit should be notified as soon as possible. Chronic tardiness is not tolerated. Refer to specific attendance policies in each course with a clinical component.

### **Inclement Weather**

Students should listen for closing announcements on local radio and TV stations. Emergency announcements can also be found on the WCC web site ([http://www.wallace.edu/student\\_services/campus\\_safety/wcc\\_alert.aspx](http://www.wallace.edu/student_services/campus_safety/wcc_alert.aspx)). If clinical is canceled due to inclement weather, every effort will be made to notify students in a timely manner. In the event the College is closed for day classes, all scheduled day clinicals are canceled. If the College is open for evening classes then evening clinicals will be held as scheduled. Since students reside in various locations with differing weather patterns and road conditions, it is the responsibility of the student to determine if he/she can travel safely to the clinical site. Clinicals may be rescheduled as deemed necessary.

### **Health Policy**

Health professions are strenuous, both physically and psychologically. The student's ability to handle these demands must be established. It is also imperative that students not expose clients or agency personnel to communicable disease or safety risk due to the student's inability to handle the physical or psychological stress of client care.

PN students must provide validation of health and documentation of up-to-date immunization status in order to participate in clinical experiences. Student Health Forms must be completed and turned in to the Practical Nursing Program Office (Health Science Building, Room 237) by the announced deadline. The student is responsible for the cost of any medical evaluation, titers, immunizations, and/or treatment.

Updates to health records/CPR will be required while a student is enrolled in the PN program. **Any updates will be due prior to the beginning of the next semester in which the student is in enrolling.** For example, a TB skin test is required annually. If the test expires in March of the spring semester, the update will be due no later than the first week of class in January.

The following are required for all students:

1. **Essential Functions / Physician's Statement** - The *Essential Functions / Physician's Statement Form* must be signed by the student and signed by a physician, physician's assistant, or a nurse practitioner. Students returning to the PN program after an absence of one year must update the *Essential Functions / Physician's Statement Form*.
2. **PPD or Tuberculosis (TB Skin Test)** – Documentation of a two-step TB skin test, consisting of one test followed by a second test 7-21 days later. The results cannot be more than four (4) weeks apart. TB skin tests are good for a period of one (1) year from the administration date. An annual one-step TB skin test will be required thereafter. Students who have tested positive for TB in the past or who are unable to receive the TB skin test (example previous receipt of BCG vaccine) must submit documentation of a clear chest x-ray. Completion of an annual *Tuberculosis Questionnaire* will also be required.
3. **Hepatitis B Titer** – Documentation of titer results for Hepatitis B. Results must be within the past twenty (20) years. If results are non-immune (negative), the student is instructed to seek the advice of a medical provider for recommended follow-up and must sign a *Hepatitis B Vaccination Release / Waiver Form*. **Titer results are required. Vaccination records will NOT be accepted in place of titer results.**
4. **MMRV Titers** – Documentation of titer results for MMRV – Measles (Rubeola), Mumps, Rubella, and Varicella (Chicken Pox). If results are non-immune (negative), the student is instructed to seek the advice of a medical provider for recommended follow-up and must sign a *Measles, Mumps, Rubella, Varicella Release / Waiver Form*. **Titer results are required. Vaccination records will NOT be accepted in place of titer results.**
5. **Tetanus (Tdap) Vaccination** – Documentation of an adult Tdap (tetanus, diphtheria, and pertussis) vaccination required. If the vaccination is over ten (10) years old, documentation of a Td (tetanus and diphtheria) or Tdap booster is also required. An update is required every ten (10) years.

#### CPR Certification

Students must maintain current cardiopulmonary resuscitation certification throughout the PN program in order to participate in clinical experiences. Certification must be American Heart Association Basic Life Support (BLS) for Health Care Providers (CPR/AED) or American Red Cross CPR for Professional Rescuer. Students have two options for obtaining this certification:

1. It may be taken through the College by registering for EMS 100 prior to or concurrent with NUR 102.
2. It may be taken at any other approved agency or facility. Proof of successful

completion must be presented prior to registration for NUR 102.

**Students MUST submit ALL updated clinical paperwork, including but not limited to, vaccinations, immunizations, titers, and CPR to the PN office prior to the first day of class the subsequent semester in which the student is enrolling.**

#### Health Insurance

WCC does not provide health insurance coverage for students. Students are financially responsible for any accident, illness or injury occurring in the clinical setting or college laboratory. This includes any follow-up testing or treatment mandated by the program or clinical agency. During clinical rotations, students are not employees of the clinical agency or the college. *If injured during clinical rotations, students are not entitled, and will not receive, workman's compensation from either the institution or the health care facility.* Health insurance coverage is strongly recommended. If you cannot provide proof of insurance, you will be required to sign a waiver that will remain on file in the PN office.

It is the student's responsibility to notify the appropriate nursing faculty member of any changes in the student's health status (i.e., pregnancy, communicable disease, major illness, surgery, or injury). Additional examinations, with documentation of results by a licensed physician (MD or DO), PA or CRNP, may be required prior to returning to clinical.

#### Liability Insurance

Students are required to maintain professional liability (malpractice) insurance coverage through the College's blanket policy. A fee is paid at registration each semester a student is enrolled in a course with a clinical component. This coverage applies while a student is enrolled in the nursing program and is functioning as a student nurse. Upon graduation, the student is responsible for his/her continuing insurance coverage.

#### Essential Functions

The Alabama Community College System endorses the Americans' with Disabilities Act. In accordance with College policy, when requested, reasonable accommodations may be provided for individuals with disabilities.

Physical, cognitive, psychomotor, affective and social abilities are required in unique combinations to provide safe and effective nursing care. The applicant/student must be able to meet the essential functions with or without reasonable accommodations throughout the program of learning. Admission, progression and graduation are contingent upon one's ability to demonstrate the essential functions delineated for the nursing programs with or without reasonable accommodations. The nursing programs and/or its affiliated clinical agencies may identify additional essential functions. The nursing programs reserve the right to amend the essential functions as deemed necessary.

In order to be admitted and to progress in the nursing program one must possess a functional level of ability to perform the duties required of a nurse. Admission or progression may be denied if a student is unable to demonstrate the essential functions with or without reasonable accommodations.

The essential functions delineated are those deemed necessary by the Alabama Community College System nursing programs. No representation regarding industrial standards is implied. Similarly, any reasonable accommodations made will be determined and applied to the respective nursing program and may vary from reasonable accommodations made by healthcare employers.

The essential functions delineated below are necessary for nursing program admission, progression and graduation and for the provision of safe and effective nursing care. The essential functions include but are not limited to the ability to the following:

<b>Sensory Perception</b>	<ul style="list-style-type: none"> <li>a) Visual               <ul style="list-style-type: none"> <li>i) Observe and discern subtle changes in physical conditions and the environment</li> <li>ii) Visualize different color spectrums and color changes</li> <li>iii) Read fine print in varying levels of light</li> <li>iv) Read for prolonged periods of time</li> <li>v) Read cursive writing</li> <li>vi) Read at varying distances</li> <li>vii) Read data/information displayed on monitors/equipment</li> </ul> </li> <li>b) Auditory               <ul style="list-style-type: none"> <li>i) Interpret monitoring devices</li> <li>ii) Distinguish muffled sounds heard through a stethoscope</li> <li>iii) Hear and discriminate high and low frequency sounds produced by the body and the environment</li> <li>iv) Effectively hear to communicate with others</li> </ul> </li> <li>c) Tactile               <ul style="list-style-type: none"> <li>i) Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location and other physical characteristics.</li> </ul> </li> <li>d) Olfactory               <ul style="list-style-type: none"> <li>i) Detect body odors and odors in the environment</li> </ul> </li> </ul>
<b>Communication/ Interpersonal Relationships</b>	<ul style="list-style-type: none"> <li>a) Verbally and in writing, engage in a two-way communication and interact effectively with others, from a variety of social, emotional, cultural, and intellectual backgrounds</li> <li>b) Work effectively in groups</li> <li>c) Work effectively independently</li> <li>d) Discern and interpret nonverbal communication</li> <li>e) Express one's ideas and feelings clearly</li> <li>f) Communicate with others accurately in a timely manner</li> <li>g) Obtain communications from a computer</li> </ul>

<b>Cognitive/Critical Thinking</b>	<ul style="list-style-type: none"> <li>a) Effectively read, write, and comprehend the English language</li> <li>b) Consistently and dependably engage in the process of critical <u>thinking</u> in order to formulate and implement safe and ethical nursing decisions in a variety of health care settings</li> <li>c) Demonstrate satisfactory performance on written examinations including mathematical computations without a calculator</li> <li>d) Satisfactorily achieve the program objectives</li> </ul>
<b>Motor Function</b>	<ul style="list-style-type: none"> <li>a) Handle small delicate equipment/objects without extraneous movement, contamination or destruction</li> <li>b) Move, position, turn, transfer, assist with lifting or lift and carry clients without injury to clients, self or others</li> <li>c) Maintain balance from any position</li> <li>d) Stand on both legs</li> <li>e) Coordinate hand/eye movements</li> <li>f) Push/pull heavy objects without injury to client, self or others</li> <li>g) Stand, bend, walk and/or sit for 6-12 hours in a clinical setting performing physical activities requiring energy without jeopardizing the safety of the client, self or others</li> <li>h) Walk without a cane, walker or crutches</li> <li>i) Function with hands free for nursing care and transporting items</li> <li>j) Transport self and client without the use of electrical devices</li> <li>k) Flex, abduct and rotate all joints freely</li> <li>l) Respond rapidly to emergency situations</li> <li>m) Maneuver in small areas</li> <li>n) Perform daily care functions for the client</li> <li>o) Coordinate fine and gross motor hand movements to provide safe effective nursing care</li> <li>p) Calibrate/use equipment</li> <li>q) Execute movement required to provide nursing care in all health care settings</li> <li>r) Perform CPR and physical assessment</li> <li>s) Operate a computer</li> </ul>

<b>Professional Behavior</b>	<ul style="list-style-type: none"> <li>a) Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance and a healthy attitude toward others</li> <li>b) Demonstrate a mentally healthy attitude that is age appropriate in relationship to the client</li> <li>c) Handle multiple tasks concurrently</li> <li>d) Perform safe, effective nursing care for clients in a caring context</li> <li>e) Understand and follow the policies and procedures of the College and clinical agencies</li> <li>f) Understand the consequences of violating the student code of conduct</li> <li>g) Understand that posing a direct threat to others is unacceptable and subjects one to discipline</li> <li>h) Meet qualifications for licensure by examination as stipulated by the Alabama Board of Nursing</li> <li>i) Not to pose a threat to self or others</li> <li>j) Function effectively in situations of uncertainty and stress inherent in providing nursing care</li> <li>k) Adapt to changing environments and situations</li> <li>l) Remain free of chemical dependency</li> <li>m) Report promptly to clinicals and remain for 6-12 hours on the clinical unit</li> <li>n) Provide nursing care in an appropriate time frame</li> <li>o) Accepts responsibility, accountability, and ownership of one's actions</li> <li>p) Seek supervision/consultation in a timely manner</li> <li>q) Examine and modify one's own behavior when it interferes with nursing care or learning</li> </ul>
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Upon admission, an individual who discloses a disability can request reasonable accommodations. Individuals will be asked to provide documentation of the disability in order to assist with the provision of appropriate reasonable accommodations. The respective College will provide reasonable accommodations but is not required to substantially alter the requirements or nature of the program or provide accommodations that inflict an undue burden on the respective College. In order to be admitted one must be able to perform all of the essential functions with or without reasonable accommodations. If an individual's health changes during the program of learning, so that the essential functions cannot be met with or without reasonable accommodations, the student will be withdrawn from the nursing program. The nursing faculty reserves the right at any time to require an additional medical examination at the student's expense in order to assist with the evaluation of the student's liability to perform the essential functions.

Requests for reasonable accommodations should be directed to Dr. Ryan Spry for the Wallace Campus (334-556- 2587) or Mr. Earl Bynum for the Sparks Campus (334-687-3543 ext 4270).

## **Background Screening**

### **Wallace Community College Background Screening Policy for Students in the Health Sciences**

#### **I. Policy Purpose**

- A. Education of Health Science students at Wallace Community College requires extensive collaboration between the institution and its clinical affiliates.
- B. The College and clinical affiliates share an obligation to protect, to the extent reasonably possible, recipients of health care from harm.
- C. The College desires to ensure that the health and safety of students and patients are not compromised and acknowledges that clinical affiliation agreements exist to provide students with quality clinical education experiences.

#### **II. Standards of Conduct and Enforcement Thereof**

- A. Clinical affiliation agreements for programs within the health sciences contain contractual obligations to comply with the requirements set forth by health care facilities.
- B. Student enrolled in a health program at Wallace Community College must conform to the rules, policies, and procedures of the clinical affiliate in order to participate in clinical learning experiences.
- C. Wallace Community College requires background screening of all students choosing to enroll in a program within the Health Sciences.

#### **III. General Guidelines**

- A. Any student accepted into, currently attending, or re-admitting to any program within the Health Sciences at Wallace Community College will be required to undergo an initial background screen.
- B. Types of screening to be conducted
  - 1. Social Security Number Trace / ID Search to verify that the Social Security Administration issued the number provided by the individual and that it is not listed in the files of the deceased. The SSN trace will also locate additional names and addresses that may assist in locating jurisdictions for additional criminal searches.
  - 2. Unlimited County Criminal Record Verifications to identify criminal convictions for all names and addresses revealed on the Social Security Trace.
  - 3. The Alabama Statewide Search includes criminal convictions since 1987. These records contain information submitted to the State by courts from each county to other criminal justice agencies.
  - 4. FACIS (Fraud and Abuse Control Information System) Database Searches to identify adverse actions of individuals and entities in the health care field, including information on disciplinary actions ranging from exclusions and

debarments to letters of reprimand and probation. Among others, searches include the OIG, GSA, OFAC and National Terrorist Watch List.

- a) Office of the Inspector General (OIG) List of Excluded Individuals/Entities identifies those individuals who have committed offenses deeming them ineligible to care for patients receiving Medicare, Medicaid and other Federal health care benefits.
  - b) General Services Administration (GSA) Excluded Parties List Service identifies the List of Parties Excluded (EPLS) that identifies those excluded throughout the US Government from receiving Federal contracts and certain types of Federal financial/non-financial assistance/benefits.
  - c) Office of Foreign Assets Control (OFAC) List of Specially Designated Nationals (SDN) includes individuals associated with terrorism and Narcotics Trafficking.
  - d) National Terrorist Watch List contains names of international terrorism suspects and those of people who aid them.
5. National Sex Offender Public Registry, maintained by the U. S. Department of Justice, returns complete profiles of sex offenders, including their convictions.
  6. Professional License, Certification, or Designation Verification confirms validity of professional license(s) claimed by an individual. Verification usually consists of license type, date of issuance, expiration date, current standing and existing restrictions, if any, on the license. Disciplinary actions or suspensions may also be disclosed based on availability from the licensing authority.

#### IV. Student Guidelines

##### A. Consent

1. Submission of all information disclosed in the process of requesting a background screening will be the responsibility of the student.
2. The *Disclosure & Authority to Release Information* form required in on-line creation of an account through the College-approved vendor must be signed by the student.
3. A *Background Screening Consent and Release Form* containing appropriate signatures must be submitted to and a copy kept on file in the applicable health program office student file.
4. An *Acknowledgement of Receipt of the Background Screening Policy for Students in the Health Sciences* form containing appropriate signatures must be submitted and a copy kept on file in the applicable health program student file.

##### B. Procedure Policies

1. Background screens will be scheduled and conducted by a College-designated vendor in accordance with program specific admission deadlines and/or semester start dates. Background screens performed by any other vendor or agency will not be accepted.
2. Students reinstated to a health program after an absence from program coursework of one semester or more, will be required to submit a screening update to the College-approved vendor.

3. All expenses associated with background screening, whether initial screens or updates, are the responsibility of the student.
  - a) Any applications of financial aid resources must follow aid-specific guidelines approved by the provider.
  - b) Any expenses not applicable to financial aid resources must be provided by the student.
4. Failure to complete the background screen by the published deadline and/or refusing to sign the consent, disclosure, and/or release authorization form(s) will prohibit a student from attending health program courses.
  - a) The student will be advised to officially withdraw from registration in any courses within the applicable health program prefix.
  - b) If the student does not officially withdraw, applicable procedures will be applied, including the use of a “never attend (NA),” “cease to attend (CA),” or “withdrawal failing (WF)” designation.
5. A student who experiences extenuating circumstances that prohibit completion of the background screen by the deadline should contact the Associate Dean, Health Sciences. In the event that a student is allowed to proceed with background screening beyond the designated deadline, he/she will not be allowed to attend any clinical experiences until the full background screen process is completed.

#### V. Results

- A. Results of background screening are confidential and will be released only to the individual student and to the approved College designee.
- B. If required by affiliate contracts, clinical affiliates will be provided with a copy of negative results for students assigned to the specific agency.
- C. Receipt of a positive background screening report will require further review by the College designee and appointed affiliate representatives.
  1. Background screens which could render a student ineligible to obtain clinical learning experiences include, but are not limited to:
    - a) Certain convictions or criminal charges which could jeopardize the health and safety of patients.
      - (1) Crimes against the person, such as battery or assault
      - (2) Crimes based on dishonesty or untruthfulness, such as theft or embezzlement
      - (3) Drug or substance abuse-related crimes, including but not limited to, use, manufacture, distribution, possession, and/or purchase of illegal substances.
    - b) Sanctions or debarment.
    - c) Felony or repeated misdemeanor activity.
    - d) Office of the Inspector General violations including inclusion of ones name on an excluded party list.
    - e) Other crimes as deemed ineligible by appointed affiliate representatives
  2. In the event of a positive background screen, the student will be notified of the results by the College designee and the screening vendor.

3. Students will be provided an opportunity to challenge the accuracy of reported findings through the Adverse Action process provided by the College-approved vendor.
  4. Students with a positive background screen will not be allowed to participate in clinical assignments pending resolution of the background finding.
  5. Students who are unable to resolve positive background findings will not be allowed to continue in a health program at Wallace Community College. The student will be advised by the College designee as to their future eligibility for program re-entry and the mechanisms for readmission application to a health program.
    - (1) The student will be advised to officially withdraw from registration in any courses within the applicable health program prefix.
    - (2) If the student does not officially withdraw, applicable procedures will be applied, including the use of a “never attend (NA),” “cease to attend (CA),” or “withdrawal failing (WF)” designation.
- D. Background screening results will be securely filed in the office of the College designee.
- E. Any conditions associated with positive background screens, which, upon review by designated clinical affiliate representatives are deemed allowable, may still have licensure implications upon graduation from a health program.

### **Drug Screening**

#### **Wallace Community College Substance Abuse Control Policy for Students in the Health Sciences**

##### **I. Policy Purpose**

- A. Wallace Community College is a public educational institution of the State of Alabama and, as such, shall not allow on its premises, or at any activity it sponsors, the possession, use, or distribution of any alcoholic beverage or any illicit drug by any student or employee.
- B. As stipulated by agencies with which Wallace Community College contracts for clinical experiences, health program students and faculty must abide by agency policies, including the substance abuse control policy and any subsequent revisions to the policy.

##### **II. Standards of Conduct and Enforcement Thereof**

- A. Any incident relating to alcohol or drug use by students should be reported to the Associate Dean of Health Sciences.
- B. In the event of confirmation of such prohibited possession, use, or distribution by a student, Wallace Community College shall, within the scope of applicable federal and state due process requirements, take such administrative or disciplinary action as is appropriate. For a student, the disciplinary action may include, but is not limited to, program dismissal, college suspension or expulsion.
- C. If any student shall engage in any behavior prohibited by this policy, which is also a violation of Federal, State, or local law or ordinance, that student shall be subject to referral to law enforcement officials for arrest and prosecution.

### III. General Guidelines

- A. Policies governing substance abuse include pre-clinical drug screening, random drug screening, and reasonable cause drug screening, should the student exhibit behaviors indicative of substance abuse during their participation in courses and/or activities offered by Wallace Community College.
- B. Laboratory Requirements
  - 1. Drug screening will be conducted according to the guidelines established in the Mandatory Guidelines for Federal Workplace Drug Testing Programs.
  - 2. Laboratories certified by the Substance Abuse and Mental Health Services Administration, U. S. Department of Health and Human Services (HHS), will be used to perform confirmatory drug testing analysis.
- C. Persons to be Tested
  - 1. Any student admitted to a health science program at Wallace Community College will be required to abide by this substance abuse control policy.
  - 2. Any faculty member, whether full or adjunct, responsible for clinical supervision of students enrolled in a health science program at Wallace Community College will be required to abide by this policy.

### IV. Student Guidelines

- A. Pre-clinical Screening
  - 1. Students granted initial admission to any health science program at Wallace Community College will be provided information regarding and will be expected to adhere to the substance abuse control policy of Wallace Community College.
  - 2. Students transferring into a health science program, readmitting to a health science program, and/or enrolling in individual courses containing a clinical component will be provided information regarding and will be expected to adhere to the substance abuse control policy of Wallace Community College.
  - 3. A signed consent to drug screening will be maintained on file for each health science student. Screening will be scheduled and conducted according to established guidelines at a cost agreed upon by laboratory facility and College representatives. Costs related to admission and random drug testing will be the responsibility of the student.
  - 4. Students scheduled for random screening will be individually notified and required to report for testing at a designated location by a designated time.
  - 5. Students failing to complete drug screening as required will be prohibited from participation in and completion of the clinical and/or laboratory component of required courses.
  - 6. In accordance with policies found in the Wallace Community College Catalog/Student Handbook, students who are unable to complete course requirements due to positive drug screens will be allowed to withdraw from applicable courses.
  - 7. Readmission to health science programs will follow guidelines established by each health program.

B. Reasonable-Suspicion Screening

1. While participating in clinical experiences and/or College activities, students may be required to submit to reasonable suspicion testing. Reasonable suspicion is defined as follows:  
Observable phenomena, such as direct observation of drug use and/or the physical symptoms or manifestations of being under the influence of a drug; abnormal conduct or erratic behavior while in class or on the clinical unit; deterioration in performance; a report of drug use provided by reliable and credible sources which has been independently corroborated; evidence of tampering with a drug test; information that the individual has caused or contributed to an incident in a clinical agency; evidence of involvement in the use, possession, sale, solicitation, or transfer of drugs while on the premises of the College or a clinical agency.
2. Costs incurred for reasonable-suspicion screening will be the responsibility of the student involved.

C. Positive Screens

1. No student drug-screening sample will be reported as positive before a Certified Medical Review Officer has reviewed results.
2. Upon receipt of a positive drug screen notification, the College designee will counsel the student as to course/program eligibility status and treatment options.
3. Wallace Community College encourages students to seek professional help for a drug related problem. Follow-up treatment will be at the discretion of the student and all expenses incurred will be the responsibility of the student.
4. With exception of legal actions that require access to test results, all records will be secured in locked files with access limited only to stated College officials and his/her designees.

D. Readmission

1. Students withdrawing from a health science program due to a positive drug screen will be considered for readmission in accordance with standard guidelines stipulated by the applicable program and will have the same rights and responsibilities as those available to other students.
2. Prior to making application for readmission, students dismissed or withdrawing from a health science program related to a positive drug screen must submit verification of completion of a substance abuse treatment program to the appropriate College designee.
3. Students readmitted to a health science program following violation of policies aimed at substance abuse prevention for Wallace Community College will be required to submit to an unannounced drug screen at their own expense prior to finalization of the process.
4. Students readmitted to a health science program may repeat courses as guided by program policies and offerings.
5. Following readmission, a second positive drug screen will result in program dismissal and terminate all eligibility for readmission.

## **Professional Appearance and Uniform Guidelines**

### **Clinical Uniforms**

Students are required to be in uniform for clinical activities and must appear neat and professional at all times. Students must adhere to the clinical agency uniform policy as well as:

1. Students will be neat, clean and well-groomed.
2. Hair must be neat, clean and worn in a simple-off-the-collar style, away from the face and not obscuring vision, the entire time while in uniform. No extreme hair color allowed. Students with hair dyed any color other than that natural to humans will not be allowed to participate in clinical rotations. Neutral-colored headbands (brown, black, white, or off-white) are allowed. No bows, ribbons, scrunchies, or scarves shall be worn.
3. Men should be clean-shaven. Established beards and mustaches are to be always neatly trimmed. Side burns, if any, will be no longer than earlobe length.
4. Fingernails will be clean and short. No nail polish or artificial nails or nail tips can be worn.
5. Perfume, scented hair or body products, or heavy makeup will not be worn.
6. Undergarments must be worn but should not be visible through clothing.
7. No body piercings may be visible.
8. No tattoos may be visible.
9. Students should not have a noticeable smoking odor during clinical hours.
10. A clinical ID badge must be worn at all times while on healthcare facility premises.
11. The PN clinical uniform is as required:
  - a) Female Students: 1) A short sleeved white uniform dress with a collar, hemmed to length below the knee with full length white hosiery and an official Wallace College PN program patch sewn onto the upper right side of the uniform dress OR 2) A short sleeved white collared female uniform top with official Wallace College PN program patch sewn onto the upper right side of the top and black scrub pants or skirt with white socks or white hosiery. No pants with ankle cuffs allowed. Pants dragging the floor and frayed on the cuffs are not allowed due to safety and infection control measures. Short sleeve tee shirts may be worn under tunic tops. Lab jackets (with official Wallace College PN program patch sewn onto the upper left sleeve of lab jacket) are permissible. Lab jackets must be below the waist and above the knee in length with wrist-length sleeves. No cuff sleeves allowed.
  - b) Male Students: A short sleeved white collared male uniform top with an official Wallace College PN program patch sewn onto the upper right side of uniform top and black scrub pants with white socks. Pants dragging the floor and frayed on the cuffs are not allowed due to safety and infection control measures. Short sleeve tee shirts may be worn under tunic tops. Lab jackets with an official Wallace College PN program patch sewn onto the upper left sleeve of lab jacket are permissible. Lab jackets must be below the waist and above the knee in length with wrist-length sleeves.
  - c) Shoes must be white leather-like shoes. They must have enclosed toes and heels. No tennis or canvas shoes can be worn.

- d) A watch with a second hand must be worn. Other jewelry will not be worn, including rings, earrings, bracelets, and necklaces. The ONLY exception is a plain wedding band.
12. All students must bring to clinical the following items: stethoscope, pen light, bandage scissors, pen, and a copy of ALL required medical documents.
13. To retrieve patient assignment at facility prior to day of clinical activity, uniform, as described above may be worn OR, the approved lab coat as described above over a dress shirt, dress pants, and shoes with enclosed toes and heels, OR the approved classroom uniform with closed-toe shoes may be worn. No shorts or jeans allowed. Skirts/dresses above the knee are not allowed.
14. Pinning Ceremony attire will abide with the aforementioned rules with the following exceptions:
- a) Female students are required to wear a white nursing dress, with a collar, with shoes and hosiery as described for female students in the policy above, without the official Wallace College PN program patch.
  - b) Male students are required to wear the same uniform top as described above for male students, without the official Wallace College PN program patch, and white scrub pants.

Students who fail to meet these guidelines will be considered unsatisfactory and may not be allowed to participate in clinical activities for that day.

#### **Classroom Uniforms**

Students are required to be in class uniform for all campus class/lab meetings.

The PN classroom uniform will consist of the following:

- Black scrub top and black scrub pants. A black, long sleeve shirt may be worn under scrub top.
- An official Wallace College PN program patch is required to be sewn onto the front upper right chest area of the top.
- **No certain brand is required, but the student should have matching “shades of black” in purchased brand.**
- **Shoes must have enclosed toes and heels.**

Students who fail to meet these guidelines will be considered in violation of the uniform guidelines and will not be allowed to attend class and/or lab activities until the proper uniform is being worn.

#### **Confidentiality**

Students will, in the course of clinical assignments, be exposed to information regarding clients, hospitals, physicians, staff, and others. All such information must be considered confidential and will not, under any circumstances, be discussed with anyone except in the line of duty.

A client's condition may not be discussed with the client, staff, students, or any other persons not directly concerned with the care of the client. Only the physician, directors or supervisors of nursing services, or administration are authorized to discuss the condition of the client with others.

All students enrolled in the PN program are required to sign a "Clinical Agency Confidentiality" form. This form covers confidentiality and the Health Insurance Portability and Accountability Act (HIPAA) rules and regulations.

### **No Compensation**

During clinical components at health care facilities, students under the supervision of a clinical instructor provide direct patient care. Students must understand that clinical components are required and that the student is not due compensation from any health care facility or the College. Students will be required to sign a contract with WCC regarding this policy.

### **Behavior in the Classroom/Clinical/Lab**

Students should observe the highest moral, ethical, professional, and social standards. Disruptive behavior in the classroom/clinical will not be tolerated and students responsible for disruptive behavior will be asked to leave the classroom/clinical and will be assigned an unexcused absence.

The use of a cellular telephone, pager, tape player, radio or other electronic device where such activity would interfere with normal activity of the College will constitute a dismissal from class/clinical and will be assigned as an unexcused absence.

As a vital part of the professional team and the total hospital environment each student is expected to exercise tact, kindness, courtesy and consideration to everyone they encounter in the clinical area. The clinical agencies' reputation and the community's confidence in it are established and maintained by the collective effort of all employees and students. Therefore, personal conduct should be of the highest quality. Some examples of inappropriate behavior in the clinical setting are:

1. Chewing gum or eating in the clinical area.
2. Smoking in any unauthorized area.
3. Talking loudly, laughing, or horse playing in hallways or elevators.
4. Sitting in the nurse's station rather than seeking learning experiences.
5. Removing uniform, letting hair down, etc., before leaving the clinical site.
6. Wearing sweaters or jackets in the clinical area or cafeteria.
7. Failing to put client charts in the appropriate place.
8. Being disrespectful to the client, instructor, other students and/or employees of the institution.
9. Being dishonest (i.e., lying, stealing, charting care not provided).
10. Dressing inappropriately (dirty, wrinkled, collarless uniforms or nonstandard nursing shoes).
11. Displaying repeated mistakes placing client or student in unsafe environment.
12. Using profanity or lewd comments anywhere in the institution.
13. Inappropriate physical conduct (shoving, rough handling of client).

14. Talking in client's room about matters not concerning client (personal or about other clients assigned to student).
15. Breaching confidentiality.
16. Failing to follow instructions.
17. Wearing shorts, flip-flops, mid-riff tops, tank tops, vulgar logos, etc., to pick up clinical assignments. Students are to dress professionally when picking up assignments.
18. Behavior considered inappropriate by the instructor.

Students shall abide by the Code of Student Conduct and accompanying disciplinary sanctions as outlined in the student handbook section of the [College Catalog](#).

#### **Communication Channels**

. Students should make appointments to interact with faculty members during office hours.

#### **Grading Policy**

A minimum grade of "C" (75 or above) is required to successfully complete nursing courses.

No rounding of test scores is done (for example, 78.6 is 78.6). Only the final course grade is rounded (0.5 or higher is raised to the next whole number). WCC nursing programs will carry all grade computations within a course (exams, quizzes, comprehensive tests, outside activity grades, etc.) to the hundredths place with no rounding applied to intermediate steps. Final course averages will be rounded to the nearest whole number and the following grading scale applied:

A	90-100	Passing
B	80-89	Passing
C	75-79	Passing
D	60-74	Failing
F	59 and below	Failing

The student must achieve a final grade of 75 in the theory component of all nursing courses. In addition, students enrolled in courses containing lab and/or clinical components, must achieve a "satisfactory" evaluation in order to successfully complete the courses. Course grade will reflect the theory grade.

#### **Comprehensive Assessment**

Comprehensive Assessment (CA) testing through the use of standardized and validated assessment tools will be incorporated into each field of concentration course. This assessment may or may not comprise a portion of grade calculation and is intended to aid in advisement, counseling, and/or remediation of students. Costs associated with CA are the responsibility of the individual student.

#### **Travel**

Off-campus activities, such as seminars, conventions, field trips, etc., are periodically scheduled as student learning experiences. All students are encouraged to participate

in these activities. Students unable to participate will be given an assignment as designated by the instructor. Upon leaving WCC and/or the affiliated hospital facilities of WCC to attend instructor scheduled off-campus activities, WCC, along with its faculty and staff, are not liable for any adverse events which could happen to the student while participating in these activities.

#### **Copy Policy**

Students are encouraged to maintain copies of health, medical, or related information which may be in the PN Division's files and needed by the student for future reference; for example, TB skin test results, immunization records, acceptance letters. This must be done prior to submitting document(s) to the PN office. Copies may be made at the student's expense in the Learning Resources Centers on both the Wallace and Sparks Campuses. The PN office will not make copies of any items in your student file.

The PN office will not release health, medical, or related information in a student's file to any persons or agencies for employment or personal needs.

#### **Visitors**

Students are not allowed to bring visitors, including children, to regularly scheduled classes, nonscheduled computer lab, or clinical. Any visitors who come to the PN office asking to see a student will be referred to administrative offices. Visitors should report to the administrative offices at the campus or site visited rather than proceeding to instructional areas.

#### **Parking**

**College:** Free parking is available at PN sites. Vehicles must be registered and parked in areas designated for student parking.

**Clinical:** Students will be assigned parking areas at all clinical facilities. WCC decals must be displayed on vehicles and vehicles must be parked in the designated area.

#### **Telephone**

Personal calls may not be made on either College or clinical facility phones. Please instruct family and friends not to call while in the clinical setting. In the case of an emergency, the call should be made to the PN office or a PN instructor who will contact the student. If the PN office or PN instructor does not answer, the WCC switchboard operator can be contacted at 334-983-3521 or toll free at 1-800-543-2426.

#### **Phone Numbers:**

##### **College:**

Wallace Campus PN Office: 556-2220  
Sparks Campus: 687-3543

##### **Clinical Facilities:**

Bullock County Hospital, Union Springs: 738- 2140  
Crowne Health Care Inc. of Eufaula: 687-6627  
Dale Medical Center: 774-2601

Dale Medical New Day: 774-7352  
Enterprise Health and Rehabilitation Center: 347-9541  
Extendicare Health Center: 793-1177  
Flowers Hospital: 793-5000  
Encompass Health Rehabilitation Hospital : 712-6333  
Henry County Health and Rehabilitation Facility: 585-2241  
Medical Center Barbour: 688-7000  
Medical Center Enterprise: 347-0584  
Oakview Manor Health Care Center: 774-2631  
Ozark Health and Rehabilitation: 774-2561  
Southeast Alabama Medical Center: 793-8111  
Spectra Care, Abbeville: 585-6864  
Wesley Place on Honeysuckle: 792-0921  
Westside Terrace Health & Rehabilitation Center: 794-1000  
Kindred Hospice, Dothan: 792-1100  
Wiregrass Medical Center and Nursing Home: 684-3655

### **HUMAN RIGHTS AND NON-DISCRIMINATION**

The PN program adheres to the Human Rights and Non-discrimination policy of WCC as stated below:

Wallace Community College is committed to equal opportunity education. The College is guided in philosophy and practice by the principle that individuals will not be treated differently because of race, creed, religion, color, gender, age, national origin, disability, or marital status, and that legitimate and reasonable access to facilities is available to all. This principle particularly applies to the admission of students in all programs of the College and in their academic pursuits. It is also applicable in extracurricular activities, all student services, employment of students by the College, and employment of instructors and non-instructional personnel. Therefore, Wallace Community College is in compliance with *Title VI and VII of the Civil Rights Act of 1964*, as amended; the *Civil Rights Act of 1991*; *Executive Order 11246*, as amended; *Title IX of the Education Amendments of 1972*; *Section 504 of the Rehabilitation Act*; and *The Americans with Disabilities Act of 1990*. Wallace Community College is an Affirmative Action, Equal Employment and Educational Opportunity Institution.

The PN program includes one additional category to which nondiscrimination applies. This category is veteran status.

### **APPLICATION FOR NURSING LICENSURE**

Application for Alabama licensure is completed on-line at the Alabama Board of Nursing website ([www.abn.state.al.us](http://www.abn.state.al.us)). Students who desire to be licensed in a state other than Alabama must obtain NCLEX-PN information and application from that state.

Applicants who have an arrest record should be aware that they may not be permitted to sit for the licensing examination. This determination is made AFTER an individual's application to take the NCLEX-PN for licensure is submitted.

For example, according to the Alabama Board of Nursing Administrative Code 610-X-8-.02, the following may be grounds for denial of an application for initial licensure and/or temporary permit by examination or endorsement:

1. Failure to meet any requirement or standard established by law or by rules and regulations adopted by the Board.
2. Engaging in fraud, misrepresentation, deception, or concealment of a material fact in applying for or securing licensure or taking any examination required for licensure.
3. A course of conduct that would be grounds for discipline under Rule 610-X-8-.03.
4. Having disciplinary action pending or having had a license denied, conditionally issued, fined, reprimanded, censured, restricted, limited, placed on probation, suspended, revoked, voluntarily surrendered, or otherwise encumbered in any state, territory or country.
5. Having been court-martialed or administratively discharged by a branch of the United States Armed Forces for any act or conduct that would constitute grounds for discipline in this state under Rule 610-X-8-.03.
6. Having engaged in conduct that is inconsistent with good moral character.
  - a. The decision as to whether the applicant has engaged in conduct that is inconsistent with good moral character is within the discretion of the Board of Nursing.
  - b. In determining whether the applicant has engaged in conduct that is inconsistent with good moral character, the Board may consider the applicant's criminal history, pattern of illegal conduct or disregard for the law, or other evidence bearing on the applicant's fitness for practice as a licensed nurse.
7. Non-compliance with a monitoring agreement or contract with an alternative to discipline program or order issued in another jurisdiction pertaining to any license, certification, or registration for a health-related profession.
8. Any other reasons authorized by law.

**Author:** Alabama Board of Nursing

**Statutory Authority:** Code of Alabama, 1975, §§ 34-21-21, 34-21-25.

**History:** Filed September 29, 1982. **Amended:** Filed March 23, 1984; effective April 27, 1984. **Repealed and New Rule:** Filed January 29, 2002; effective March 5, 2002. **Repealed and New Rule:** Filed May 21, 2010; effective June 25, 2010. **Amended:** Filed June 24, 2014; effective July 29, 2014.

It is important for students to be aware of the Alabama Board of Nursing regulations on the review of candidates for eligibility for initial and continuing licensure. The following questions are currently asked on the "Application for Licensure by Examination."

1. Have you ever been arrested for, been charged with, been convicted of, entered a plea of guilty to, entered a plea of nolo contendere or no contest for, received

deferred prosecution or adjudication for, had judgment withheld for, received pretrial diversion for, or pleaded not guilty by reason of insanity or mental defect to any crime other than a minor traffic violation in any state, territory, or country? A crime related to driving while impaired or while under the influence of any substance is not a "minor traffic violation."

2. In the past five years, have you abused alcohol, drugs (whether legal or illegal, prescribed or unauthorized), and/or other chemical substances or received treatment or been recommended for treatment for dependency to alcohol, drugs (whether legal or illegal, prescribed or unauthorized), and/or other chemical substances?
3. Have you ever been arrested or convicted for driving under the influence of drugs/alcohol?
4. In the past five years, have you had, or do you now have, a physical or mental health problem that may impair your ability to provide safe nursing care?
5. Has the licensing authority of any state, territory, or country denied, revoked, suspended, reprimanded, fined, accepted your surrender of, restricted, limited, placed on probation, or in any other way disciplined your nursing and/or any other occupational license, registration, certification, or approval?
6. Is the Board of Nursing or other licensing authority of any state, territory, or country, including but not limited to the Alabama Board of Nursing, currently investigating you?
7. Is disciplinary action pending against you with the Board of Nursing or other licensing authority of any state, territory, or country, including but not limited to the Alabama Board of Nursing?
8. Have you ever been placed on a state and/or federal abuse registry?
9. Has any branch of the armed services ever administratively discharged you with any characterization of service besides "Honorable" and/or court-martialed you?

Application to sit for the licensing examination may be denied on the basis of this review. Although these policies refer specifically to Alabama, other states have similar stipulations regarding licensure.

**WALLACE COMMUNITY COLLEGE  
PRACTICAL NURSING PROGRAM  
ADHERENCE AGREEMENT FORM**

1. I understand that I am responsible for adhering to the policies and procedures contained in the Practical Nursing Student Policy Manual (Effective August 2017).
2. I understand that successful completion of the Practical Nursing curriculum will result in an award of a technical certificate. Completion of the program does not ensure the granting of a license to practice nursing. The State Board of Nursing is the issuing agency for licensure and licensure is based on meeting all State Board of Nursing requirements plus passage of the licensing exam.

\_\_\_\_\_  
Printed Student Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student ID Number

**WALLACE COMMUNITY COLLEGE  
PRACTICAL NURSING PROGRAM  
HEALTH INSURANCE FORM**

*It is recommended that all students in the Practical Nursing program have health insurance. Prior to any clinical or learning lab experience, you must either provide proof of health insurance or sign a waiver acknowledging that you are unable to provide proof of health insurance.*

I acknowledge that I have health insurance with:

\_\_\_\_\_  
Name of Insurance Company

I release Wallace Community College, its agents, and any and all affiliate clinical facilities and their agents from any liability related to injuries received or illnesses resulting while a student in the Practical Nursing program.

\_\_\_\_\_  
Printed Student Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student ID Number

\*\*\*\*\*

**WAIVER**

I have been informed and understand the importance of obtaining health insurance. I am unable to show proof of health insurance and refuse to obtain any. I understand that it is my responsibility to pay for all medical expenses that result from illness or injury that may occur while a student in the Practical Nursing program.

I release Wallace Community College, its agents, and any and all affiliate clinical facilities and their agents from any liability related to injuries received or illnesses resulting while a student in the Practical Nursing program.

\_\_\_\_\_  
Printed Student Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student ID Number

**WALLACE COMMUNITY COLLEGE  
PRACTICAL NURSING PROGRAM  
CONFIDENTIALITY FORM**

I understand that all agency and client information (including, but not limited to, client records, phone calls, client information, administrative or staff conversations and meetings, personnel files, agency manuals, policies, procedures, and correspondence) is confidential. No information regarding the above is to be taken out of any agency. Any infraction of the above will result in immediate dismissal from the program and possible legal proceedings.

\_\_\_\_\_  
Printed Student Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student ID Number

**WALLACE COMMUNITY COLLEGE  
PRACTICAL NURSING PROGRAM  
STUDENT CLINICAL ROTATION CONTRACT**

**Student Name:** \_\_\_\_\_

**Student ID Number:** \_\_\_\_\_

I understand that the primary objective of the Practical Nursing program at Wallace Community College is to prepare program graduates to perform competently as safe, professional Practical Nurses. In order to achieve this objective, it is necessary that each student complete the assigned clinical rotation in the designated healthcare facility. Such experience is educational in nature and is designed to develop each student's professional skills in order that each student may demonstrate specific entry-level competencies upon program completion.

I further understand that:

2. I am a student at Wallace Community College, enrolled in a clinical course requiring my presence at a healthcare facility;
3. I am **NOT** expecting and will **NOT** receive compensation for participation in the clinical course from either the institution or the healthcare facility;
4. I have **NOT** been promised and am **NOT** expecting to be offered a job at the healthcare facility as a result of participation in the clinical course.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**WALLACE COMMUNITY COLLEGE**  
**PRACTICAL NURSING PROGRAM**  
**AUTHORIZATION FORM**

I authorize the Practical Nursing program to release my first name, middle initial, last name, and the last four digits of my social security number to clinical agencies for the purpose of computerized documentation.

\_\_\_\_\_  
Printed First Name, Middle Initial, Last Name

\_\_\_\_\_  
Last four digits of your Social Security Number

\_\_\_\_\_  
Student ID Number

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**WALLACE COMMUNITY COLLEGE  
PRACTICAL NURSING PROGRAM  
RELEASE OF CLINICAL INFORMATION**

I give Wallace Community College permission to release copies of my personal clinical/program documentation to clinical agencies as required by contractual agreements. These records will only be released to Human Resources or such centrally governed departments and include, **but are NOT limited to:** immunizations, TB skin tests, titer results, CPR, substance abuse screens, background checks, essential functions/physician's statement, and clinical agency training acknowledgements and verifications.

\_\_\_\_\_  
Student Name (Print)

\_\_\_\_\_  
Department (WCC Health Program)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
WCC Student ID #

\_\_\_\_\_  
Date

**THE ALABAMA COMMUNITY COLLEGE SYSTEM  
NURSING PROGRAMS  
ESSENTIAL FUNCTIONS**

The Alabama Community College System endorses the Americans' with Disabilities Act. In accordance with College policy, when requested, reasonable accommodations may be provided for individuals with disabilities.

The essential functions delineated below are necessary for nursing program admission, progression and graduation and for the provision of safe and effective nursing care. The essential functions include but are not limited to the ability to:

- 1) Sensory Perception
    - a) Visual
      - i) Observe and discern subtle changes in physical conditions and the environment
      - ii) Visualize different color spectrums and color changes
      - iii) Read fine print in varying levels of light
      - iv) Read for prolonged periods of time
      - v) Read cursive writing
      - vi) Read at varying distances
    - vi) Read data/information displayed on monitors/equipment
  - b) Auditory
    - i) Interpret monitoring devices
    - ii) Distinguish muffled sounds heard through a stethoscope
    - iii) Hear and discriminate high and low frequency sounds produced by the body and the environment
    - iv) Effectively hear to communicate with others
  - c) Tactile
    - i) Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location and other physical characteristics
  - d) Olfactory
    - i) Detect body odors and odors in the environment
- 2) Communication/ Interpersonal Relationships
  - a) Verbally and in writing, engage in a two-way communication and interact effectively with others, from a variety of social, emotional, cultural and intellectual backgrounds
  - b) Work effectively in groups
  - c) Work effectively independently
  - d) Discern and interpret nonverbal communication
  - e) Express one's ideas and feelings clearly
  - f) Communicate with others accurately in a timely manner
  - g) Obtain communications from a computer
- 3) Cognitive/Critical Thinking
  - a) Effectively read, write and comprehend the English language
  - b) Consistently and dependably engage in the process of critical in order to formulate and implement safe and ethical nursing decisions in a variety of health care settings
  - c) Demonstrate satisfactory performance on written examinations including mathematical computations without a calculator
  - d) Satisfactorily achieve the program objectives
- 4) Motor Function
  - a) Handle small delicate equipment/objects without extraneous movement, contamination or destruction
  - b) Move, position, turn, transfer, assist with lifting or lift and carry clients without injury to clients, self or others
  - c) Maintain balance from any position
  - d) Stand on both legs

- e) Coordinate hand/eye movements
  - f) Push/pull heavy objects without injury to client, self or others
  - g) Stand, bend, walk and/or sit for 6-12 hours in a clinical setting performing physical activities requiring energy without jeopardizing the safety of the client, self or others
  - h) Walk without a cane, walker or crutches
  - i) Function with hands free for nursing care and transporting items
  - j) Transport self and client without the use of electrical devices
  - k) Flex, abduct and rotate all joints freely
  - l) Respond rapidly to emergency situations
  - m) Maneuver in small areas
  - n) Perform daily care functions for the client
  - o) Coordinate fine and gross motor hand movements to provide safe effective nursing care
  - p) Calibrate/use equipment
  - q) Execute movement required to provide nursing care in all health care settings
  - r) Perform CPR and physical assessment
  - s) Operate a computer
- 5) Professional Behavior
    - a) Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance and a healthy attitude toward others
    - b) Demonstrate a mentally healthy attitude that is age appropriate in relationship to the client
    - c) Handle multiple tasks concurrently
    - d) Perform safe, effective nursing care for clients in a caring context
    - e) Understand and follow the policies and procedures of the College and clinical agencies
    - f) Understand the consequences of violating the student code of conduct
    - g) Understand that posing a direct threat to others is unacceptable and subjects one to discipline
    - h) Meet qualifications for licensure by examination as stipulated by the Alabama Board of Nursing
    - i) Not to pose a threat to self or others
    - j) Function effectively in situations of uncertainty and stress inherent in providing nursing care
    - k) Adapt to changing environments and situations
    - l) Remain free of chemical dependency
    - m) Report promptly to clinicals and remain for 6-12 hours on the clinical unit
    - n) Provide nursing care in an appropriate time frame
    - o) Accepts responsibility, accountability, and ownership of one's actions
    - p) Seek supervision/consultation in a timely manner
    - q) Examine and modify one's own behavior when it interferes with nursing care or learning

I have reviewed the Essential Functions for this program and I certify that to the best of my knowledge, I have the ability to perform these functions. I understand that a further evaluation of my ability may be required if deemed necessary, to evaluate my ability prior to admission to the program and for retention and progression through the program.

I understand that Wallace Community College will provide reasonable accommodations but is not required to substantially alter the requirements or nature of the program or provide accommodations that inflict an undue burden on the College.

I understand that if my health changes during the program of learning, so that the essential functions cannot be met with or without reasonable accommodations, that I may be withdrawn from the nursing program.

I understand that if I need accommodations, it is my responsibility to contact the appropriate College official. My request should be directed to (334) 556-2616 on the Wallace Campus or (334) 687-3543 extension 4270 on the Sparks Campus.

Print Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Wallace Community College  
Drug Screen Policy Agreement**

In preparation for participation in clinical/laboratory activities of health science programs or other programs/activities requiring drug screening as outlined in the Wallace Community College Substance Abuse Control Policy, I hereby consent to submit to a urinalysis and/or other tests as shall be determined by Wallace Community College for the purpose of determining substance use. I agree that specimens for the tests will be collected in accordance with guidelines established in the Mandatory Guidelines for Federal Workplace Drug Testing Programs and as described in the Wallace Community College Substance Abuse Control Policy Guidelines.

I further agree to, and hereby authorize, the release of the results of said tests to the appropriate designee of Wallace Community College. All positive results will be reviewed by said College designee and followed by a confidential contact with me. I understand that positive results indicating the current use of drugs and/or alcohol shall prohibit me from participating in clinical, laboratory, or other activities of health science programs requiring that I be drug free. I further understand that clinical/laboratory components of courses within health programs are required curriculum components and that an inability to attend said components may prevent or delay my program completion. I also understand that while participating in clinical activities within outside health care agencies, I will be subject to the same rules as the health care employees in said facilities.

I agree to hold harmless Wallace Community College and its designee/s and PrimeCare Occupational Medicine and its Medical Review Officer from any liability arising in whole or in part from the collection of specimens, testing, and use of the results from said tests in connection with excluding me from participation in clinical/laboratory activities.

I have carefully read the foregoing and fully understand its contents. I acknowledge that my signing of this consent and release form is a voluntary act on my part and that I have not been coerced by anyone to sign this document. A copy of this signed and dated document will constitute my consent for PrimeCare Occupational Medicine to perform the drug screen and to release the results to Wallace Community College.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**WALLACE COMMUNITY COLLEGE  
PRACTICAL NURSING PROGRAM  
CERTIFICATE PROGRAM  
CATALOG 2017-2018  
GRADUATION REQUIREMENTS**

Name: \_\_\_\_\_  
                     Last                                    First                                    Middle                                    Maiden

Student Number: \_\_\_\_\_

\*\*\*\*\*

Admission Date: \_\_\_\_\_ Graduation Date: \_\_\_\_\_ NCLEX: \_\_\_\_\_

COURSE	COURSE TITLE	CREDIT HOURS	SEM/GRADE	SEM/GRADE	TRANSFER		
					COURSE	CREDIT HRS	GRADE
ENG 101	English Composition I	3					
MTH 116	Mathematical Applications	3					
BIO 201	Human A and P I	4					
BIO 202	Human A and P II	4					
NUR 102	Fundamentals of Nursing	6					
NUR 103	Health Assessment	1					
NUR 104	Introduction to Pharmacology	1					
NUR 105	Adult Nursing	8					
NUR 106	Maternal and Child Nursing	5					
NUR 107	Adult/Child Nursing	8					
NUR 108	Psychosocial Nursing	3					
NUR 109	Role Transition	3					
		49					
ORT 100 or ORI 101	Orientation for Career Students or Orientation to College	1					
ORI 104	WorkKeys® Assessment and Advisement	1					
	<b>TOTAL HOURS</b>	<b>51</b>					

COMMENTS: \_\_\_\_\_

**WALLACE COMMUNITY COLLEGE**  
**PRACTICAL NURSING PROGRAM**  
**STUDENT DEMOPROFILE FORM**

STUDENT NUMBER \_\_\_\_\_

FULL NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/COUNTY/STATE/ZIPCODE \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

BIRTHDATE (MONTH/DAY/YEAR) \_\_\_\_\_ AGE \_\_\_\_\_

***CHECK THE MOST APPROPRIATE RESPONSE FOR THE FOLLOWING:***

**SEX:**  Male  Female

**RACE:**  American Indian or Alaskan Native  
 Asian or Pacific Islander  
 Black/Non-Hispanic  
 Hispanic  
 White/Non-Hispanic  
 Other/Unknown

**MARITAL STATUS:**  Never Married  
 Married  
 Divorced  
 Widowed

**DO YOU HAVE DEPENDENT CHILDREN?**  Yes  NO

**ARE YOU EMPLOYED?**  Yes  NO

**IF YES, HOURS WORKED PER WEEK:** \_\_\_\_\_

**DO YOU RECEIVE FINANCIAL AID FOR YOUR EDUCATION?**  Yes  NO

**IF YES, CHECK TYPE(S) OF FINANCIAL AID:**

Pell Grant  
 WIA  
 TRA  
 VA  
 Scholarship (received from) \_\_\_\_\_  
 Other (please specify) \_\_\_\_\_

**CAREER/TECHNICAL EDUCATION STUDENT PLACEMENT STATUS** DPE-29

**REPORTING SEMESTER** \_\_\_\_\_

These data are required for program improvement and reporting activities. This form is to be completed by the designated program instructor or advisor for each student in the program. Part I is to be completed when a student enters the program. Part II is to be completed when a student exits the program. Data on race, sex and disabilities will be aggregated and used for reporting purposes only.

**PROGRAM NAME** Practical Nursing (Wallace Community College) **CIP CODE** 51.3901

**PART I. STUDENT DEMOGRAPHIC DATA AND EMPLOYMENT STATUS - PROGRAM ENTRY**

**A. Student Demographic Data**

Name \_\_\_\_\_ Date \_\_\_\_\_ Student ID \_\_\_\_\_  
Address \_\_\_\_\_

Sex \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

**Race (check one)**

\_\_\_\_\_ African American or Black \_\_\_\_\_ Hispanic/Latino and more than one race  
\_\_\_\_\_ American Indian or Alaska Native \_\_\_\_\_ Native Hawaiian or other Pacific Islander  
\_\_\_\_\_ Asian \_\_\_\_\_ White  
\_\_\_\_\_ Hispanic/Latino \_\_\_\_\_ More than one race

**B. Student Employment Status at Time of Program Entry**

\_\_\_\_\_ Employed in related field \_\_\_\_\_ Employed in non-related field \_\_\_\_\_ Hourly Rate of Pay \_\_\_\_\_ Not employed

Employer name \_\_\_\_\_ Phone \_\_\_\_\_

Employer address \_\_\_\_\_

Occupation \_\_\_\_\_ Full time \_\_\_\_\_ Part time \_\_\_\_\_

**PART II. STUDENT COMPLETION, EMPLOYMENT AND EDUCATION STATUS - PROGRAM EXIT**

Date of program exit \_\_\_\_\_ Number of program-related credit hours completed \_\_\_\_\_

Check the **ONE** completion category that applies:

\_\_\_\_\_ Program graduate \_\_\_\_\_ Alternative completer (completed 15 semester hours in field, related employment 40 hours per week)  
\_\_\_\_\_ Leaver (left program w/o award or sufficient hours to be completer)

Employer name \_\_\_\_\_ Employer phone \_\_\_\_\_

Employer address \_\_\_\_\_

Occupation \_\_\_\_\_ Full time \_\_\_\_\_ Part time \_\_\_\_\_

Supervisor \_\_\_\_\_ Initial date of employment \_\_\_\_\_

Passed licensure exam? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Not applicable (check one)

Name of licensure exam (if applicable) \_\_\_\_\_

Date of licensure \_\_\_\_\_

Check the **ONE** statement below that best describes the individual's current employment and education status.

**Education Status**

\_\_\_\_\_ Not pursuing education  
\_\_\_\_\_ Not employed and pursuing education or training  
\_\_\_\_\_ Continuing Education – non related field  
\_\_\_\_\_ Continuing Education – related field  
\_\_\_\_\_ Status unknown/information unavailable

**Employment Status**

\_\_\_\_\_ employed  
\_\_\_\_\_ employed in an occupation related to field of training  
\_\_\_\_\_ entered military  
\_\_\_\_\_ entered church related work  
\_\_\_\_\_ unavailable for employment (correctional student)  
\_\_\_\_\_ status unknown/information unavailable

Hourly rate of pay if employed in field or related field \$ \_\_\_\_\_

Signature of person completing Part II of form \_\_\_\_\_

Date of Part II completion \_\_\_\_\_

*This form is to be completed on any student that graduates or leaves a program and is to be submitted to the appropriate instructional dean at the end of each term*





# **ADDENDUM 2018-19**

## **PTA STUDENT HANDBOOK**



**Wallace Community College**

**Physical Therapist Assistant Program**

## PTA Program Faculty

Heather Wells, PT, DPT  
Program Director  
HS 258C, 334-556-2233  
hwells@wallace.edu

Shannon Turner, PTA, BS, MHS  
Clinical Education Coordinator  
HS 278C, 334-556-2362  
sturner@wallace.edu

Brandi Epperson, PTA  
Adjunct Faculty  
bepperson@wallace.edu

WALLACE COMMUNITY COLLEGE (334) 983-3521  
TOLL FREE: 1-800-543-2426

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## Welcome

Congratulations on being accepted into the PTA Program at Wallace Community College. Your acceptance into the Program reflects your hard work and dedication to your education and chosen profession. The next two years should be exciting and rewarding in preparing you for a PTA career.

The faculty and staff of the College will do everything possible to make your education successful and enjoyable. We will strive to provide you with the educational opportunities necessary to become a PTA. You should take full advantage of these opportunities, remembering you only get out of an experience what you put into it.

The choice of a career is a personal decision. However, having chosen this profession, you must now assume the inherent ethics and responsibilities of the profession. You are now taking the responsibility for treating other human beings and influencing their lives. For this reason, the educational process for becoming a PTA will evaluate you not just on your knowledge, but on your work ethics and sense of professionalism, as well.

The next years of study will involve classroom, lab, and clinical work as well as a lot of outside study. The PTA Program has a highly structured curriculum and schedule. You will have limited choices of classes, times and schedules. You must be available for class or clinic when requested, including Fridays, Saturdays and evenings. Meetings outside of regular class times will be scheduled in advance, in consideration of working students; however, attendance will be mandatory.

There is a large component of clinical practice in the curriculum. Some of the clinical sites may not be within traveling distance of your home. You must provide your own transportation to the clinical sites, and you may have to live away from home for up to nine weeks during the program.

This handbook will inform you of policies and procedures particular to the PTA Program. You should keep this readily accessible. Please refer to the *Wallace Community College Catalog/Student Handbook* for other policies.

We welcome you and look forward to a lot of fun, hard work, and new friendships!

### **Mission of the Physical Therapist Assistant Program**

The mission of the Physical Therapist Assistant Program at Wallace Community College is to help students attain education to satisfy requirements of an Associate in Applied Science Degree. In so doing, we will graduate knowledgeable, competent, self-assured, adaptable, and service-oriented paraprofessionals. Graduates will be valuable members of the profession and the health care team, within their scope of work. Graduates of the PTA program at WCC will be qualified to sit for licensure in any state in which they wish to practice and will be prepared to uphold high standards of patient care while helping to meet healthcare needs in our community, state, and region. The program is committed to accomplishing this mission through the use of quality instructional methods, including both traditional and technology based instruction, whereby students are assisted to achieve the academic knowledge and clinical skills necessary to serve the physical therapy health needs of the public.

### **Philosophy of the Physical Therapist Assistant Program**

Physical therapy is a dynamic profession with an established and scientific base and widespread clinical applications in the restoration, maintenance, and promotion of optimal physical function. Physical therapy is defined as the care and services provided by or under the direction and supervision of a physical therapist. Physical therapist assistants work under the direction and supervision of physical therapists to provide physical therapy interventions that require specialized knowledge and skills.

Wallace Community College accepts the responsibility for supplying students with opportunities to learn the necessary information and skills and to obtain clinical practice required for state licensure/regulation and entry-level competence in the field. As educators, faculty model the processes of learning, adapting, and changing as the environment and culture changes in accordance with sound scientific developments in education, instructional delivery methodology, medical science, and physical therapy science. We believe in providing our students with more than just manual skills. We believe that our students should know not only the “how to,” but the “why.” This should produce thinking individuals who will continue to grow and learn after they graduate and be able to demonstrate respect for the uniqueness of every individual.

It is the student’s responsibility, however, to fully utilize the opportunities provided by this educational program. Additionally, the choice of a career is a personal decision, and, having chosen a particular profession, the individual must assume the profession’s inherent responsibilities and adhere to established professional ethics and standards of practice. As students, individuals begin the process of becoming physical therapist assistants and must constantly learn and adapt to different situations, patients, treatment techniques, disease processes, and other conditions.

### **Objectives and Goals of the Physical Therapist Assistant Program**

The goals and objectives of the Physical Therapist Assistant Program reflect the mission and philosophy of both the College in general and the PTA program specifically. They are designed to encompass the educational outcomes, the program objectives and curriculum content, and needs of the health care community. The Physical Therapist Assistant Program is committed to students who, upon completion of the program, will:

- Possess entry-level skills as deemed appropriate for the physical therapist assistant by the Commission on Accreditation in Physical Therapy Education.
- Successfully complete the PTA National Licensing Examination as part of the licensure process for the state in which they chose to practice.
- Possess a broad general education background that includes humanities, mathematics, social sciences, biological sciences, and technologies.
- Work under the supervision of a licensed physical therapist in an ethical, legal, safe, and effective manner.
- Demonstrate an understanding of the Alabama Practice Act as it relates to the practice of physical therapy, as well as demonstrate an awareness of the existence of varying practice laws from state to state.
- Develop the skills necessary to pursue lifelong learning needed for personal and professional growth.
- Demonstrate appropriate critical thinking and problem solving skills in the role as a physical therapist assistant.
- Become integral members of the healthcare team.
- Interact with patients, families, and co-workers in a manner that demonstrates an appreciation of cultural and socioeconomic diversity.
- Be aware of their responsibility in the promotion of the profession through membership in the APTA, attendance at local and national meetings and conferences, and participation in community events.

## **Human Rights and Non-Discrimination**

Wallace Community College is committed to equal opportunity education. The College is guided in philosophy and practice by the principle that individuals will not be treated differently because of race, creed, religion, color, gender, age, national origin, disability, or marital status, and that legitimate and reasonable access to facilities is available to all. This principle particularly applies to the admission of students in all programs of the College and in their academic pursuits. It is also applicable in extracurricular activities, all student services, employment of students by the College, and employment of instructors and non-instructional personnel. Therefore, Wallace Community College is in compliance with *Title VI and VII of the Civil Rights Act of 1964*, as amended; the *Civil Rights Act of 1991*; *Executive Order 11246*; as amended; *Title IX of the Rehabilitation Act*; and *The Americans with Disabilities Act of 1990*. Wallace Community College is an Affirmative Action, Equal Employment and Educational Opportunity Institution.

*Title IX of the Education Amendments of 1972*, as amended, prohibits discrimination on the basis of sex. Sexual harassment is a form of discrimination that is illegal under *Title VII of the Civil Rights Act of 1964* for employees and under *Title IX of the Education Amendments of 1972* for students. Each campus of Wallace Community College has trained Compliance Officers.

### **Other Civil Rights and Title IX Compliance Officer:**

Mickey Baker, Sparks Campus—334-556-2485

### **Harassment and Discrimination Compliance Officers:**

Mickey Baker, Sparks Campus—334-556-2485

Shaletha Barnes-Blackmon, Wallace Campus—334-556-2414

*Section 504 of the Rehabilitation Act of 1973*, as amended, prohibits discrimination on the basis of disabilities.

### **Section 504 Compliance Officer:**

Ryan Spry, Wallace Campus—334-556-2587

*The Americans with Disabilities Act of 1990* (ADA) provides that no otherwise qualified person shall be discriminated against in the provision of an educational service or benefit on the basis of disability. Wallace Community College endeavors to provide reasonable accommodations to qualified students with disabilities. Students needing disability services or information should contact the appropriate Compliance Officer on the appropriate campus or site.

### **Americans with Disabilities Act Compliance Officers:**

Earl Bynum, Sparks Campus—334-687-3543, Ext. 4270

Ryan Spry, Wallace Campus—334-556-2587

### PTA Attendance/Tardiness\*

(\*Additional policies attendance for general academic classes can be found in the college catalog)

- A. Students are expected to attend all classes and clinical assignments as scheduled unless there is a serious, contagious illness or an emergency occurs. If absence or tardiness is unavoidable due to any of the above, the student **must** notify the PTA program prior to the start of class or the workday; **and if applicable**, the clinical site to which he/she is assigned.

Students are expected to be in their seats, ready to start class at the assigned time. This means textbooks and notebooks open and ready to start.

Students should remember that instructors often serve as references for prospective employers. Dependability in terms of attendance is a big issue for employers. Performance in this area is an excellent indicator for future employers.

- B. Students are responsible for any material missed due to any type of absence. Students will be required to make up all work (quiz, exam, homework, etc.) in order to receive a final course grade. Failure to make up or turn in all work will result in an “incomplete” or “I” being issued for the course. Students will not be allowed to progress in the program if all work has not been completed. Each course syllabus will outline grading procedures and penalties.
- C. The program is evaluated based on the number of hours that students spend in supervised clinical practice. For this reason, students will be required to complete and submit weekly time sheets to the Clinical Education Coordinator while in clinic. Clinical education courses are professional courses and the motivated student will strive for perfect attendance during all clinical affiliations. Students are granted one professional leave day during PTA 268, Clinical Practicum if approved by the clinical instructor and/or Clinical Education Coordinator. Professional leave days are designed for students to use if they need to attend a job interview or if a travel day is needed for the affiliation. Students are permitted one sick day (8 hours) during PTA 263, Clinical Affiliation I, and PTA 268 (Clinical Practicum). Program policy for absences during clinical affiliations must be followed. All missed clinical hours, including permitted absences, must be made up prior to the start of the next semester. Missed clinical hours must be done at the convenience of the clinical instructor and the Clinical Education Coordinator. Any clinical absence will be penalized according to course syllabi. Students will receive an “Incomplete” in the course until the hours are made up. If the hours are not completed prior to the start of the next semester, students will be unable to progress in the program.

### Grading System Policies

- A. The grading scale used by the PTA program is outlined below:

A = 90-100

B = 80-89

C = 75-79

D = 60-74

F = 59 and below

Grades for full-time clinical practice will be calculated based on scores given by the Clinical Instructor, plus any outside work required for that course. A minimum of 75% average is required for successful course completion and progression in the program.

#### B. Examinations

Instructors will schedule final examinations based on the College's final exam schedule. Final examinations will be scheduled as closely as possible to the College's schedule for general education courses. A student must notify the instructor at least one week prior to finals, if there is a conflict in examination schedules or if they have more than three finals in one day. Unit examinations and quizzes are scheduled at the discretion of each instructor.

#### C. Laboratory Skills

Many courses require demonstration of learned skills and procedures. During these tests, students will be required to demonstrate skills and professional behaviors in patient simulated activities. Students must perform each lab skill with a minimum score of 75%, including all identified critical elements, regardless of the grade earned in the theory component of the course. Failure to perform one of the critical elements, or failure to pass a skill with a score of at least 75%, will result in failure of the practical.

A student cannot fail more than 25% of all skills in one course. If the student exceeds that number of failures or fails the same skill twice, he or she will not be allowed to progress in the PTA program. If the last day to withdraw from courses has not yet passed for the semester, the student will need to withdraw from the course. If the failure occurs after the withdraw date for the semester, the student will receive either a course grade of 74 or the actual course grade earned if lower than a 74. The student will earn the grade on the first attempt that a skill is assessed but will be required to participate in remediation activities as deemed appropriate by the instructor.

#### D. Critical elements

Critical elements are defined as those parts of the skill that have serious impact on therapist and/or patient rights, safety, or could put a facility in a libelous situation.

Students will be provided with a specific checklist of all items to be tested prior to each lab assessment with the critical elements identified by an \*.

#### E. Clinical

The Clinical Education Coordinator is responsible for assigning grades for clinical performance based on scores given by the Clinical Instructor on the student evaluation form.

The APTA's *Clinical Performance Instrument (CPI)* will be used to assess student clinical education performance during PTA 263 and PTA 268 affiliations. The CI and student will complete and review the *CPI* at midterm and at completion of the clinical affiliation.

The Clinical Education Coordinator will use a formula to convert these scores to a letter grade, including any outside work required during the clinical practice. Students must score the minimum required score on the clinical evaluation tool which can be found in the course syllabus to progress to the next level regardless of grades received for other assignments in the course. If students fail to meet the minimum score on the clinical evaluation tool in a clinical course, arrangements must be made to repeat the clinical experience. Decisions regarding this repetition will be made on an individual basis. Consideration must be given to the student's overall progress and length of time for the clinical practice to be repeated. The Clinical Education Coordinator, Program Director, and Clinical Instructor will develop a plan of action for the student.

Evaluation forms for PTA 210 will be disseminated to students prior to the affiliation as this affiliation is graded differently from the others.

#### F. Professional Behaviors Grade:

Displaying professional behavior will reward the student with 30 points for the Professional Behaviors Grade in each PTA course. However, as in the workplace, unprofessional behavior does have consequences. The following are examples of unprofessional behaviors and consequences (list is not all-inclusive):

- Failure to notify instructor of absence: -5 (Notification must be received by the course instructor prior to start of the class)
- Failure to follow established classroom/program policies: -1
- Failure to participate in classroom activities: -1
- Failure to comply with dress code: -1
- Failure to demonstrate general professional behaviors (inappropriate language, respect for others, etc.): -1
- Failure to bring required materials to class (textbooks, notebooks, lab supplies, etc.): -1

#### G. General Academic Course Work

General academic course work is integrated into the PTA curriculum in order to better prepare students for PTA course work. For this reason, students must either take the general academic courses as outlined in the curriculum design or have completed the course work prior to the time it is required. In addition, failure to complete any of the academic course work with a “C” or higher will mean that the student cannot progress in the program. Students will be allowed to reapply for the program after that course is successfully completed.

All general academic course work must be completed by the end of the summer semester of the program. If not, students will have to withdraw from the program until the course work is completed. Students must have a 2.0 over-all GPA to graduate from the College. Students must follow the College’s regulations for completion of all coursework and maintenance of GPA necessary to show progression.

## H. Comprehensive Examinations

Comprehensive exams will be required at the end of each semester and will include material from the current semester as well as all previous semesters. The comprehensive exam will be weighted and placed in one course for the respective semester. The exam score will be weighted as follows based on semester:

1<sup>st</sup> semester = 20% (PTA 100)

2<sup>nd</sup> semester = 25% (PTA 250)

3<sup>rd</sup> semester = 30% (PTA 232)

4<sup>th</sup> semester = 35% (PTA 263)

5<sup>th</sup> semester = 40% (PTA 201)

### Lab Participation

Students are expected to participate as a subject and as a PTA student in all lab activities unless there are **identified, valid** reasons why they cannot participate. Valid reasons are defined as those that would directly affect the health or safety of a student. This participation includes acting as a model, role playing as a patient, and performing lab activities in a group of students or on a partner. Physical therapist assistant students must practice and become competent in skills in the lab prior to performing the skills with patients. It is also important for students to "receive" therapy, so they will be more aware of the experiences and status of a patient and the effects of treatment. However, students should not participate in any activities that may be harmful or have high risk of injury to themselves or others.

A. The following procedures will be followed concerning student participation in lab activities:

1. Faculty will review Essential Functions and the student's physical history for admitted students.
2. All students will read and sign the lab disclaimer form (attached). If for some reason, the student does not want to sign the lab disclaimer form, he or she should make an appointment to talk to the instructor for the lab regarding possible limited and alternative activities. It is the student's responsibility to notify faculty if, for any reason, he/she should not participate in any activity. If a student has any concern about a topic, it is the student's responsibility to speak to the instructor on the first day that this topic is addressed in the laboratory.
3. Instruction in precautions, contraindications, and correct performance of activities will be given prior to students' participation in the lab, with the exception of problem solving activities designed by the instructor.
4. The instructor will arrange alternative learning experiences, for identified valid reasons for not participating. The experiences will be scheduled at the convenience of the instructor.
5. The student must complete the alternative learning experiences within the time frame established by the instructor.
6. Students must follow all safety policies for the lab as listed in this Handbook.

## Program Progression Guidelines

The PTA Program will follow general College policies regarding probation, suspension, or dismissal from the College as indicated in the Wallace Community College Catalog. However, there are specific circumstances that can lead to the interruption of Program progression. Since all students in the Program have successfully competed for admission, steps will be taken to offer remediation before these actions are taken.

As the curriculum of the PTA Program is cumulative and the performance of the skills learned are dependent upon those learned in earlier courses, it is vital that standards be set to make certain that the students have made satisfactory progress in all areas before they are placed in the clinical setting as a student or as a physical therapist assistant.

### A. Types of PTA Courses

The program faculty will provide students with reasonable opportunities to successfully complete the Program, while maintaining standards that will allow students to demonstrate competencies necessary to complete each clinical affiliation, successfully complete the licensure examination and be competitive in the job market. Faculty will provide remediation activities for students to increase their demonstration of competency of knowledge and/or skills when students do not meet course progression guidelines. However, students must realize and acknowledge that he or she is an adult learner and accept responsibility for his or her own learning outside of learning opportunities afforded by Program faculty.

#### 1. Lecture Courses

- a. If a student's grade point average is less than that required for progression in the Program after the second examination, the instructor will schedule a counseling session and a Student Conference Summary Report will be completed.
- b. The Student Conference Summary Report Form will provide suggested activities individualized for the student to facilitate successful completion of the course.
- c. It is the student's responsibility to follow through on suggested activities.
- d. Failure to achieve a minimum 75% average in the course will result in an interruption of program progression.

#### 2. Skills Courses

- a. If student fails to pass any single skills assessment during a lab practical with 75% or higher, the student will require remediation on that skill.
- b. If a student fails to complete any identified critical element in a skill, the student will require remediation in that skill.
- c. If a student requires remediation in 25% of skills in any one course during the semester, they will be counseled by the course instructor.
- d. The next failure, in excess of 25%, or failure of the same skill a second time, in a semester will result in suspension from the program.
- e. Remediation activities, determined by the instructor, and re-test for each skill will be scheduled at the convenience of the instructor. The score from the student's first attempt on the skill will be recorded.

### 3. Clinical Courses

- a. If a student fails the minimum required score on the clinical evaluation tool, the Clinical Education Coordinator will meet with the student's CI and discuss suggestions for remediation.
- b. It will be the decision of the Clinical Education Coordinator to determine if remediation is needed and how the remediation will be accomplished.
- c. The student will receive an "I" in that course until the remediation is successfully completed.
- d. Remediation must be completed before the student can progress to the next level of training.
- e. If remediation is required for the final affiliation, the student will not be allowed to graduate until the remediation is completed.
- f. Students can only be remediated in one clinical course during the course of the Program.
- g. The second failure will result in an interruption of program progression.

### B. Interruption of Program Progression

1. A student's progression in the program may be interrupted if 1) the student fails to meet program progression guidelines or 2) if Program progression is interrupted for any other reason (pregnancy, extended illness, personal reasons, etc.).
2. Faculty member(s) and the student will meet to discuss the reason(s) for interruption in program progression.
3. A written letter explaining the terms and processes to be followed will be given to the student.
4. When an interruption in program progression occurs, the student is **ineligible to enroll** in any additional courses in the PTA Program until readmission to the program occurs.
6. If the student wishes to appeal the suspension, he or she must follow the grievance procedure as listed in the Student Handbook/College Catalog.
7. If, for any reason, program progression is interrupted during a student's first semester of study, the student must reapply for admission to the program during the next application period. The student is **not** guaranteed acceptance into the program a second time.
9. If program progression is interrupted during any semester other than the first, the student can request readmission the following year for the point in the program in which the interruption occurred. Written notification of the intent to return to the program must be received by the Program Director between the first day and midterm of the semester prior to that which the student wishes to reenter. (i.e. If the student was suspended during Spring Semester 2019 and wants to re-enter the Program in Spring Semester 2019, the notice must be received between the first day and midterm of Fall Semester 2019). Admission will be determined by the PTA Faculty based on availability of space in the next class (not to exceed 30 students) and priority. Priority will be determined based on the order in which notification of the intent to return to the Program is received by the Program Director. Some remediation may be required. Remediation activities will be determined by Program faculty based upon the point in the Program which the students plans to reenter.
10. If program progression is interrupted for more than 1 year or if a student fails to meet Program progression guidelines a second time, the student will be required to reapply for admission to the program during the next application period if an attempt at Program

completion is desired. The student is not guaranteed acceptance into the program a second time.

### **Disciplinary Procedures Disciplinary Actions by Faculty Members**

With regard to a matter of academic dishonesty in taking a college course, the respective faculty members of the College are authorized to administer certain appropriate disciplinary action. If a given faculty member has substantial evidence of a student's having committed, attempted to commit, or solicited an act of cheating, plagiarism, or any other form of academic dishonesty, the faculty member shall have the authority to (1) impose a grade of *F* for the respective assignment or test; (2) impose an *F* for the respective course; (3) require that an assignment be redone or a test be retaken; or (4) impose other similar sanctions designed to preserve academic integrity. The faculty member shall not have the right to suspend or expel a student. That authority is reserved for the Dean, Student Affairs and Sparks Campus and the College Judiciary Committee. If the faculty member believes that the improper conduct should be subject to greater punishment, or additional punishment, then the case should be referred to the Dean, Student Affairs and Sparks Campus for disciplinary review. In any situation where a student is alleged to have committed academic dishonesty of any nature, the faculty member making the allegation shall within 3 working days after the alleged wrongful act or the faculty member's first knowledge of the act, give the student written notice of the allegation and give the student the opportunity to respond to each allegation made. The student shall have a maximum of 3 working days to respond to any allegation made. No disciplinary grade imposed by a faculty member shall be considered final unless and until the student has been given written notice of the alleged wrongdoing and the opportunity to respond. It is not necessary that the student give a response for a grade to be finalized, only that the student has been given an opportunity to respond and that the instructor give due consideration to any response that is made. Each instructor shall keep a confidential file of any and all written allegations of academic dishonesty and all actions taken with regard to such allegations. Any student against whom a sanction is imposed by a faculty member as a result of an allegation of academic dishonesty shall have the right to appeal the sanction to the Dean, Student Affairs and Sparks Campus. The appeal must be filed with the Dean within 5 working days after the student is first made aware of the date that the decision has been made to impose a sanction and must include: (1) a copy of the faculty member's written allegations of academic dishonesty; (2) a statement of the sanction imposed; (3) the dates on which the student received the written allegation and on which the student responded to the allegation; (4) the nature of the student's response to the faculty member concerning the allegation; and (5) the rationale for the appeal of the sanction. The student shall have the option of admitting to the Dean, Student Affairs and Sparks Campus the act of academic dishonesty and proposing an alternative sanction or denying that academic dishonesty has been committed.

The Dean, Student Affairs and Sparks Campus shall, within 15 working days after receipt of the appeal, issue a report by which the Dean will (1) affirm the sanction; (2) overrule the sanction; or (3) modify the sanction. The Dean shall not overrule or modify any sanction imposed by a faculty member except where a compelling and substantial academic or legal reason exists for doing so.

If the Dean, Student Affairs and Sparks Campus determines that the student or organization is not guilty, the student or group will be cleared of all charges. If the student or organization is

found guilty, the Dean, Student Affairs and Sparks Campus will delineate appropriate sanctions on a Wallace Community College *Sanction Agreement*. Upon administration of the *Sanction Agreement*, the student or organization will be offered the opportunity to select one of the following options:

- Sign the *Sanction Agreement*, indicating acceptance of the sanctions imposed and waiving all rights to appeal; or
- Sign the *Sanction Agreement*, declining the opportunity to accept the sanctions imposed and request to appeal the decision before the Judiciary Committee. Appeal requests must be made in writing within 5 working days to the Dean, Student Affairs and Sparks Campus. Students who desire to request that academic integrity issues be heard by the Judiciary Committee must follow steps 7-11 of the next section (*Disciplinary Procedures by Staff and Judiciary Committee*). See the College Catalog for *Disciplinary Procedures by Staff and Judiciary Committee*.

Any student or organization who fails to sign the *Sanction Agreement* as stated herein shall be deemed to have waived all rights to further appeal, and the sanctions imposed by the Dean, Student Affairs and Sparks Campus will be final.

### **Academic Honesty Code**

All students enrolled in the PTA Program are expected to conform to the College's Code of Student Conduct as listed in the College Catalog/Student Handbook under the section entitled "Code of Student Conduct" which includes cheating.

A. Cheating: Cheating is defined as:

1. Dishonesty in completing academic assignments, such as having in one's possession materials other than those specifically approved by one's instructor during tests;
2. Submission of work that was prepared by someone else to an instructor as one's own work;
3. Plagiarism, representation of someone else's writing or ideas as one's own;
4. Assistance in the foregoing practices.

B. Plagiarism: Plagiarism is:

1. The act of using the words and/or work of another author and attempting to pass it on as one's own work.
2. An example of plagiarism includes, but is not limited to, a student submitting, under his or her own name, an essay, report, research paper, or some other assignment that has been written in part or in whole by another person.
3. Plagiarism also occurs when a pattern exists of failing to document and punctuate materials from research sources appropriately (as designated by the instructor and the research style that the instructor requires and publishes to his or her students) and/or the consistent failure to document accurately and in proper style any material that is not common knowledge, which the student has included in an assignment.

## Clinical Assignment Policies

In order for students to be exposed to a wide variety of clinical settings, it is the responsibility of the Clinical Education Coordinator to make clinical assignments. Once the assignment is given to the student, the only changes that will be made will occur if there is a cancellation by the clinical site or if the student feels there is a critical reason for changing the affiliation and the Clinical Education Coordinator deems the change is necessary. The Clinical Education Coordinator will use the student's home address, as well as the student's learning needs, to determine placement. Students should be prepared to live away from home for no longer than nine weeks during the course of the two-year program. Student input will be solicited, but the decision of the Clinical Education Coordinator is final.

With the decreasing number of clinical sites available as well as the increasing number of students vying for the positions, it is important that changes in assignments be minimal and for critical reasons.

A. The following procedures will be followed concerning clinical assignments:

1. During Spring Semester, the Clinical Education Coordinator will distribute a clinical site request form to the students.
2. The Clinical Site Information Form Notebook and the Clinical Survey Forms Notebook are available for review. These notebooks provide general information about each site, as well as previous student evaluations of the site.
3. On an assigned date, prior to spring break, the students will turn in the completed form to the Clinical Education Coordinator, making certain to include notification concerning scholarship to any facility listed in the Clinical Site Information Form Notebook and sites of employment and volunteer hours. Students **will not** be placed at any site where they have worked, performed volunteer hours in excess of 10 hours, or have a scholarship.
4. The Clinical Education Coordinator will have the assignments for each clinical affiliation to the students at least one month prior to the beginning of the affiliation.
5. If a student feels there is a critical reason for changing an affiliation, a meeting should be scheduled with the Clinical Education Coordinator. The student will need to prepare a letter that outlines the reason a change is justified.
6. The student should not make any attempt to change the schedule on his/her own by contacting another facility or student.
7. The Clinical Education Coordinator will make a decision within 24 hours and inform the student in writing of the decision. This letter will include the reason for the denial if that is the decision or action that the student must take to facilitate the change.
8. The decision of the Clinical Education Coordinator is final. If the student still feels that he/she is unable to complete the affiliation as assigned, three options are available:
  - a. Complete the affiliation at another time, which would mean that the student could not progress in the Program until the affiliation is completed.
  - b. Complete the affiliation at the next time the course is offered, which is only once per year.
  - c. Withdraw from the Program.

## Dress Code

### A. Lecture Classes

First impressions are important. You are representing the school and your profession even while attending class. It is expected that you dress in a professional manner. All healthcare students at Wallace Community College are expected to wear designated uniforms to class based on their program of study. All PTA students are expected to wear the black WCC PTA polo shirt and khaki slacks to lecture classes, as well as off campus professional activities. (No hats or any type of head coverings are to be worn in lab or classroom)

### B. Laboratory Classes

A professional appearance is essential for students in the PTA program. The following dress code applies to PTA lab classes:

1. Shorts must be solid black. Black solid pants may be worn over shorts.
2. Black bicycle shorts must be worn under all shorts to preserve student modesty.
3. Shirts must be solid red (no screen-printing). A class t-shirt may be approved for lab.
4. Females must wear black sports bras with back closure under t-shirts to all labs. A black tank top with thin straps that shows the shoulder and upper back is also recommended.
5. Athletic shoes and socks must be worn except when necessary to be removed during practice.
  - a. Flip-flops, clogs, or shoes with greater than 1/2" heels are not allowed.

Laboratory dress for all labs is expected unless otherwise indicated by the instructor. Failure to dress in proper attire will result in loss of points from the Professional Behaviors grade. Clinical dress code regarding hair, nails, jewelry, perfume, etc., applies to the laboratory as well. No gum chewing is allowed in lab.

### C. Clinical Practice

1. WCC PTA Program polo shirt, khaki slacks, and a blazer-length, white lab jacket is considered full uniform dress and must be worn at all time when in the clinical setting or representing the college, along with the clinical name tag. Students must wear their uniform at all times so that patients are aware of the fact that a student is treating them.
2. Socks or neutral-colored stockings are to be worn at all times while in the clinic.
3. Shoes are to be low heels with rubber soles. Athletic shoes or walking shoes are appropriate. It is the student's responsibility to maintain an appropriate appearance of footwear. Shoes must be neutral without bold colors or distinguishing marks.
4. No clogs or sandals are allowed.
5. Extravagant jewelry is not allowed. This includes no more than one necklace and no bracelets. Small earrings only are allowable. Nothing that dangles is acceptable. Jewelry for body piercings is not allowed in the lab or in the clinic (tongue, nose, belly button, eyebrow, etc.).
6. Hair must be tied back if longer than shoulder length. Hair, of any length, should be kept out of the face and eyes. Hair should be of a natural tone. Beard or mustache must be neatly trimmed. Male students without a beard or mustache are expected to shave daily.
7. Nails should be clean and neatly trimmed so that tips of nails do not show beyond fingertips. Nail polish must be intact and not be chipped or "wearing off".
8. A water-resistant watch with a second hand is required.

9. Students should have a small notebook and pen with them at all times in the clinic.
10. Each student must be identified by an approved nametag--obtained from an appropriate vendor of the college.
11. Strong perfume, deodorant, hair spray, coffee, and cigarette smoke are offensive to many patients. Therefore, students must ensure against being offensive.
12. No gum chewing is allowed.
13. Tattoos **must be covered** when in the clinical setting.
14. Students must abide by policies of the Program and clinical facility. If policies are different, students are expected to follow the more restrictive policy.

### **General Class Procedures**

- a.. Breaks are provided between and during classes as necessary. No eating or drinking is allowed in the classroom or lab.
- b. Family and friends are not allowed in class or practice sessions in the laboratory. This includes students' children of any age.
- c. There will be scheduled times for students to practice lab skills. These times will be provided by the course instructor each semester. Practice times must be scheduled at times when a faculty member is on duty. All safety rules must be followed during these times. There are consequences for not following safety procedures. The rules will be distributed prior to the start of the first lab class.
- d. No materials may be removed from the lab and all must be returned to their proper place.
- e. Students are expected to be on time and ready (i.e., appropriately dressed) at the beginning of class.
- f. Students should demonstrate respect for the rights and dignity of fellow students and faculty at all times. Failure to do so can result in loss of points from Professional Behaviors grade.

### **Faculty Advisement**

Each student will be assigned a faculty advisor. The program encourages an open-door policy with respect to student-faculty communication. Faculty will post office hours during which they are available for counseling. Because of heavy faculty schedules and commitments to clinical sites, students are encouraged to make appointments when they want to speak with their advisor.

### **Emergency Messages**

In an emergency, it may become necessary for your family to contact you while you are attending class. If your family member knows your specific class schedule, this task is much easier. For emergencies only, they may call Tomi Sherlock, Allied Health Secretary, (334) 556-2388. She will make a valid attempt to locate you. However, no guarantees can be made. Cellular phones must be turned to silent mode or off during class.

### **Confidentiality**

Students have a right to be kept up to date on their performance, both academically and clinically. The faculty of the PTA Program will make certain that students are informed of their grades in all academic courses and will make certain that any problems encountered during

clinical affiliations are made known to the student in time for corrective action to occur. Conferences pertaining to students' performance will be held in an office that offers privacy for the student.

During the course of the PTA Program, students will have access to information about patients as well as other students, therapists, and faculty that could be damaging to that person personally and/or professionally. For that reason, anything that occurs or is discussed during class or clinicals is considered privileged information. Clinics operate under strict rules and regulations regarding patient privacy and confidentiality (HIPPA). Students will be instructed in generalized rules, but **MUST** follow clinical rules regarding patient privacy and confidentiality.

Confidentiality extends to include any information that may be shared via social networking sites (Facebook, Twitter, etc.). Violation of these rules is considered a breach of ethics and can result in disciplinary action, including dismissal from the program.

### **Library Resources**

The College Library is a major resource center for support, research, and educational media. Consult the [College Catalog](#) for Library service policies and procedures. Hours are posted each semester.

### **Forms**

All the following are required:

- Essential Function Form **signed by physician**
- TB Skin Test (two step) or chest x-ray
- Measles/Mumps/Rubella/Varicella Titers
- Hepatitis B Titer
- CPR/First Aid certification for the Healthcare Provider (must include 2 man CPR, 1 man CPR, infant/child CPR, Heimlich maneuver, AED, Bag/Valve/Mask)
- Clinical Site Training Documents
- Hep B and/or MMRV waivers if non-immune

It is the student's responsibility to keep these current. Failure to have these forms on file will mean that you will be unable to begin your clinical experience.

### **Liability Insurance**

Each student is required to pay a fee for liability insurance. This fee is payable during registration each semester. Students will not be allowed into the lab or clinic until confirmation of payment has been obtained.

### **Substance Abuse and Background Screen Policies**

Every student enrolled in a health sciences program at Wallace Community College is required to undergo substance abuse and background screens. Copies of the substance abuse and background screen policies were included in the Program acceptance paperwork.

## Safety and Maintenance

The following is a list of safety rules for the laboratory:

1. Locate all safety equipment and supplies in or near the lab. Be familiar with all College safety procedures as listed in the College Catalog and PTA Program Student Handbook. Safety equipment and materials provided on campus include:
  - a. MSDS booklet
  - b. Fire extinguisher
  - c. First aid kit
  - d. Disinfectant for lab equipment
  - e. Hand sanitizer
  - f. Hand washing soap
  - g. AED
2. Wear closed-toe shoes and proper lab attire while working in the lab.
3. Frequent hand washing should be practiced. Hands should be washed:
  - a. After completion of all work and before leaving the lab,
  - b. Before and after all activities which entail hand contact with another person,
  - c. Before and after eating, drinking, smoking, applying cosmetics, changing contact lenses, and using lavatory facilities.
4. Eating, drinking, smoking or use of any tobacco product, applying cosmetics or lip balm, and handling contact lenses are prohibited in the lab.
5. All skin defects on the hands and arms, as well as any other health conditions, will be called to the attention of the lab instructor. Depending on the defect or condition, appropriate action will be taken to protect the student, as well as others in the lab. This may include such things as use of gloves and/or mask during the performance of lab activities.
6. Never work in the lab without an instructor on duty and at least one other person present in the lab.
7. All electrical equipment, except those on thermostat, must be unplugged when not in use.
8. All electrical equipment will be checked by a biomedical specialist annually and should not be used if the date on the machine has expired.
9. Students will be given specific rules as they are needed for dealing with particular areas of work and study. It is the student's responsibility to read and follow these directions, as well as any additional safety rules and requirements that apply to each PTA course. These rules are in effect at any time the student is in the lab, and consequences for failure to follow these rules can be found in the PTA Program Student Handbook.
10. Notify instructor immediately if any type of injury occurs. College policies for incidents and emergencies will be followed.
11. Notify the instructor of any observed health or safety hazards or potential hazards, such as defective equipment, frayed electrical cords, or needed supplies.
12. Children of any age are prohibited in the lab at any time.
13. Visitors should not enter the lab at any time without permission of a faculty member and must be accompanied by a student or member of the faculty

## B. Incident/Accident Report

In case of an unusual incident involving faculty or students of the PTA program, either during attendance at labs, classes on-campus, or at an off-campus clinical experience, appropriate documentation and follow-up, as necessary, will be completed. Exposure to blood and/or body fluids is an example of an unusual incident.

The purpose of an Incident/Accident Report is to protect the rights and safety of the College, students, faculty, and visitors to the campus while on campus or participating in off-campus events that include clinical affiliations. In general, if the incident occurs on campus, the campus plan will be followed. If the incident occurs at a clinical facility, the procedure of the facility will be followed, but the College must be notified immediately. The individual involved in the incident is responsible for all costs incurred.

Wallace Community College has a comprehensive safety plan that covers many possible emergency situations. If you are involved in, or witness an accident on campus, immediately contact a faculty member or dial "1-1-1" for the switchboard operator. All students should become familiar with emergency exits as well as emergency warning system messages, both of which are posted in all buildings. Additional information is in the *College Catalog*.

1. If the primary responder determines that the emergency situation is life threatening:
  - a) Call 9-1-1.
  
2. If the primary responder determines that the emergency situation is non-life-threatening:
  - a) Call the College emergency operator from a campus phone by dialing 1-1-1 (Wallace Campus) or 4-2-1-0 (Sparks Campus). If it is an evening or weekend, call campus police/security by dialing 334-798-1381 (Wallace Campus) or 334-798-1228 (Sparks Campus).

### Guidelines for Lab Usage

The following guidelines have been established for lab usage. This will maintain an atmosphere that is conducive to learning, and will help to train students in the maintenance of an actual physical therapy department.

The lab will be left in the same condition each time it is used. Failure to maintain the orderly condition outlined below will result in a deduction of 1 point from the professional behaviors grade, for each incident, for each student in the lab section. Students' cooperation is highly recommended and greatly appreciated.

1. PLINTHS: Each plinth will have two pillows at the head (next to the wall). Each plinth will have a treatment chair and rolling stool, each maintained in its designated place.
2. CHAIRS: Each plinth will have an armchair placed at the head of the plinth with the back to the wall.
3. STOOLS: Rolling stools will be placed at the foot of the plinth.
4. LINEN: Students will be issued a set of linens by the PTA Program at the beginning of 2<sup>nd</sup> semester, which includes 6 towels, 6 washcloths, 2 flat sheets, and 3 pillowcases. Students are responsible for laundry of the linens. Linens will be turned in at the end of the 4<sup>th</sup> semester. Students are responsible for replacing any lost linens. Students are responsible for laundering linens regularly.
5. EQUIPMENT: All equipment will be returned to the designated area when not in use. This includes all skeletal parts, muscle models, and modality equipment. There will be no "playing" allowed on the bicycle, treadmill, or other pieces of equipment.
6. PERSONAL ITEMS: All book bags, clothes, shoes, purses, and other personal items will be stored in the cubicles at the back of the lab during labs to minimize tripping hazards. Only materials needed will be allowed in the lab.
7. LAB PARTNERS: Students will be required to work with a variety of lab partners to enhance learning experiences. In order to maintain an appropriate learning atmosphere, excessive talking and visiting will not be allowed.
8. DRESS CODE: The student should wear appropriate lab clothes to each lab.

### **Professional Society**

Students are eligible for student membership in the American Physical Therapy Association (APTA). Forms for application are available throughout the year and membership by all students is strongly encouraged; cost is \$85 per year.

Participation in events and meetings sponsored by the American Physical Therapy Association and the Alabama Physical Therapy Association are encouraged. Students can earn points by attending these meetings. A maximum of 15 points can be earned—5 points/meeting. Students can add these points to any regular course examination or the Professional Behaviors Grade during the semester in which the meeting was held. The student is responsible for supplying proof of attendance to the appropriate instructor prior to the final examination in the course. The points **cannot** be used for the final comprehensive examination.

Instructors will provide information on scheduled events. As members of the state association, students should also receive notification of all meetings.

### **Licensing Examination**

The Physical Therapist Assistant Licensing Examination has been available in Alabama since 1971 and serves to evaluate the graduate's minimum level of competency. It is mandatory for graduates of the program to become licensed if they want to work in the state of Alabama.

In preparation for this exam, as well as to evaluate minimum level of competency needed to practice, a comprehensive review examination is given at the end of each semester.

## **Roles and Responsibilities for Clinical Education**

### **PTA Program**

- Maintain copies of student's physical examination, immunization records, CPR and Basic First Aid certification in the Program's office. Proof of liability insurance and results of substance abuse screens are maintained in the Office of the Instructional Dean.
- Provide students with a wide variety of quality clinical education.
- The Clinical Education Coordinator will make phone contact with each clinical site and student at least three times during each long-term affiliation.
- Clinical assignments will be made in keeping with departmental policy. Students will receive at least one month's notice for each clinical, unless there is an emergency change necessary.
- Provide each clinical site with an updated Clinical Education Manual on a regular basis. This manual will include curriculum outline, course descriptions and competencies that must be reached by the student prior to the start of each affiliation. The manual will also include the evaluation tools to be used by the CI, along with policies to be followed in case of special circumstances.

### **Clinical Education Coordinator**

- Counsels students on a personal basis and offers support and assistance as needed.
- Assists students in obtaining maximal comprehension and benefit from the clinical performance evaluations
- Holds seminars and special sessions with students on topics related to the clinical education experience.
- Assesses student's performance by developing adequate evaluation devices and feedback methods.
- Evaluates the clinical education sites in order to assign relevant clinical education experiences for students.
- Visits the clinical facilities periodically in the students' interests.
- Maintain a current record of the clinical education centers and other background materials that students may need regarding the clinical site.
- Accepts the responsibility for scheduling the students' clinical experiences with consideration to input from the students.
- Discusses with students the criteria for evaluation of their performance, as well as of the facility, and makes available evaluation forms for the same.
- Assists students with any problems that may arise during clinical affiliations.
- Provides students with general information about the clinical education program in terms of philosophy and educational objectives.

### **Center Coordinator of Clinical Education (CCCE)**

- Meet guidelines to serve as CCCE. CCCE can be a PTA, PTA, or a non-PT professional. Anyone who holds the position should possess the skills necessary to organize and maintain an appropriate clinical educational program. The individual can be on site or at corporate headquarters.
- If the CCCE is a PT or PTA, should have experience as a clinician and clinical educator, possess good interpersonal, communication, and organizational skills, be knowledgeable of the clinical center and its resources, and serve as a consultant in the evaluation process.
- If the CCCE is a non-PT professional, the individual should possess the same skills as a PT or PTA and should have a PT/PTA clinical available for CI for consultation in planning clinical educational experiences. Direct clinical supervision will be performed by the CI.
- Demonstrate knowledge of contemporary issues of clinical practice, practice management, clinical education, and scholarship.
- Demonstrate professional and ethical behavior in their field of practice.
- Demonstrate effective communication and interpersonal skills, instructional skills, and supervisory, evaluative, and managerial skills.
- Delegate responsibilities as deemed necessary to the CI.
- Establishes procedures, general guidelines, and manual for the clinical education experiences, and is responsible for scheduling and assignment of students.
- Serves as liaison between the College and the clinical facility to:
  - plan student activities/experiences
  - relate curriculum objectives to clinic for relevant clinical education
  - maintain communication with the center and coordinates evaluations
  - maintain optimal relations between program and clinical staff
  - provide feedback from student evaluations of the clinical facility
  - secure College recognition and appointments for clinical faculty
  - offer consultation to assist faculty in perfecting education and communication skills.

### **Clinical Instructor (CI)**

- Responsible for direct supervision and education of students, under the direct supervision of the CCCE.
- Have an AS or AAS Degree from an accredited PTA program or a minimum of a BS degree in PT from an accredited educational program. Both PT and PTA must have a minimum of one year of clinical experience.
- Facilitate communication with students to define expectations and provide appropriate and timely feedback to students in a positive manner.
- Demonstrate ethical behavior, and serve as a professional role model.
- Plan, implement, and evaluate learning experiences for students.
- Ensure that PTA students are adequately supervised and evaluated in the clinical environment.
- Provide sufficient orientation for students.
- Provide direct patient care with adequate “hands on” practice for optimum development of skills and professionalism.
- Assign and adjust patient caseload as students develop skills.
- Allow students to supervise aides or technicians, as appropriate.

- Perform other related duties as assigned by the Director of Physical Therapy or CCCE.

### **The Student**

- Formulate personal learning objectives for each clinical experience and all other necessary paperwork, and forward all to the CCCE in keeping with established timelines.
- Prepare for patient care during each clinical affiliation. See competencies for each affiliation on following pages.
- Follow College policies regarding uniform and supplies for each clinical affiliation.
- Complete all assigned projects on time, as established by the facility and/or the Program.
- Be responsible for all personal expenses associated with the affiliation.
- Provide proof of all necessary immunizations and other requirements needed by the site.
- Complete an accurate and objective evaluation of the clinical site and educational experience, and discuss this with the CI during the final performance evaluation process.
- Communicate with the Clinical Education Coordinator, using telecommunication, if necessary in an appropriate manner.
- Abide by all policies and procedures of the clinical site, PTA Program, and Wallace Community College.
- Accept responsibility for his/her own personal safety, as well as the safety of all patients assigned.
- Assume responsibility for any medical expenses that are incurred as the result of personal illness/injury while working at the clinical site.
- Observe and honor all patients' rights of confidentiality and privacy.
- Demonstrate professional behaviors in the areas of dress, punctuality, and attendance.
- Assume responsibility for scheduling any necessary make-up work with the Clinical Education Coordinator, CCCE, and CI. Due to liability issues, make-up work cannot be schedule during school holidays or on weekends.
- Provide own transportation to and from the clinical site.

### Competencies for PTA 210

- A. Student shows understanding of basic patient care procedures.
  - 1. Obtains and records vital signs, recognizing normal ranges.
  - 2. Aware of types of isolation and uses correct precautions with each.
  - 3. Understands standard and isolation precautions and recognizes when to use each.
  - 4. Uses principles of proper draping.
- B. Student shows understanding of bed mobility and positioning.
- C. Student is capable of performing proper and safe transfers.
- D. Student is capable of performing gait-training techniques, observing safety, and in keeping with patient impairment.
- E. Student demonstrates understanding of components of wheelchair prescriptions, using and training patients in safe wheelchair usage.
- F. Student is capable of safely applying superficial heat, cold, paraffin, contrast baths, and hydrotherapy procedures with knowledge of indications, absolute, and relative contraindications for each.
- G. Student will be able to safely and effectively perform basic massage techniques, with knowledge of indications, absolute, and relative contraindications for each.
- H. Student will be able to demonstrate knowledge of goniometric skills on all major joints of the body.
- I. Student will be able to demonstrate basic manual muscle testing skills for all major muscle groups in the body.
- J. Student will be able to demonstrate passive range of motion exercises for upper and lower extremities.
- K. Student shows working knowledge of communication skills to be utilized both with the physical therapist, other health care workers, and the patient and his/her family.

**Competencies for PTA 263\***

- A. Student will demonstrate knowledge of basic therapeutic exercise principles, techniques and types, being able to progress patients based on the plan of care as established by the physical therapist.
- B. Student will safely apply superficial and deep heat modalities, electrical stimulation, and continuous passive motion machine, recognizing indications, absolute, and relative contraindications for each.
- C. Student will demonstrate knowledge of entry-level interventions for patients with amputations, wounds, obstetrical problems, and basic neurological diagnoses.
- D. Students will demonstrate entry-level understanding of interventions to be used in specialized areas such as: work hardening, cardiac rehabilitation, chest physical therapy, and splinting.

\* All competencies from PTA 210 will be carried over into this clinical affiliation.

**Competencies for PTA 268\***

- A. Student demonstrates effective use of communication skills, according to the audience being addressed.
- B. Student demonstrates proper use of body mechanics at all times.
- C. Student understands the plan of care, and implements the appropriate interventions within that plan of care to reach long and short-term goals as established by the physical therapist.
- D. Student demonstrates knowledge of neurological dysfunctions, signs and symptoms of CNS deficits, and reflex and sensory testing.
- E. Student demonstrates understanding of the role of the PTA in treating and assisting with the treatment in the above.
- F. Demonstrates understanding of psychological and psychosocial effects of illness or injury, including the ability to recognize the special needs of the terminally ill patient.
- G. Demonstrates knowledge of abnormalities in growth and development in pediatric patient.
- H. Demonstrates an entry-level understanding of the interventions to be used in a chronic pain management program.
- I. Demonstrates knowledge of advanced rehabilitation techniques to be used in helping the patient to gain independence in the basic activities of daily living, progressing the patient through the stages of motor control, within the plan of care as established by the physical therapist.
- J. Demonstrates responsibility for continued learning and professional development.
- K. Demonstrates an understanding of the scope of work of the PTA and the working relationship with the PT.
- L. Demonstrates an understanding of the proper use of supportive personnel in the practice of physical therapy.

\*All competencies from PTA 210 and 263 will be carried over into this clinical affiliation.

## Dress Code for Clinical Education

The status of each individual is reflected by the initial image portrayed to others. Studies have shown that professional competency is judged initially on the outward appearance and manner of health care professionals. Trust and acceptance by patients is an important factor in how well they respond to instruction and treatment. Dress regulations, in many instances, serve to protect the patient and the professional, as well as identify the professional to patients and other health care practitioners. Standards for clinical dress have been established for the well-being of all students participating in clinical educational settings.

1. WCC PTA Program polo shirt, khaki slacks, and a blazer-length, white lab jacket is considered full uniform dress and must be worn at all time when in the clinical setting or representing the college, along with the clinical name tag. Students must wear their uniform at all times so that patients are aware of the fact that a student is treating them.
2. Socks or neutral-colored stockings are to be worn at all times while in the clinic.
3. Shoes are to be low heels with rubber soles. Athletic shoes or walking shoes are appropriate. It is the student's responsibility to maintain an appropriate appearance of footwear. Shoes must be neutral without bold colors or distinguishing marks.
4. No clogs or sandals are allowed.
5. Extravagant jewelry is not allowed. This includes no more than one necklace and no bracelets. Small earrings only are allowable. Nothing that dangles is acceptable. Jewelry for body piercings is not allowed in the lab or in the clinic (tongue, nose, belly button, eyebrow, etc.).
6. Hair must be tied back if longer than shoulder length. Hair, of any length, should be kept out of the face and eyes. Hair should be of a natural tone. Beard or mustache must be neatly trimmed. Male students without a beard or mustache are expected to shave daily.
7. Nails should be clean and neatly trimmed so that tips of nails do not show beyond fingertips. Nail polish must be intact and not be chipped or "wearing off".
8. A water-resistant watch with a second hand is required.
9. Students should have a small notebook and pen with them at all times in the clinic.
10. Each student must be identified by an approved nametag--obtained from an appropriate vendor of the college.
11. Strong perfume, deodorant, hair spray, coffee, and cigarette smoke are offensive to many patients. Therefore, students must ensure against being offensive.
12. No gum chewing is allowed.
13. Tattoos **must be covered** when in the clinical setting.
14. Students must abide by policies of the Program and clinical facility. If policies are different, students are expected to follow the more restrictive policy.

## Additional Policies of Clinical Education

### Pregnancy

An uncomplicated pregnancy usually will not prevent completion of clinical courses. However, a complicated pregnancy (one that requires restriction of physical activity) will most likely require the student to discontinue training. The student will be required to apply for re-admission within one year to allow her to resume studies the next time the needed classes are offered. Make-up work may be necessary prior to re-admission.

To continue clinical training, the pregnant student must obtain **written documentation** from her physician, which clearly states that she is **cleared for necessary physical duties of clinical work.** The note should be obtained as soon as the pregnancy is confirmed. This note will be maintained in the student's file, the Clinical Education Coordinator will notify the CCCE, and CI for the student involved.

While in the clinic, the student should practice standard infection control precautions and use safe lifting techniques. With regard to clinical settings of clinical responsibilities, facility policies will prevail.

### Illness/Injury (Clinical Education Coordinator should be informed of any student illness or injury)

Students are required to submit evidence of good mental and physical health, upon entry to the program. An essential functions form is completed and verified by the student's personal physician. Proof of health insurance or a waiver form is also required and maintained in the student's file. If a student is absent from the clinic due to illness, the Clinical Education Coordinator must be informed of the exact nature of the illness. Routine dental and medical appointments **should not** be made during school or clinical hours.

In the event of a serious illness/injury, the Clinical Education Coordinator should be notified by phone as soon as possible. A follow-up notification in writing should follow within 24 hours. The facility will follow their own policies and procedures concerning emergency procedures. The student will assume all medical expenses related to any injury in the clinic.

### Orientation of Students

It is the belief of the PTA Program that students cannot reach their maximum potential unless they are familiar with their environment and aware of the expectations placed upon them. In accordance with this belief, it is requested that **all students have a facility orientation.** Students and CIs are asked to complete a checklist to ensure that all pertinent and applicable areas are covered. A copy of the checklist is enclosed in the Clinical Education Manual.

## Substance Abuse

All PTA students undergo a substance abuse screen during the first semester in the Program and randomly throughout the course of study. A positive test results in immediate suspension from the Program.

In the event of suspicion of any substance usage or abuse by a student during clinicals, the Clinical Education Coordinator should be notified immediately. The Clinical Education Coordinator has both a beeper and cell phone, and one of these should be used to make certain that immediate response can be initiated. The student will be immediately removed from the facility in order to ensure the safety of patients and all parties involved. The Program faculty will pursue investigative procedures into the incident. Policies and procedures of both the Program and the College will be followed. A drug test may be required at this time and the cost of this will be the responsibility of the student.

If no evidence of substance abuse is discovered, the student will be returned to the clinical facility, or a similar site, if the original site is no longer available. The CCCE at the facility will be given the option to reinstate the student to complete the affiliation at the same facility or to request that the student complete the affiliation elsewhere. Notification of the CCCE's decision should be given, in writing, to the Clinical Education Coordinator within 24 hours of the results of the screening procedure. If there is evidence of substance abuse by the student, in keeping with College Policy, the student will be suspended from the program. Readmission to the Program will follow the College's policy.

## Attendance

The program is evaluated based on the number of hours that students spend in supervised clinical practice. For this reason, students will be required to complete and submit weekly time sheets to the Clinical Education Coordinator while in clinic. Clinical education courses are professional courses and the motivated student will strive for perfect attendance during all clinical affiliations. Students are granted one professional leave day during PTA 268, Clinical Practicum if approved by the clinical instructor and/or Clinical Education Coordinator. Professional leave days are designed for students to use if they need to attend a job interview or if a travel day is needed for the affiliation. Students are permitted one sick day (8 hours) during PTA 263, Clinical Affiliation I, and PTA 268 (Clinical Practicum). Program policy for absences during clinical affiliations must be followed. All missed clinical hours, including those permitted, must be made up prior to the start of the next semester. Missed clinical hours must be done at the convenience of the clinical instructor and the Clinical Education Coordinator. Any clinical absence will be penalized according to course syllabi. Students will receive an "Incomplete" in the course until the hours are made up. If the hours are not completed prior to the start of the next semester, students will be unable to progress in the program.

Absences for personal time off for extra-curricular activities such as weddings, sports competitions or events, children's activities, etc. are **NOT** acceptable. Absences that exceed those allowed will be handled on an individual basis between the student, Clinical Education Coordinator, and Clinical Instructor (if appropriate).

### **Procedure for Clinical Attendance**

1. Clinical Education Coordinator will keep record of attendance using weekly phone calls and/or attendance forms completed by Clinical Instructor.
2. If a student is going to miss clinical hours, s/he must notify the clinical instructor and Clinical Education Coordinator by approved communication method(s) prior to the beginning of the workday or as close as possible. The use of social media is **NOT** an acceptable method of communication.
3. Absences that occur within the Clinical Attendance Policy will not be counted against the student, but the student will be required to make up all missed time.
4. Absences that exceed those allowed will be handled on an individual basis between the student, Clinical Education Coordinator, and Clinical Instructor (if appropriate). Appropriate actions may include, but are not limited to, counseling, rescheduling the clinical to be completed at a later date, or withdrawal from the clinical site. The clinical facility has the right to dismiss a student due to attendance.
5. The Clinical Education Coordinator, Program Director, and Clinical Instructor will develop a specific plan of action for each student.

### Sample Clinical Contract\*

This contract is entered into by and between *Wallace Community College*, hereinafter referred to as the College and \_\_\_\_\_, hereinafter referred to as the Agency.

WITNESSETH:

WHEREAS, the College has established certain state-approved professional programs in health-related occupations, and such programs require the provision of clinical facilities in which the student can obtain clinical learning experiences set forth by the curricula of the approved programs, and

WHEREAS, the Agency has clinical facilities in which students can acquire certain clinical learning experiences required in the curricula of the aforementioned programs, and

WHEREAS, it is to the mutual benefit of the parties hereto to cooperate in providing clinical education to students of the Physical Therapist Assistant program, therefore

KNOW ALL MEN BY THESE PRESENTS, that the College and the Agency, in consideration of the mutual benefits that will accrue to each from providing clinical facilities for students of the Physical Therapist Assistant program, and for other good and valuable considerations hereby agree and covenant each with the other as follows:

1. Administration of the Physical Therapist Assistant program and governance of clinical learning experiences for students shall be the responsibility of the College and shall be administered by the departmental faculties, and in administering this program, the College shall:
  - a. Provide the services of an Academic Coordinator of Clinical Education (ACCE) to act as a liaison between the College and Agency. The ACCE will provide the Agency with appropriate information concerning College policy and procedure for clinical affiliations.
  - b. Ensure that all students and faculty are covered by professional liability insurance while they are participating in the program. Furthermore, the College agrees to furnish the Agency with evidence of such insurance at the Agency's request. The limits of professional liability are \$1,000,000/\$3,000,000.
  - c. Require a criminal background check upon entrance into the program and an update criminal background check if student breaks enrollment for an entire semester.
  - d. Require a substance abuse screen upon entrance into the program and yearly update every fall semester.
  - e. Conduct random substance abuse screen for students enrolled in lab and/or clinical components.

- f. Maintain documentation of the following:
    - i. Physical examination
    - ii. Initial two-step TB skin test and yearly follow-up through single step testing or current chest x-ray, if applicable
    - iii. Positive measles, mumps, rubella, and varicella titer or signed waiver
    - iv. Current tetanus vaccination
    - v. Immune Hepatitis B titer or a signed waiver
    - vi. Essential Functions Verification form
    - vii. Current CPR certification
    - viii. Drug screening according to College policies
    - ix. Criminal background checks
  - g. Provide evidence, upon request of aforementioned documentation for assigned students.
  - h. Ensure that students are knowledgeable of OSHA's Bloodborne Pathogens Standard, basic safety procedures, and HIPAA regulations.
  - i. Retain only students whose conduct and performance are in accordance with standards set forth by acceptable educational and professional practice.
  - j. Plan schedules for student clinical experience, with said plans to have the approval of appropriate department head of the Agency prior to the beginning of the experience period.
  - k. Notify the Agency, in writing, of the number of students who will be reporting at least two weeks prior to the beginning of the clinical affiliation period.
  - l. Advise assigned students of their responsibility for complying with existing rules and regulations of the Agency.
  - m. Prohibit publication by the trainee and faculty or staff members of any material relative to their clinical experience that has not been approved for release for publication by the Agency and the College.
  - n. Assign grades to the student based on scores assigned by the Clinical Instructor, plus any other written work scheduled.
2. Administration of physical therapy services and patient care at the Agency shall be the responsibility of and under the control of the Agency and shall be administered through the Agency's staff, and in so doing, they shall:
- a. Designate a qualified Center Coordinator of Clinical Education (CCCE) to implement and plan the students' clinical experience.
  - b. Ensure that the CCCE designates a qualified Clinical Instructor (CI) to supervise and evaluate student progress. Staff so designated shall meet the criteria

established by the American Physical Therapy Association (APTA) as well as any additional criteria established by the College.

- c. Give permission for program faculty to monitor students' performance at the Agency.
  - d. Review with students, during a designated orientation session, all pertinent rules and regulations of the Agency.
  - e. Allow students and program faculty access to the Agency's library and conference rooms during the term of this agreement. The Agency shall also allow use of available instructional materials and supplies.
  - f. Assist faculty and students in obtaining emergency medical care in case of illness or accident incurred while at the Agency in keeping with policies of the Agency and the PTA Program. The student will be responsible for all expenses incurred.
  - g. On request, allow inspection of its clinical and related facilities by agencies charged with responsibility for accreditation of the College or program.
  - h. Have the CI evaluate each assigned student's performance at the affiliation using form(s) developed by the College. These forms shall be completed and returned to the College no later than one week after completion of the affiliation period.
  - i. Provide students with learning experiences such as interdisciplinary collaboration, rounds, staff conferences, special lectures, and similar activities at the discretion of the CCCE.
  - j. Notify the College at the earliest possible time of any situation, problem, or deficit that may threaten a student's successful completion at the affiliation in keeping with policies listed in the Clinical Education Manual.
  - k. Extend the opportunity, when applicable, for the CI to attend appropriate PTA Program department meetings.
  - l. Maintain accreditation and/or licensure status by appropriate agency and be prepared to provide evidence of this to the College.
3. Both parties agree to cooperate in implementing provisions described herein to attain an effective clinical education program that is beneficial to both parties and in so doing:
- a. Neither party shall discriminate against any student on the basis of race, color, creed, gender, age, sexual orientation, national origin, disability, or marital status.
  - b. Withdrawal of a student from an assignment may be requested by the Agency or the College should a problem arise in which the student's behavior, health, or action is deemed to jeopardize patient welfare or otherwise seriously impair the Agency's or the College's operations. The party requesting withdrawal shall

notify the other in writing of the request and the reasons for the request. The student may return to the affiliation site when and if the problem is resolved to the mutual satisfaction of the College and the Agency.

- c. The College and the Agency will establish clinical education objectives for the affiliation, devise methods for their implementation and evaluate their effectiveness. The College and the Agency will maintain ongoing, regular, and effective communication to coordinate planning and assessment of this program.
  - d. Neither party will consider the student an employee of the Agency but rather a student in the clinical education phase of his/her professional education.
  - e. If disputes cannot be resolved by the student, clinical coordinator, and College ACCE, provision shall be made for arbitration through established channels of the appropriate institution as outlined in the College's policy.
  - f. The CCCE, in conjunction with the ACCE, agrees to be responsible for immediate discipline of the student while at the Agency. The College administrator of the Physical Therapist Assistant program (the program director) is responsible for final discipline of the student.
4. Modification of this agreement shall be made only by mutual consent of both parties. An addendum setting forth modification of this agreement shall be attached hereto and shall include the date and signatures of parties entering into such modification.
5. This agreement shall continue indefinitely and shall be automatically renewed yearly unless either party desires to terminate the agreement. In the event that either party desires to terminate this agreement, such party shall serve written notice of its intention on the other party. Notice of intent to terminate this agreement must be given within 30 days of the beginning of each college semester, provided that any students enrolled and participating in the aforementioned program are given an opportunity to complete such program fully.

IN WITNESS WHEREOF, the College and the Agency have executed these presents by causing their names to be signed by their authorized agents this \_\_\_ day of \_\_\_\_\_.

**WALLACE COMMUNITY COLLEGE**

By: \_\_\_\_\_  
President

Agency:  
By: \_\_\_\_\_

Its: \_\_\_\_\_





# **Radiologic Technology Program**

## **Student and Clinical Education Handbook**

George C. Wallace Community College

**RADIOLOGIC TECHNOLOGY PROGRAM  
STUDENT AND CLINICAL EDUCATION HANDBOOK  
FOR  
RADIOGRAPHY STUDENTS**

**WALLACE COMMUNITY COLLEGE**

**DOTHAN, ALABAMA**

**2018 – 2019**

**G. BATES GILMORE, M.A., H.S., R.T. (R)  
PROGRAM DIRECTOR**

**RACHAEL ELLIOTT, M.A., H.S., R.T. (R)(CT)  
CLINICAL COORDINATOR**

Accredited by:  
Joint Review Committee on Education in Radiologic Technology  
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## **INTRODUCTION**

The purpose of Clinical Education is to acquire mastery of the knowledge and skills required to produce diagnostic radiographs. Mastery of interpersonal skills required to effectively interact with patients and other members of the health care team is another important purpose of clinical education.

## **PHILOSOPHY**

The Radiologic Technology Program is designed to provide the diagnostic imaging team with a member who, under the supervision of the radiologist, investigates function and structure of bodily organ systems, which contribute to diagnosis of disease and injury.

The student will develop technical and social skills through active participation in an organized sequence of classroom, laboratory, and clinical experiences provided in the curriculum.

The student will perform diagnostic imaging with the skill and knowledge of total patient care appropriate to radiology and with total consideration of biological effects.

The highly developed technical abilities of the radiographer will enable the health team to improve community health services in addition to providing upward mobility for the individual's career development.

## **MISSION STATEMENT**

George C. Wallace Community College – Dothan, a comprehensive community college, inspires and facilitates learning to prepare its constituents for current and emerging opportunities and to promote economic and social development.

## **EDUCATIONAL PROGRAM FUNCTIONAL AREA GOALS**

1. To expand and improve the variety, quality, and delivery of instructional programs and learning resources to meet the identified needs of students, citizens, and employers in the College service area.
2. To provide comprehensive academic and career/technical programs and academic support services at each campus that meet identified needs of students, citizens and employers served by the College.
3. To provide developmental education that successfully supports and assists students in acquiring basic learning skills and overcoming identified academic deficiencies.

## **PROGRAM MISSION STATEMENT**

Wallace Community College's Radiologic Technology Program prepares graduates for careers as professional Radiologic Technologists. Graduates have clinical and didactic training in producing and processing radiographs. The program provides learning opportunities that introduce, develop, and reinforce competence in the interpretation of the human anatomy on x-ray film and/or digital imaging systems and professional attitudes required for job acquisition and advancement.

**Program Goals and Student Learning Outcomes:**

Goal #1 - At the completion of the program, students will be clinically and didactically competent as entry-level radiographers.

Outcome:

1. Students will position patients.
2. Students will use radiation protection methods.
3. Students will provide appropriate patient care.

Goal #2 - Students will develop the necessary communication skills.

Outcome:

1. Students will communicate with patients.
2. Students will demonstrate written communication skills.
3. Students will deliver oral presentations.

Goal #3 - Students will think critically and solve problems in their daily work environment.

Outcome:

1. Students will perform non-routine procedures.
2. Students will appropriately evaluate radiographic images.

Goal #4- Students will demonstrate professionalism.

Outcome:

1. Students will demonstrate professional behavior.
2. Students will understand ethics.

**Program effectiveness indicators:**

- Graduates will pass the national ARRT certification exam.
- Employers will indicate satisfaction with program graduates.
- Students seeking employment will be able to find employment in the radiologic sciences field.
- Graduates will indicate satisfaction with their preparation as entry-level practitioners.
- Students will complete the program.

## **THE CLINICAL EDUCATION HANDBOOK**

This Clinical Education Handbook serves as a guide for the students enrolled in the Radiologic Technology Program. The contents contained in this Handbook will be given to matriculating students during clinical orientation. In addition, the department will obtain documentation of receipt and review of the Handbook. A comprehensive review of the information contained in this Handbook will be given before the student begins his/her clinical education to assure each student's complete understanding. Each student will be responsible for maintaining continued knowledge of the information contained in the Handbook.

The Radiologic Technology Program, with the appropriate administrative approval, reserves the right to make policy and procedure changes at any time. Such changes will be distributed for insertion into the appropriate section of the Handbook. All students enrolled in any courses sponsored by the department must comply with such changes at the time specified by the department.

### **CLINICAL EDUCATION ELIGIBILITY**

In order to be assigned to Clinical Education courses and to continue the assignment, the student must meet the following requirements:

1. Be a full-time student in the Radiologic Technology Program.
2. Be certified in cardiopulmonary resuscitation (CPR) prior to clinical rotations in RAD 114 - Clinical Education I and maintain certification throughout the program.
3. Complete all prerequisite radiography courses with a minimum grade of "C."
4. Have and maintain a cumulative grade point average of 2.5 or better.
5. Successfully complete objectives of each phase of the clinical education component of the program prior to entering subsequent phases.
6. Malpractice insurance (NUR 000) will be obtained through the Wallace Community College Business Office upon registration for all Radiologic Technology courses.
7. Substance abuse screening (NUR 001) will be obtained through the Wallace Community College Business Office upon registration for all Radiologic Technology courses. All currently enrolled students will participate in the screening program as specified by the institution.

### **STUDENT RESPONSIBILITIES**

1. Maintain a professional appearance at all times. This cannot be overemphasized. Students are expected to comply with the policies of the Radiologic Technology Program.
2. Establish good working relationships with all personnel with whom you have contact.
3. Be responsible for all equipment and materials used during clinical assigned hours.
4. Gain the respect of your colleagues through professional and dignified posture.
5. Attend and participate in all scheduled clinic activities.

6. Consult with hospital staff, technologists, department supervisors, and/or college faculty for help with problems.
7. Participate in the evaluation of your clinical progress in conjunction with the clinical staff, clinical instructors, and program faculty.
8. Maintain an accurate, up-to-date record of competency evaluations. Be aware of the number and types of evaluations required during each academic term.
9. Observe the staff of the Radiology Department at work. This is a learning situation with many ideas and suggestions to be gained from watching these individuals.
10. Develop knowledge and background on clinical subject matters by reading the professional literature available.
11. Comply with the American Society of Radiologic Technologist Principles of Professional Conduct and the Patients Bill of Rights.
12. Comply with the ARRT Standards of Ethics for Radiologic Technology.
13. Comply with the Scopes of Practice of Radiography as outlined by the American Society of Radiologic Technologists.

#### **ROLE OF THE RADIOLOGY DEPARTMENT STAFF TECHNOLOGIST**

The Radiology Department Staff Technologist is a full-time or part-time employee of the hospital. He/she also shares in the responsibility for the daily guidance of the radiography student. The staff technologist occupies a key role in making the student's clinical experience a successful and meaningful one. He/she works closely with the college faculty and is responsible for the following:

1. Acquire a thorough understanding of the college program, its general philosophy, and objectives.
2. Orient the student to the hospital including key personnel, policies, procedures, and facilities.
3. Provide the student with the information necessary to gain a better understanding of the functions of the radiology facility.
4. Familiarize the student with general procedures of the Radiology Department.
5. Observe and evaluate the student as he/she progresses through each clinical practice rotation.
6. Confer with the clinical instructors and college faculty throughout each academic term regarding the evaluation of the students.

## CLINICAL INSTRUCTORS

Clinical Instructors in the Radiologic Technology Program are:

### **Flowers Hospital-Dothan, Alabama**

Renee G. Godbold, RT (R)

Mae Marsh, RT (R)

Eddie Morrison, RT (R)

### **Southeast Alabama Medical Center-Dothan, Alabama**

Kristi Holland, BSRT (R)

Tiffany Krabbe, RT (R)

### **Medical Center Enterprise-Enterprise, Alabama**

Natasha Sumblin, RT (R) (M)

Galen Bradshaw, RT (R)

Brooke Sanders, RT (R)

### **Dale Medical Center-Ozark, Alabama**

Christina McDurmont, RT (R)

Michael Stinson, RT (R)

### **Southern Bone and Joint Specialists**

Kacie Sanchez RT (R)-Dothan, East Location

Christina Brown RT (R) – Enterprise Location

Olivia Coale RT (R)-Dothan, West Location

### **Wiregrass Medical Center-Geneva, Alabama**

Diane E. Henley, R.T. (R) (M)

Kelli F. Hall, R. T. (R)

### **Primecare-Dothan, Alabama**

Jennifer Hill, R.T. (R)

### **Southern Clinic-Dothan, Alabama**

Jamie Bass, R.T. (R) (CT)

## CLINICAL INSTRUCTOR JOB DESCRIPTION

1. 04% Acts as a liaison between the faculty of the Radiologic Technology Program, hospital/clinical staff, supervisors, and management team.
2. 20% Supervises and correlates the clinical instruction of the Radiologic Technology students at the clinical facility.
3. 05% Conducts lectures, discussion activities, and competency-based evaluations of the radiography students at the hospital.
4. 05% Teaches patient care and management, radiation protection, radiographic positioning, radiographic exposure, and radiographic image evaluation at the hospital.
5. 05% Maintains accurate records of attendance, evaluations, consultations, incidents, and competency training evaluations on the Radiography students.

6. 03% Assists in the Radiology Department's quality assurance program.
7. 03% Conducts in-service education of the Radiology Department personnel and attends technically related continuing education instruction as directed by the Program Director.
8. 05% Assists in maintenance of teaching files.
9. 50% When not performing the above work shall make himself / herself available to perform any and all duties of a Radiologic Technologist and perform other work as assigned.

### ADVISORY COMMITTEE

To assist in implementing proper program procedures, an advisory committee was developed. Members of the Wallace College Radiologic Technology Program Advisory Committee are:

Bates Gilmore, M.A., H.S., R.T. (R)  
 Program Director  
 Radiologic Technology Program  
 Wallace Community College, Dothan

Rachael Elliott, M.A., H.S., R.T. (R) (CT)  
 Clinical Coordinator  
 Radiologic Technology Program  
 Wallace Community College, Dothan

Gregory Grimsley, BSRT (R) (T)  
 Secondary Representative  
 Dothan, Alabama

Bill Benak, BSRT (R)  
 Manager, Radiology Services  
 Flowers Hospital

Renee Godbold, RT (R)  
 Flowers Hospital

Jeff Speed, RT (R)  
 Secondary Representative  
 Dothan, Alabama

Mr. Josh Cox  
 Secondary Representative  
 Dothan, Alabama

Courtney Irvin RT (R)  
 Radiologic Technologist  
 Southeast Alabama Medical Center

Katlynn Schively  
 Student Representative  
 Radiologic Technology Student

(First year student) (TBA)  
 Student Representative  
 Radiologic Technology Student

## **RESPONSIBILITIES OF THE ADVISORY COMMITTEE**

The function of the Advisory Committee is to serve as consultants:

1. To program faculty
2. For course content
3. For equipment procurement and donations
4. For policy and program evaluation

## **STUDENT REPRESENTATIVES**

Student Representatives on the Advisory Committee are:

First Year Class: TBA

Second Year Class: Katlynn Schively

A student from each class will be chosen by the Program Director and faculty to represent each class on the Advisory Committee. At least one representative from each class will be required to attend the Advisory Committee meetings. These students will be allowed to leave the clinical sites to attend the meetings.

## **RESPONSIBILITIES OF STUDENT REPRESENTATIVES**

The functions of the student representatives are to:

1. Present the view and/or concerns of their class to the Advisory Committee.
2. Report the activities of the Committee to their class.

## **STUDENT ADVISORY COMMITTEE**

The Student Advisory Committee members will be selected by their respective classes. This committee will be required to meet periodically with the program faculty to discuss issues relative to the Program.

## **COMMITTEE ON CLINICAL EDUCATION**

The Committee on Clinical Education will include clinical instructors and the Clinical Coordinator. Each clinical affiliate will have its own Committee on Clinical Education. These committees will meet periodically to discuss student's progress and suggest possible program modifications. The committees from each affiliate will meet at least once during the term to ensure uniformity of practices and procedures. The members of the Committee on Clinical Education include:

1. All clinical instructors from each Clinical Education Center.
2. Clinical Coordinator – Rachael Elliott, M.A, H.S., R.T. (R) (CT)

## **RESPONSIBILITIES OF COMMITTEE ON CLINICAL EDUCATION**

The responsibilities of the Committee on Clinical Education are:

1. Discuss students' progress.
2. Identify students' strengths.
3. Identify and suggest possible solutions to individual student's weaknesses.
4. Review program policies including clinical competency evaluation instruments.
5. Recommend disciplinary measures for individual students to the appropriate college officials.
6. Recommend policy modifications to the Advisory Committee.

### **CLINICAL EDUCATION ASSIGNMENTS**

Assignments to the Clinical Education Centers are to correlate didactic and laboratory knowledge with practical skills.

The length of the rotation and shift at each Clinical Education Center will be determined by the Program Director and Clinical Coordinator.

Students assigned to a Clinical Education Center will remain until the end of such rotation unless the Center (with Directors and Clinical Coordinators concurrence) requests a student's removal. Total clinical and classroom hours will not exceed 40 hours per week; assignments on any one day will not exceed eight (8) hours unless otherwise requested by the student and approved by the Director and Clinical Coordinator.

### **POLICIES GOVERNING STUDENT CLINICAL EDUCATION CENTER ASSIGNMENTS**

The Program Director and Clinical Coordinator, in conjunction with the affiliate representative, will schedule the following:

1. Clinical location
2. Room/area assignments
3. Length, days, and hours of assignments

Student's room/area assignments will be based on the following:

1. Students present documented clinical experience and competency level.
2. Student's clinical education needs to reach the highest level of competency in all areas of radiographic procedures.

Changing of the scheduled room/area or staff assignment will be for the enhancement of the student's education experience. Changes are only made with the unanimous agreement by:

1. The College Instructor(s)
2. The Clinical Coordinator
3. The Program Director

## CLINICAL AFFILIATE ROTATIONS

Students are assigned to affiliate Clinical Education Centers throughout their clinical education. These assignments are determined by the Program Director and Clinical Coordinator. Students are assigned to clinical affiliate sites in an order which will provide students with a comprehensive clinical education.

### RADIOGRAPHY CLINICAL AFFILIATES

The following is a list of approved radiography clinical affiliates:

Flowers Hospital, 3228 W. Main Street, Dothan, Alabama 36303  
 Southeast Alabama Medical Center, Highway 84. East, Dothan Alabama 36302  
 Medical Center Enterprise, 400 N. Edwards Street, Enterprise, Alabama 36330  
 Dale Medical Center, 100 Hospital Avenue, Ozark, Alabama 36360  
 Southern Bone and Joint Specialists, 1500 Ross Clark Circle, Dothan, AL 36302  
 Southern Bone and Joint Specialists, Enterprise, AL  
 Southern Bone and Joint Specialists, Westside Location, Dothan, AL 36302  
 Wiregrass Medical Center, 1200 Maple Ave., Geneva, Alabama 36340  
 Southern Clinic, Dothan, Alabama 36302  
 Primecare, Dothan, Alabama 36303

The total number of students assigned to any Clinical Education Affiliate shall be determined by recommendations of the Joint Review Committee on Education in Radiologic Technology (JRCERT).

The student is subject to all rules and regulations of the affiliate Education Center(s). The affiliate has the right to dismiss from that center any student who demonstrates any breach of rules or displays unethical behavior.

If a student is dismissed from any affiliate, the student will be transferred to another site as soon as possible. Should the student be requested to leave the second site, a recommendation for dismissal from the program will be made by the Director and/or Clinical Coordinator. Recommendations for clinical dismissals are subject to the approval of the appropriate college committee.

### STUDENT CLINICAL SUPERVISION

All clinical education assignments are structured to ensure that each student is directly supervised by a qualified practitioner until competency is achieved. This policy is enacted and enforced throughout each student's tenure in the Program.

Upon demonstration of clinical competency, students may be allowed to work independently. A qualified practitioner must be in close proximity in order to provide assistance as needed. Students are not allowed to perform portable radiography unless accompanied by a qualified practitioner. These guidelines are also extended to the areas of emergency and surgical radiography.

#### **Direct Supervision**

Until a student demonstrates competency in a procedure, that procedure is to be performed under direct supervision. A qualified radiographer must review the requested procedure and patient condition in light of the student's level of expertise, must be present during the entire procedure and must evaluate and approve the outcome of the procedure.

### **Indirect Supervision**

After a student demonstrates competency in an examination it may be performed under indirect supervision. In this case, a qualified radiographer must be immediately available to assist the student. Immediately available to mean that the supervising technologist is in an adjacent room or area or is in the student's immediate physical proximity. Regardless of the student's level

### **ROOM AND AREA ASSIGNMENTS**

Room and area assignments will include the following during Clinical Education I through Clinical Education IV as assigned by the Program Director and Clinical Coordinator. Clinical Education V is designed for special area rotations (optional) after the student has completed all assigned routine procedures.

1. General Radiography
2. Fluoroscopy
3. Intravenous Urography
4. Emergency Radiography
5. Surgical Radiography
6. Portable (bedside) Radiography
7. Evening/Night/Weekend Rotations
8. Computerized Tomography
9. Ultrasound\*
10. Special Radiographic Procedures\*
11. Cardiac Catheterization\*
12. Nuclear Medicine\*
13. Radiation Therapy\*
14. Magnetic Resonance Imaging (MRI)\*

\*Optional Rotations

### **CLINICAL EDUCATION HOURS**

The number of clinical assignment hours for students is based on eight (8) hours per day. For the safety of students and patients, not more than (10) clinical hours shall be scheduled in any one day. Scheduled didactic and clinical hours combined cannot exceed (40) hours per week. Clinical hours at the affiliate sites will vary from 7:30 am - 4:00 pm; 8:00 am - 11:00 am; and 7:30 am - 2:00 pm depending on the area and/or room assignment. Variations in these hours exist in the following areas: fluoroscopy, intravenous urography, surgical radiography, and portable (bedside) radiography. Students will be informed of changes in shift hours at least two (2) weeks prior to entering any of the afore-mentioned assignments. All clinical assignments for students are limited to not more than ten (10) hours per day and the total didactic and clinical hours combined cannot exceed forty (40) hours per week.

All students may be required to complete evening, night, and weekend rotations beginning with Clinical Education III. Student assignments to evening rotation (3:00 PM -11:00 PM), night rotation (11:00 PM - 7:00 AM) and weekend rotation (7:30 AM - 4:00 PM) will be made by the Program Director and Clinical Coordinator. All evening, night, and weekend rotations will be assigned in advance in order to work with student's schedules accordingly.

Students will be assigned a meal break which they are required to take each day. The meal break will be commensurate with the practice of the department and area/rotation assignment. The meal break may not be used to make up or accrue time. Meal breaks are required for all students.

## GENERAL RULES

Clinical assignments on any day are based on an eight (8) hour shift. However, no student will be permitted to leave a patient during the course of an examination, even if such completion requires remaining on duty beyond the end of the shift. The student is required to complete the examination (this includes getting the films checked for necessary repeats or additional films and seeing that the patient is dismissed from the department).

### ATTENDANCE POLICY CONCERNING DEATH IN THE FAMILY

Upon notification of the Clinical Coordinator, students will be allowed a maximum of three (3) days leave of absence for death in the immediate family consisting of parents, grandparents, spouse, brother, sister, or child.

Leave of absence to attend any other funeral arrangements will be granted by special permission of the Clinical Coordinator. Each situation will be given special consideration.

### CLINICAL EDUCATION ATTENDANCE POLICY

Students are expected to attend all Clinical Education assigned days. A record of absence and tardiness will be kept by the student and Clinical Coordinator. All time absent from the Clinical Education Centers must be made up before the end of each term. Regular attendance is extremely important in this program. To emphasize this significance and to avoid confusion, program personnel will follow the guidelines listed below. If a student must be absent from clinical assignment, he/she must personally notify:

1. The Clinical Coordinator
2. The Clinical Education Facility

The student is responsible for making arrangements to make up these absences. No Radiology student will be assigned or allowed to make-up clinical education during holidays that are observed by the sponsoring institution which is Wallace College. Refer to Wallace College's calendar for recognition of holidays.

Make-up time must be pre-approved by the Clinical Coordinator. Such sessions will be treated as assigned time and must not be arranged on days or times when the student has scheduled classes.

NOTE: A student must report an intended absence within 30 minutes of the assigned reporting time. A student who does not notify the Clinical Coordinator within the stated 30-minute time frame will be recorded as Absent Without Leave (AWOL). The Clinical Coordinator will counsel the student, using the appropriate form, upon his/her return to the Clinical Education Facility. The importance of reporting in and out will be emphasized at that time. Infractions will result in:

1. 5 percentage points for each infraction up to maximum of 25% of final clinical grade
2. Written counseling
3. Repeated infractions will result in recommendation for dismissal from the Program

### **LATENESS POLICY**

A student signing/clocking in more than seven (7) minutes after assigned time will be considered LATE. A student who is late for three or more clinical education assignments will accumulate an equivalent of one day of absence per three offenses. This day may enter into make-up time provisions and determination of grade. The student will be responsible for completing a lateness form and a make-up time form and submitting it to the Clinical Coordinator.

### **LATENESS PENALTY**

#### For Clinical Education I-V

1. 5 percentage points for each infraction up to maximum of 25% of final clinical grade
2. Written counseling
3. Repeated infractions will result in recommendation for dismissal from the Program

A student with three (3) or more tardies during Clinical Education I-V will be considered habitually late and a record of written counseling will be placed on file. Any additional infractions may result in clinical probation. Clinical Probation will remain in effect for a minimum of six (6) weeks of clinical education assignments. Should the student incur any additional tardies or unexcused absences during the probation period, he/she will automatically receive a grade of an F in the enrolled clinical course. At that time, the faculty will decide if the student will repeat the entire clinical course or be recommended for dismissal from the program.

### **ABSENCE POLICY AND PENALTY**

A student who has been absent from a clinical education assignment is required to make up all absences. The student is responsible for making arrangements to make up these absences. No Radiology student will be assigned or allowed to make-up clinical education during holidays that are observed by the sponsoring institution which is Wallace College. Refer to Wallace College's calendar for recognition of holidays. Make-up time must be pre-approved by the Clinical Coordinator. Such sessions will be treated as assigned time and must not be arranged on days or times when the student has scheduled classes.

The student's tardiness and absenteeism must be made up by the end of each semester on assigned days. Failure to balance required clinical hours would result in a grade of "I", which will be submitted to the Wallace College Registrars Office for that term.

Students will be required to make up their absences at their Clinical Educational Center where the time was missed.

Any student who is absent while on an evening, night, or weekend rotation will make up the absence(s) during the hours of the shift assigned.

Any student whose unexcused absences total more than 5% of scheduled clinical time will be receiving a 10-point reduction on the final grade and placed on clinical probation for one semester. Dismissal from the program will be recommended should the student incur one tardy or absence during the clinical probation period.

## UNEXCUSED ABSENCE POLICY

For Clinical Education I-V

1. 5 percentage points for each lateness infraction up to maximum of 25% of final clinical grade
2. Written counseling
3. Repeated infractions will result in recommendation for dismissal from the Program

## PERSONAL TIME POLICY

Students will be allotted a total of four (4) personal days throughout Clinical Education I-V.

Any hours taken in excess of approved personal time must be made up with the approval of the Clinical Coordinator. The Coordinator must be notified twenty-four hours prior to using personal time and the Clinical Education Center must be notified of the student's absence.

All personal time is subject to the approval of the Program Director, Clinical Coordinator, and Faculty.

## CLINICAL PROBATION

Clinical probation time will be a determinate of the student's violation. This probation time will be excluding the college-wide time off. During this time a student may not incur an infraction of any rule or regulation as stated in the Clinical Education Handbook and Wallace Community College Catalog and Student Handbook. Any infraction incurred during the probationary period will automatically result in a recommendation of dismissal from the Program.

## ACCIDENT OR ILLNESS AT THE CLINICAL EDUCATION CENTER

When a student is injured on the job, he/she will:

1. Report immediately to his/her supervisor.
2. Fill out an accident report describing the accident.
3. Receive a written note from his/her supervisor requesting that the student be seen by an emergency room physician (students will be responsible for payment of their medical expenses).
4. Report to the Emergency Room.
5. Report to his/her supervisor concerning the outcome of the Emergency Room visit.
6. Present a note (to the supervisor or Clinical Coordinator) from the Emergency Room Physician or family physician stating the date the student may resume normal duties.

***STUDENTS WILL BE RESPONSIBLE FOR PAYMENT OF THEIR MEDICAL EXPENSES.***

## CLINICAL EDUCATION DRESS CODE

Students are required to present a professional appearance at all times. It is the patient's right to be treated with dignity and care by clean individuals. It is, therefore, required that each student practice good personal hygiene.

### **Female students will:**

1. Wear knee length laboratory coats (buttoned) with program patch affixed on the left shoulder and designated name tags. Under the lab coat, the student is required to wear the prescribed program uniform, a grey scrub top and grey scrub pants. In times of colder weather, the student will be permitted to wear an undershirt with the scrubs, provided the shirt is grey and free of any logos or writing (All patches should be affixed to the right shoulder of the uniform. The top of the patch should be 1 1/2 inches below the seam).
2. Do not wear clogs, sandals, open-toe shoes, or any type of shoe other than that prescribed by the Program. (White leather lace up athletic shoes with no color logos)
3. Keep jewelry to a minimum. Earrings are not allowed for male or female students. Numerous chains, rings, and bracelets will not be permitted. No visible body or tongue piercing will be allowed.
4. Hair must be of a natural color and conservative hairstyle. Long hair must be pulled away from the face and must not extend beyond the collar. Ties used to secure hair must be conservative and of a professional nature to coordinate with the rest of the uniform.
5. Wear make-up conservatively.
6. Do not wear perfumes.
7. Keep fingernails to a moderate length and use only clear nail polish.

### **Male students will:**

1. Wear knee length laboratory coats (buttoned) with program patch affixed on the left shoulder and designated name tags. Under the lab coat, the student is required to wear the prescribed program uniform, a grey scrub top, and grey pants. In times of colder weather, the student will be permitted to wear an undershirt with the scrubs, provided the shirt is grey and free of any logos or writing (All patches should be affixed to the right shoulder of the uniform. The top of the patch should be 1 1/2 inches below the seam).
2. Keep hair, mustache, and beard neatly trimmed. Hair must not touch the collar. Hair must be of a natural color and conservative hairstyle.
3. Do not wear clogs, sandals, or any type of shoe other than that prescribed by the Program. (White leather lace up athletic shoes with no color logos)
4. Keep jewelry to a minimum. Earrings are not allowed for male or female students. No visible body or tongue piercing will be allowed.
5. Keep fingernails to a moderate length. Nail polish is not acceptable for male students.

### **The following regulations will also be applicable:**

1. Students are responsible for keeping their shoes neat, clean, and polished. Shoestrings should also be kept clean.
2. Students are required to wear name tags at all times.
3. Fingernails should be kept short and clean.
4. All visible body art must be covered to include the neck, ears, and hairline.

Any student found out of uniform or inappropriately dressed will be asked to leave the clinical assignment and lose five (5) points from the Professional Conduct category of the grading criteria. This will be documented on a record of student counseling. Any time missed from clinical assignment because of inappropriate attire must be made up.

For standardization, all students will be required to purchase their clinical attire from a prescribed vendor. The Program currently uses **Sandra Jean's Uniform Shop**, located at 1907-A Montgomery Highway, Dothan, Alabama 36303. The telephone number is (334) 792-4553 and **Scrubs 101 Uniform Boutique**, located at 3074 Ross Clark Circle, Dothan Alabama. The telephone number is (334) 671-9101.

### CLINICAL EDUCATION RECORDS

Students are required to keep complete and accurate records on all activities for each clinical day. The records will be monitored by the program faculty during each semester and will be reviewed for accuracy and completeness. The clinical records will be evaluated each semester and will compose a percentage of the student's final clinical education grade in the clinical record category.

#### Clinical Education Records

10% Clinical Education I  
05% Clinical Education II-V

The following information will be required and evaluated at the end of each term:

1. Any information which will enhance the student's clinical education.
2. All patients' measurements (cm).
3. Students will be required to formulate a detailed radiographic technique chart assigned by Clinical Coordinator for each room in which he/she has rotated.
4. Listing of all clinical competencies performed. Student must include date, room, evaluator, procedure, notes, and grade.
5. Information concerning procedures which may be valuable and may be used as a resource in the future.
6. Accurate listing of patient information concerning procedures observed, assisted, and/or individually performed.
7. Any information concerning disease processes, history, diagnosis, and prognosis.

The clinical records database is housed with the Clinical Coordinator at the end of the graduating student's last tour of the clinical practice. It will serve as a permanent and official record of the student's exposure to clinic and practice experience during two years in the Program. The clinical database is a valuable component in the Radiologic Technology Program.

### CLINICAL EDUCATION RECORDS

All students are recorded and accessed in the Trajecsyst<sup>®</sup> program utilized by the program and obtained through the WCC Bookstore. Students are required to keep updated and accurate records of clinical attendance and performance in the system.

**STUDENTS FAILING TO COMPLETE THE REQUIRED CLINICAL RECORDS BY THE LAST DAY OF FINAL EXAMINATIONS WILL RECEIVE A GRADE OF "I" WHICH WILL BE SUBMITTED TO THE WALLACE COLLEGE REGISTRAR'S OFFICE FOR THE TERM WHICH THE RECORDS ARE MISSING.**

\* The following are required to be present in the Clinical Education Record Database:

**A. Listing of location, room assignments, clinical days and clinical hours.**

\* A list of all clinical days and hours will be presented to each student by the Clinical Coordinator prior to each semester.

**B. Student Time System.**

\* Students are required to clock in at the Clinical Center daily, using the Trajecsys ® program.

**C. Student logs for each clinical day.**

\* Procedures for filling out the student observation sheets.

1. Date: Fill in the month, day, and year.
2. Room: Use appropriate room number or room name.
3. Clinical Education Center: Fill in the name of the hospital affiliate.
4. Hours: Hours of your clinical assignment should be listed here (e.g. 7:30 AM-4:00 PM).
5. Status: Indicate whether you observed, were assisted, or performed the examination independently (I). Assisted means the student was helped with some part of the examination.
6. Identification Information: Fill in the proper identification number.
7. Examination: Fill in the type of examination performed in the assigned area (e.g. barium enema, skull, spine).
8. Technologist's Signature: At the end of each day, the log must be signed by the qualified radiographer you worked with. If you worked independently, have the supervising radiographer sign the log.

It is important and mandatory for all students to document ALL procedures observed, assisted, or individually performed each day.

In case of an absence, list the first three items above and write A absent for item (d). In the case of make-up time, list the first four items above and write Make-up Time next to hours.

Students are required to keep a daily log of all examinations observed, assisted with, or done independently during clinical assignment.

This clinical record is a requirement of the Joint Review Committee on Education in Radiologic Technology (JRCERT) for accreditation purposes. There will be no excuse for any student not having a daily record of procedures observed (O), assisted (A), or individually performed (I).

\* The observation sheet will compose ten (10) percent of the final clinical education grade in Clinical Education I-V.

**D. Weekly student evaluation sheets**

1. Students are evaluated at the end of each rotation by the technologists using the student performance evaluation located in the Trajecsys ® program.
2. Evaluations will be reviewed by faculty periodically.
3. The student evaluation sheets will compose 25% of the student's final clinical grade during Clinical Education II-V.

**E. Clinical competency forms**

1. Refer to clinical competency evaluation description which follows.
2. Clinical Competency Evaluations will compose 25% of the final clinical education grade in Clinical Education II-V.

**F. Monthly clinical education procedure count record**

1. Students are required to keep detailed and accurate procedure counts for various procedure categories.
2. These forms must be completed on a monthly basis and will be reviewed by the Clinical Coordinator periodically.
3. The procedure count form will compose five (5) percent of the final clinical education grade in Clinical Education I.
4. The procedure count form will compose two and one half (2.5) percent of the final clinical education grade in Clinical Education II-V.

**PROFESSIONAL BEHAVIOR TRAITS AND CHARACTERISTICS**

Student radiographers should exhibit professional behavior traits as outlined in the ARRT Standards of Ethics. Can be located at [www.arrt.org](http://www.arrt.org).

The student radiographer also should exhibit professional traits and characteristics in the following categories:

APPEARANCE	COOPERATION	LOYALTY
INTEREST	MATURITY	MOTIVATION
ATTITUDE	SELF-DISCIPLINE	COMPASSION
PROMPTNESS	POISE	

Refer to Webster's Dictionary for accurate definition of each behavioral trait and characteristic.

**COMPETENCY-BASED CLINICAL EDUCATION INTRODUCTION**

Competency-based clinical education has been established for students enrolled in the Radiologic Technology Program. It is designed to permit accurate assessment of the knowledge, skills, and abilities of the students in the clinical education component of the Program. Refer to [www.arrt.org](http://www.arrt.org) for competency requirements. After successful completion of the prerequisite didactic courses and clinical practice, the student's clinical competency will be evaluated. These evaluations are completed only by the clinical instructors, faculty members, or any qualified practitioner on-site.

A student who does not perform satisfactorily in the first Clinical Competency Evaluation may be permitted two additional attempts.

Failure to satisfactorily perform the third attempt at competency on a specific procedure/exam will result in a grade of "F" for the enrolled clinical course.

**CLINICAL COMPETENCY OBJECTIVES**

To assess the student's degree of proficiency while performing a clinical competency exam, the student must be able to perform each of the following:

**A. Evaluate the Requisition**

The student will:

1. Obtain the patient's identity.
2. Determine the patient's mode of transportation.
3. Follow the instructions as outlined by the requisition.
4. Discuss incomplete, confusing, or unclear information with the supervisor.
5. Determine the patient positions and projections of the area of interest in relation to the patient's condition.

B. Prepare Radiographic Room The student will:

1. Assemble the accessory equipment required to perform the particular radiographic procedure specified by the requisition.
2. Set up the examination room for the procedure before the patient enters.
3. Fill syringes with contrast material using sterile technique when appropriate.
4. Assist with preparation of the patient and equipment if procedure is fluoroscopic examination.

C. Verify Correct Identification of Patients

The student will correctly identify the patient for whom the procedure is requisitioned by:

1. Using patient's surname, asking for first name.
2. Checking hospital identification bracelet on in-patients.

D. Introduce Self to Patient

The student will:

1. Welcome patient to the department and tell them his/her name.
2. Respect the patient's privacy and concern.
3. Treat each patient with dignity and concern.
4. Inform patient of what will happen during the procedure(s).
5. Explain the examination to the patient and/or to an accompanying family member.
6. Reassure patient and answer questions as appropriate.
7. Determine information to convey to the patient based on the patient's condition and behavior as well as institutional policy.

E. Verify Correct Preparation of Patient (When Applicable)

The student will:

1. Ascertain that correct preparation procedure was followed.
2. Instruct the patient to remove articles which will be represented on the radiograph as artifacts.
3. Instruct the patient, if necessary, to the appropriate location to remove specific articles of clothing.  
If the patient requires assistance, respect the patient's right to privacy. If the patient is of the opposite sex, seek the assistance of an individual of same sex.

F. Place Patient on Examination Table

The student will:

1. Transport patient into the examination room without injury to the patient or self.
2. Transport patient on a stretcher or in a wheelchair into the examination room.
3. Assist patient safely from the transportation vehicle to the examination table,
4. Assist patient, allowing him/her to be as comfortable as possible.

G. When Appropriate Measure the Part

The student will:

Measure the patient/part with calipers at the path of central ray or as specified for the requisitioned procedure by the Radiology Department's Procedures Manual.

H. Select the Appropriate Technique

The student will:

1. Determine if the exposure should be made table-top or Bucky.
2. Using calipers to measure the patient/part thickness and a technique chart guide determine and select appropriate minimal exposure factors for projections to be performed which are compatible with diagnostic quality desired.
3. Note radiologist's density preferences or equipment problems to avoid repeat radiographs.
4. Take into consideration the patient's type, size, sex, age, or muscularity and determine the correct

technical factors and positioning.

5. Note any pathological conditions which would influence the choice of exposure factors.

I. Select Appropriate Image Receptor Size

The student will:

1. Select the appropriate image receptor size and type based on patient size, area of interest, and number of projections to appear on the film.
2. When using the bucky, place the cassette lengthwise or crosswise in the bucky as indicated by the part.

J. Select and Place Marker(s) Correctly

The student will:

1. Using lead markers (R, L, ERECT, etc.), identify the patient part correctly relative to side, time, and positions of the patient/part appropriate to each Radiology Department's procedure manual.

K. Position Patient Using Positioning Aids and Immobilization Devices

The student will:

1. Utilize items (angle, sponges, etc.) which aid the patient in maintaining the desired position.
2. Select and apply immobilization devices to prevent patient movement without interfering with patient's breathing or circulation.

L. Align Part and Image Receptor

The student will:

1. In positioning the patient, take account of location of suspected fractures, unhealed fractures, presence of foreign bodies, and patient's overall physical condition; handle patient accordingly.
2. Position the part to be radiographed in the correct relation to the image receptor.
3. Using the bucky, center the patient/part into the midline of the body.
4. Place long axis of the part to coincide with the long axis of the image receptor.
5. When using erect bucky, adjust the height to transverse level of part and center the part to the image receptor.

M. Align Tube and Image Receptor

The student will:

1. Position the x-ray tube with the primary beam entering the area of interest at the angle to project the image needed.
2. Operate controls to establish source to image receptor distance and angulation when necessary.
3. Maneuver the radiographic tube correctly and safely in the presence of the patient.

N. Adjust Collimator Appropriate Field Size

The student will:

1. Collimate the x-ray beam to the size of the part.
2. Operate collimator controls to adjust collimation to expose only the area of interest.

O. Apply Gonadal Shield if Required

The student will:

1. Determine the position of the gonads and provide appropriate shielding based on position of the patient and part projection required.
2. Place shield between patient and path of x-ray beam.
3. Supply shielding to any person(s) other than the patient who may be present in the room during radiographic exposure.
4. Understand the effects of all ionizing radiation and conscientiously conform to safety requirements.

P. Instruct the Patients

The student will:

1. Give breathing instructions appropriate for the part projection performed in accordance with those specified in the Radiology Department's procedure manual.

Q. Making Exposures, Checking Patient and Meters

The student will:

1. Make exposures behind leaded protective barriers.
2. Correctly use the rotor and exposure switches.
3. Carefully note any signs of malfunction of equipment and report immediately.
4. Make sure patient carries out breathing instructions and/or maintains the desired position.

R. Assist Patients from the Radiographic Table

The student will:

1. Assist the patient safely from the radiographic table to the vehicle required for transportation.
2. Make the patient aware of the need to remain in the department until films have been seen by the radiologist

S. Evaluate Films to Determine Necessity for Repeats

The student will:

1. Safely transport image receptor(s) to the darkroom to be processed.
2. Review films for technical quality, proper alignment of part/image receptor and tube/image receptor, and correctly placed lead marker.
3. Make certain the name plate is readable and accurate.
4. Identify the need for additional or repeat films.

### EVALUATION OF CLINICAL COMPETENCY

Competency in a diagnostic procedure is obtained by having a student perform an exam unassisted in the presence of a qualified practitioner.

Procedures/exams performed by a student for competency evaluation will be selected by the student. A maximum of three attempts to prove clinical competency will be permitted for each procedure/exam. If only one projection of a procedure was not acceptable, only that projection must be reevaluated by using the basic evaluation form.

This is documentation of clinical competence and is a basis for the evaluation of success in the clinical education component of the Program. In order for a student to adequately pass each clinical assignment, he/she must show satisfactory evidence of his/her ability to perform radiographic procedures and demonstrate professional traits reasonably consistent with criteria established by Faculty and Clinical Coordinator.

Regardless of the grade obtained on the competency evaluation form, a student will not be allowed to continue in the Program if, at the end of any given term, a cumulative average of less than 75 % is achieved using the competency evaluation form. Should a student receive three consecutive evaluations with an average below 75%, the student will be subsequently placed on probation. If the student continues to score below 75% after being placed on probation, he/she may be recommended for dismissal.

### CLINICAL COMPETENCY EVALUATION FORM

1. Student radiographers will be evaluated by a qualified practitioner on procedures which the student feels competent. Students are required to present the qualified radiographer with the competency form prior to the actual performance.

2. A qualified practitioner will review the request for the examination in relationship to the student's achievement.
3. A qualified practitioner evaluates the condition of the patient in relationship to the student's knowledge.
4. A qualified practitioner is present during the conduct of examination and will review and approve the radiographs produced by the radiography student.
5. Program Faculty and Clinical Instructors will review student radiographs periodically and at random to ensure radiographic quality.

The student will be evaluated in the following categories and sub-categories:

- I. PATIENT MANAGEMENT
  - A. Room Preparation
  - B. Procedure Preparation
  - C. Patient Preparation
  - D. Patient Care
- II. RADIOGRAPHIC POSITIONING
  - A. Positioning/Projection
  - B. Image Receptor
  - C. Central Ray
  - D. Source Image Receptor Distance
- III. RADIOGRAPHIC EXPOSURE
  - A. Technique Chart Usage
  - B. Equipment Manipulation
  - C. Exposure Factors
- IV. RADIATION PROTECTION
  - A. Patient
  - B. Personnel
- V. IMAGE EVALUATION BY FACULTY
  - A. Patient Identification
  - B. Lead Marker Placement
  - C. Radiographic Density/Contrast Evaluation
  - D. Anatomic Relationships/Projections
  - E. Presence of Artifacts
  - F. Body/Part Placement
  - G. Anatomy Identification
  - H. Radiograph Acceptance

All students must pass the competency evaluation by 75% or greater. A score below 75% will signify the student failed to prove competent in the procedure. Minus (10) points will be deducted from the final competency grade for each repeat radiograph. A ten-point reduction will also be made for no/incorrect lead marker placement evident on the radiograph. (Please refer to lead marker placement policy)

All competencies will be evaluated and reviewed by Program Faculty. Student's strengths and weaknesses will be determined by the faculty and will be presented to the student performing the competency evaluation.

Students are required to meet an assigned competency exam number per semester. A student failing to achieve the required competency examination numbers per term will receive a minimum of five percent (5%) to a maximum of twenty-five percent (25%) reduction from the clinical competency category of the

final clinical grade. The grade reduction will be based on five percentage (5%) points per delinquent examination.

All scores from clinical competency attempts made by a student will be averaged together each semester. This average will determine 25% of the student's final Clinical Education grade excluding Clinical Education I.

Any student exceeding the required number of competency examination for the prescribed semester will be credited the excess numbers for the proceeding semester.

Students are responsible for presenting the competency evaluation form to the evaluator at the time when the student wants to prove competent in a particular procedure. These forms are to be completed by the evaluator immediately after evaluation and turned in to the Clinical Instructor/Coordinator for review and final grade.

The Clinical Evaluator must be a qualified practitioner.

RAD 114 - Clinical Education I	0 Competency Examinations required
RAD 124 - Clinical Education II	15 Competency Examinations
RAD 134 - Clinical Education III	25 Competency Examinations
RAD 214 - Clinical Education IV	35 Competency Examinations
RAD 224 - Clinical Education V	27 Competency Examinations *

\* Special Rotations will be scheduled upon completion of competency examinations.

Each radiography student must complete a total of 102 competency examinations by the end of RAD 224 - Clinical Education V. Students failing to complete the required competencies will receive the stated point reduction. Students failing to meet this requirement will be counseled by the Clinical Coordinator concerning their continuation in Clinical Education and may be recommended to the Program Director for dismissal from the Radiologic Technology Program. A student who has been unsuccessful in the first attempt to prove competent on a procedure/exam will, when applicable, before a second attempt:

1. Be counseled by the person administering the evaluation to identify areas of weakness.
2. Review the relevant procedure.

It is the student's responsibility to make arrangements with the Clinical Coordinator to schedule the above activities.

A student who has been unsuccessful in the second attempt to prove competency on a procedure/exam will be placed on clinical probation. The probationary period ends when the student successfully passes the competency evaluation. Before the third attempt, the student will, when applicable:

1. Be counseled by the person administering the evaluation to identify areas of weakness.
2. Review the relevant procedure.
3. Request an academic review with image evaluation from the Clinical Coordinator within ten days of the second attempt.
4. Submit to an exam from the Clinical Coordinator covering relevant material. This exam will be given no more than five class days after the academic review session. Third attempts to prove competency will be evaluated by a radiographer selected by the Clinical Coordinator.

It is the responsibility of the student to make arrangements with the Clinical Coordinator to schedule the above mentioned activities.

A student who fails to pass a competency evaluation on the third attempt will be assigned a grade “F” for the enrolled clinical course.

## ARRT PRIMARY CERTIFICATION AND REGISTRATION DIDACTIC AND CLINICAL COMPETENCY REQUIREMENTS

[https://www.arrt.org/docs/default-source/discipline-documents/radiography/rad-competency-requirements.pdf?sfvrsn=396002fc\\_20](https://www.arrt.org/docs/default-source/discipline-documents/radiography/rad-competency-requirements.pdf?sfvrsn=396002fc_20)

### Additional Optional Rotations (Clinical Education V)

Computerized Tomography (CT)  
Magnetic Resonance Imaging (MRI)  
Radiation Therapy  
Cardiac Catheterization  
Special Procedures  
Ultrasound  
Nuclear Medicine

In addition to the competency requirements listed, students must prove competent in the following Patient Care areas prior to entering RAD 124-Clinical Education II.

CPR (Must prove competent prior to RAD114)  
Vital Signs (BP, pulse, respiration, temperature)  
Sterile and Aseptic Techniques  
Venipuncture  
Transfer of Patients  
Care of patient medical equipment (e.g., oxygen tank, IV tubing)

Patient Care Competency will be demonstrated in RAD 113 and RAD 114.

### EXAMINATION REQUIREMENTS

	<u>CATEGORY</u>	<u>PERCENTAGE</u>	<u>TOTAL #</u>
1)	Chest and Thorax	9%	270
2)	Extremities	28%	840
3)	Cranium	8%	340
4)	Spine and Pelvis	12%	360
5)	Abdomen and Fluoroscopy	10%	300
6)	Pediatrics	5%	240
7)	Mobile and Surgical	8%	240
8)	Other	5%	150
TOTAL		85%	2550

Of the remaining 15%, no more than 75% can be obtained in any one category.

15% = 450 Examinations

**Total Number of Examinations Required == 3000**

## CLINICAL OBJECTIVES FOR SPECIAL ROTATION AREAS

The student must complete all assigned diagnostic procedure categories prior to special area rotations. The student radiographer should exhibit professional traits and reach the defined objectives in special rotation areas.

**Special Procedures**  
**Radiation Oncology**  
**Computerized Tomography**  
**Magnetic Resonance Imaging**

**Nuclear Medicine**  
**Ultrasound**  
**Cardiac Catheterization**

These special rotation areas are to introduce the student technologists to different imaging modalities. Rotation objectives must be completed during each selected rotation period.

The Clinical Coordinator will assign the rotation length and rotation hours. The student radiographer will select three areas and locations to accomplish special rotation objectives.

Rules and regulations for clinical education are still in effect for special area rotations.

### **Special Procedures**

Upon completion of this rotation, the student radiographer will be able to demonstrate knowledge and understand the rationale for using contrast media to delineate pathology in the circulatory system. An acceptable level of competence has been attained when the student is able to complete the following:

1. Identify the different examinations performed.
2. Recognize all equipment utilized in specials.
3. Identify aseptic techniques utilized.
4. Identify items included on sterile trays.
5. Identify catheter types, sizes, and lengths. Also be able to identify them with particular exams.
6. Load and unload image receptor/film changer.
7. Load pressure injector with correct type and volume of contrast media and prepare for injection.
8. Program serial timer and set control factors on generator panel for exam.
9. Demonstrate professional behavior and patient care.
10. Select controls for fluoroscopy and diagnostic radiographs.
11. Differentiate the arterial and venous system of the human body.
12. Review textbooks relating to special procedures (Merrill's, etc.).
13. Identify pathology demonstrated on radiographic images.
14. Recognize and identify patient positioning and the normal anatomy demonstrated.
15. Identify contrast media(s) utilized.
16. Identify digital imaging systems utilized.
17. Identify location and implementation of crash cart and emergency equipment.

### **Radiation Oncology**

Upon completion of this rotation, the student radiographer will be able to demonstrate knowledge and understand the rationale for using radiation in the treatment of malignant and selected benign pathology. An acceptable level of competence has been obtained when the student is able to complete the following:

1. Describe the process of radiation production from different energy level therapy units.
2. Assist in positioning of patients for therapy treatment.
3. Recognize mold room and distinguish how lead blocks are formed for each treatment port and patient.
4. Identify the dosimetry room and how treatment plans are created.
5. Identify all equipment utilized in radiation therapy.
6. Demonstrate professional behavior and patient care.
7. Interpret the patient's chart and how to correctly record treatments.

8. Recite terminology utilized in the therapy department.
9. Identify the simulation room and why/how patients are simulated.
10. Be able to duplicate operations of linear accelerators.
11. Identify how different energy level accelerators play a role in therapy.
12. Position and prepare for patient's port film.
13. Assist in the preparation of physical examinations.
14. Assist in storing, filing, and retrieving patient data.
15. Assist in attaching cones and filters as prescribed.
16. Identify with linear accelerators warm-ups.
17. Recognize the emergency equipment in the department.

### **Computed Tomography**

Upon completion of this rotation, the radiography student will be able to demonstrate knowledge and understand the rationale for using computed tomography to determine the presence of pathology. An acceptable level of competence has been obtained when the student is able to complete the following:

1. Turn on and warm up CT scanner.
2. Demonstrate an adequate knowledge of patient positioning for specific examinations.
3. Demonstrate ability to correlate patient information from the chart to the scan area.
4. Review cross sectional anatomy of the human body.
5. Demonstrate professional behavior and patient care.
6. Identify computer parts and operations.
7. Identify memory storage and permanent image formation.
8. Identify emergency equipment in CT department.
9. Identify contrast media(s) utilized in CT imaging.
10. Identify procedures to initiate the scan (obtain correct patient information, breathing instructions; prepare syringes for injection of media, etc.)
11. Identify pathology determined from CT scan.
12. Assist technologist in preparing and initiating scan.
13. Identify operations and type(s) of CT scanners.

### **Nuclear Medicine**

Upon completion of this rotation, the radiography student will be able to demonstrate knowledge and understand the rationale for using radiopharmaceuticals to demonstrate various normal and pathological anatomical areas. An acceptance level of competence has been obtained when the student is able to complete the following:

1. Describe the history and principles of nuclear medicine.
2. Describe and recognize the equipment utilized in nuclear medicine.
3. Identify the operations of each type of equipment in nuclear medicine.
4. Identify the basic computer operations of each type of equipment.
5. Identify with the digital equipment utilized.
6. Identify radioactive material used in nuclear medicine.
7. Identify the hot lab and its components (no radioactive materials are to be handled by the student in the hot lab).
8. Distinguish the radiation protection practices utilized in nuclear medicine.
9. Assist with patient positioning in various examinations.
10. Identify the basic camera operations and parts.
11. Identify emergency equipment and emergency plans.
12. Demonstrate professional behavior and patient care.
13. Identify the methods of organ localization by radiopharmaceutical injection or inhalation.
14. Assist with storage, filing, and retrieval of patient records.
15. Demonstrate a working knowledge of pathology and normal anatomy visualized in nuclear medicine.

**Ultrasound**

Upon completion of this rotation, the radiography student will be able to demonstrate knowledge and understand the rationale for using ultrasound to demonstrate various anatomical areas and pathology. An acceptable level of competence has been obtained when the student is able to complete the following:

1. Describe ultrasound and the history behind it.
2. Describe the different types of transducers in relationship to design and specific exams.
3. Explain film type utilized.
4. Describe Real Time imaging.
5. Describe the B scanner and list exams where it is employed.
6. List the exams which ultrasound is employed.
7. Explain why oil or jelly is utilized.
8. Identify equipment utilized in ultrasound.
9. Identify emergency equipment in the ultrasound department.
10. Demonstrate professional behavior and patient care.
11. Identify obvious pathology determined by ultrasound.
12. Identify patient directions given prior to a procedure being performed.
13. Assist with patient care and positioning.
14. Identify portable ultrasound equipment and its capabilities.
15. Correlate the patient's chart in regard to the examination performed.
16. Assist in storage, filing, and retrieval of patient data.

**Cardiac Catheterization**

Upon completion of this rotation, the radiography student will be able to demonstrate knowledge and understand the rationale for using catheters and contrast medias to demonstrate the heart and great vessels. An acceptable level of competence has been attained when the student is able to complete the following:

1. Explain the different procedures performed.
2. Identify all equipment utilized in the Cardiac Cath. Lab.
3. Identify aseptic techniques utilized.
4. Identify items included on a sterile tray.
5. Identify catheter types, sizes, lengths, and identify each with a particular exam.
6. Load the high pressure injector with correct type and volume of contrast media and prepare for injection.
7. Set control panel for fluoroscopy and cine runs.
8. Identify the heart and great vessel anatomy.
9. Load and unload image receptors/cine film.
10. Identify angioplasty principles.
11. Identify contrast medias utilized in cardiac catheterization.
12. Recognize and identify patient positioning and the normal anatomy demonstrated.
13. Identify pathology demonstrated on cine film.
14. Demonstrate professional behavior and good patient care.
15. Identify all emergency equipment available in the Cardiac Cath. Lab.
16. Identify run times for cine exposures.
17. Identify digital imaging capabilities in the Cardiac Cath. Lab.

**Magnetic Resonance Imaging**

Upon completion of this rotation, the radiography student will be able to demonstrate knowledge and rationale of MRI scanning. An acceptable level of competence has been reached when the student is able to complete the following:

1. Understand the principles and history behind MRI.
2. Demonstrate an adequate knowledge of patient positioning for specific exams.

3. Demonstrate an ability to correlate patient information from the chart to the area to be scanned.
4. Review cross-sectional anatomy of the human body.
5. Operate tape drive and archive patient information.
6. Demonstrate professional behavior and good patient care.
7. Identify the memory storage and permanent image formation.
8. Distinguish between T1 and T2 weighted scans.
9. Identify contrast medias utilized in MRI.
10. Identify emergency equipment available in MRI.
11. Identify procedures to initiate the scan (obtain the correct patient information, breathing instructions, prepare syringe for injection of media, etc.).
12. Recognize normal anatomy and pathology demonstrated on MRI scan.
13. Assist the technologists in preparing and scanning the patient.
14. Identify the operations and types of MRI scanners.

**Magnetic Resonance training and screening is required for all students!**

**REPEAT RADIOGRAPH POLICY FOR CLINICAL EDUCATION CENTERS**  
***“NO REPEAT RADIOGRAPHS ARE TO BE MADE BY RADIOGRAPHY STUDENTS EXCEPT IN THE PRESENCE OF A QUALIFIED PRACTITIONER.”***

\*\*\*\*\*  
 Any student attempting or performing a repeat radiograph on a patient without the presence of a qualified radiographer may risk violating the American Registry of Radiologic Technologist’s Code of Ethics section VII, stating “The radiologic technologist uses equipment and accessories, employs techniques and procedures, perform services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self and other members of the health care team.” Additional violations of the ARRT Rules of Ethics may also be applicable. For additional information, visit either [www.arrt.org](http://www.arrt.org) or [www.asrt.org](http://www.asrt.org). All students are required to follow these principles during their tenure in the program, and are encouraged to utilize these standards throughout their professional career.

Students violating the “REPEAT” policy will:

<b>1st Offense</b>	Clinical Probation (6 weeks) for failure to comply with clinical policy
<b>2nd Offense</b>	Dismissal from the Radiologic Technology Program

This policy exists for all levels of clinical education training while in the Wallace College Radiologic Technology Program.

**IMPROMPTU IMAGE EVALUATIONS/PRESENTATION EVALUATIONS INTRODUCTION**

Beginning with RAD 124-Clinical Education II and following completion of the related academic course, laboratory practice, and clinical competency evaluation, the student may be evaluated by faculty and will be required to critique procedures/exams. The choice of the procedures/exams and time of critique will be determined by the Program Faculty.

The Program Faculty may select to perform image evaluations at any time during a clinical visit. The selected student(s) will be expected to produce their Clinical Education Notebook upon request. Any procedure/exam which has been used for a competency evaluation may be chosen for critique (films produced by another student or technologist may be substituted for the student’s actual exam at the discretion of the Clinical Coordinator).

The student will be expected to demonstrate knowledge of technical factors, routine and supplementary positions, radiation protection, and anatomy. The student will be expected to answer oral and/or written questions from the Clinical Coordinator related to the technical quality of the procedure/exam. Impromptu Image Evaluations and Presentation Evaluations will be averaged together at the end

of each semester with the weekly evaluation grades.

### **IMAGE EVALUATION OBJECTIVES**

To correlate the student's technical skills with their realization of what those skills should produce, as well as provide a review of basic technical knowledge, the students will be able to perform a critique of radiographs for technical quality.

The student must be able to assess for each film/procedures whether:

1. Correct patient view and full area of interest are demonstrated.
2. An unnecessarily large area is visible (inappropriate collimation)
3. Appropriate shielding of the patient is evident.
4. Artifacts, blurring, or distortion of the image is present.
5. Adequate detail and definition are present in the image.
6. Adequate density and contrast are present to provide the diagnostic imaging required for the examination.
7. The anatomy and condition of interest are demonstrated satisfactorily for diagnostic purposes, based on review of the requisition and films.
8. Problems were caused by the technologist's performance (improper positioning, centering, immobilization of patient, inappropriate exposure factors, failure to adjust to special circumstances, improper part film alignment or distance, focal film distance or malfunctioning x-ray machine, or image processors are possible).
9. Anatomical structures needed are shown in the image and their relationships are demonstrated appropriately.
10. There is a need for repeats or additional images.

### **GENERAL STATEMENT OF CONDUCT**

All students enrolled in the Radiologic Technology Program at Wallace College will be expected to follow a code of behavior to uphold the reputation of the College. Students will be asked to withdraw from the Program if it has been determined by an ad hoc faculty committee that the individual is guilty of any of the following:

1. Dishonesty such as cheating, plagiarism, or knowingly furnishing false information to the College.
2. Forgery, alteration, or misuse of College and/or Affiliate documents, records, or identification.
3. Violation of any law of the land.
4. Disruption of class session or at the clinical site by the use of abusive or obscene language.
5. Insubordination (defined in the Webster's Dictionary as unwilling to submit to authority disobedient; rebellious).
6. Fighting at the clinical site or on college premises.
7. Being intoxicated or under the influence of any drugs while on clinical assignments or college premises.
8. Vandalism or stealing.
9. Sleeping while on duty at a clinical assignment.
10. Leaving the clinical assignment or room/area assigned without the supervisor's permission.
11. Failure to notify Clinical Education Center of absence or lateness.
12. Violations of any duly established rule and regulation.

Academic and non-academic misconduct: The penalty for infractions of the standards of conduct established in the Clinical Handbook include the following: verbal warnings (first offense), written warnings (second offense), grade reductions, probation and/or dismissal (third offense and any thereafter)

### **HOSPITAL JOB ACTIONS OR STRIKES**

Anytime there is a strike or job action at an assigned Clinical Education Center, the student will leave the assignment immediately and check with the Department office for further directions.

At no time should a student attempt to cross a picket line to enter a Clinical Education Center.

### **JURY DUTY**

Being selected for jury duty is a situation over which the student has no control. Therefore, he/she is not required to make-up clinic time missed while performing jury duty provided proper documentation is presented to the Clinical Coordinator.

### **WALLACE COMMUNITY COLLEGE FULL-TIME CLINICAL INSTRUCTOR'S RESPONSIBILITIES**

1. 4% Acts as liaison between the faculty of the Radiologic Technology Program, clinical staff, supervisors, clinical instructors, and management team.
2. 10% Supervises and correlates the clinical instructor of the radiography students at the clinical facility.
3. 6% Conducts lectures, discussion activities, and conducts competency-based evaluation of the radiography students at the hospital.
4. 10% At the hospital, instructs students in patient care and management, radiation protection, radiographic positioning, radiographic exposure, and radiographic image evaluation.
5. 7% Maintains accurate records of attendance, evaluations, consultations, incidents, and competency training evaluations of the radiography students.
6. 9% Ensures radiographic quality of student procedure performance.
7. 4% Assists in maintenance of teaching files.
8. 4% Documentation of meetings with technologists, clinical instructors, and students on a daily basis.
9. 5% Assists Clinical Coordinator in clinically related assignments.
10. 8% Confers with the clinical instructors, and clinical staff throughout the semester regarding evaluation of students.
11. 4% Acts as a resource person by suggesting additional material that can be used to enhance the clinical practice.
12. 6% Conducts conferences with the students on clinical matters, responsibilities, and problems.
13. 3% Helps the students to make decisions regarding future plans and goals in a specific clinical area.
14. 20% Assists with program development and didactic instruction as prescribed by the Program Director.

### **RESPONSIBILITIES OF CLINICAL COORDINATOR**

The Clinical Coordinator is a full-time faculty member of Wallace Community College who is responsible for the student's clinical education and clinical performance. This person is responsible for:

1. 2% Arranging with the clinical facility for assignment of students.
2. 4% Conducting an individualized Clinical Education Orientation Program for all students and the clinical staff of each clinical education facility.
3. 8% Ensuring that clinical rotations are educationally valid for all students.
4. 5% Maintaining records of the student's progress through the clinical education portion of the curriculum.

5. 5% Conducting conferences with the students on clinical matters, responsibilities, and problems.
6. 6% Visiting the students during clinical practice to secure reasonable, accurate appraisals of their competency in the clinical area.
7. 6% Conferring with the hospital staff on student problems.
8. 4% Encouraging conferences between the staff technologists and the students to increase the effectiveness of the clinical practice.
9. 3% Acting as a resource person by suggesting additional material that can be used to enhance the clinical practice.
10. 7% Conferring with the staff technologist throughout the semester regarding the evaluation of the students.
11. 1% Assigning the final grade for clinical practice.
12. 2% Helping the students to make decisions regarding future plans and goals in a specific clinical area.
13. 3% Maintaining good public relations between the clinical facilities and Wallace Community College.
14. 40% Helping with the program development and didactic instruction as prescribed by the Program Director.
15. 2% The Clinical Coordinator will meet with the clinical instructors on a timely basis to determine student progress. Periodic meetings between the clinical staff and Clinical Coordinator will be conducted to ensure clinical efficiency.

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## CLINICAL EDUCATION GRADING CRITERIA

1. Clinical Education I  
This course provides an orientation to clinical education facilities, policies, procedures, and certification in Cardiopulmonary Resuscitation. Under the direct supervision of a qualified practitioner, the student will observe, assist, and perform general radiographic procedures.
2. Clinical Education II-V  
These courses provide the student with the opportunity to correlate previous instruction with applications in the clinical setting. Under direct and (indirect supervision\*) of a qualified practitioner, students will utilize the proper equipment, techniques, and accessories to observe, assist, and perform radiographic procedures.

\* After validating competence.

### Clinical Education I

#### A. Clinical Education Records:

1. Observation Form	20%
2. Attendance Grid	10%
3. Clinical Notebook	10%
4. Semester Summary Sheet	<u>10%</u>
	50%

#### B. Professional Conduct:

1. Lateness	10%
2. Absence	10%
3. AWOL (Absent Without Leave)	10%
4. Professional Attire/Hygiene	10%
5. Professional Behavior	<u>10%</u>
	50%

100% Total

### 3. Clinical Education II – V

#### A. Clinical Education Records:

1. Observation Form	10%
2. Attendance Grid	05%
3. Clinical Notebook	05%
4. Semester Summary Sheet	<u>05%</u>
	25%

#### B. Professional Conduct:

1. Lateness	05%
2. Absence	05%
3. AWOL (Absent Without Leave)	05%
4. Professional Attire/Hygiene	05%
5. Professional Behavior	<u>05%</u>
	25%

#### C. Competency Examinations:

25%

#### D. Weekly Evaluations:

25%

100% Total

## Factors Affecting or Altering Grade

### 1. Absenteeism

A student that is absent during a semester in an excess of five (5) percent of the assigned clinical time may receive a minimum of a letter grade drop from the final Clinical Education grade.

All clinical time missed must be made up before the next semester begins. Also time will be made up on weekends and holidays with the approval of the Clinical Coordinator. All students are required to document absenteeism.

Example:

$$324 \times 5\% = 16 \text{ hours}$$

### 2. Lateness

A student signing/clocking-in more than seven (7) or more minutes after assigned time will be considered LATE.

#### Clinical Education I-V

- a. 5 percentage points for each lateness infraction up to maximum of 25% of final clinical grade
- b. Written counseling
- c. Repeated infractions will result in recommendation for dismissal from the Program

### 3. Clinical Education Notebook Records

Clinical Education Notebook records are required to be kept detailed and accurate. All records will be collected at the end of the semester by the Clinical Coordinator. The clinical notebook will be evaluated each semester and will compose a percentage of the student's final clinical education grade in the clinical record category.

#### Clinical Education Notebook

10% Clinical Education I  
05% Clinical Education II-V

### 4. Clinical Competency Numbers

Students are required to meet an assigned competency exam number per semester. A student failing to achieve the required competency examination numbers per term will receive a minimum of five percentages (5%) points to a maximum of twenty-five percent (25%) points reduction from the clinical competency category of the final clinical grade. The grade reduction will be based on five percent (5%) points per delinquent examination.

#### COMPETENCY REQUIREMENTS

RAD 114 - Clinical Education I	0 Competency Examinations
RAD 124 - Clinical Education II	15 Competency Examinations
RAD 134 - Clinical Education III	25 Competency Examinations
RAD 214 - Clinical Education IV	35 Competency Examinations
RAD 224 - Clinical Education V	27 Competency Examinations *

\* Special Rotations will be scheduled upon completion of competency examinations.

Each radiography student must complete a total of 102 competency examinations by the end of RAD 224 - Clinical Education V. Students failing to complete the required competencies will receive the stated point reduction.

**Grading Scale:**

- A = 90-100
- B = 80-89
- C = 75-79
- D = 60-74
- F = 0-59

A final grade of 75 or higher and a cumulative average of 2.5 or higher on a 4.0 scale on program course work are necessary to continue in the Radiologic Technology Program. In addition, all students must complete general education requirements with a minimum of 2.0 on a 4.0 scale.

5 **Attendance and Punctuality**

- A. Attendance is expected in all courses for which a student is registered and plays a major role in the student's success in the program
- B. Due to the importance of clinical education for the successful completion of this program, it is mandatory to complete all clinical education rotations unless excused by the faculty.
- C. Refer to the previously listed policies concerning absenteeism and lateness.

**COMMUNICABLE DISEASE POLICY**

Students exposed to or contracting a communicable disease must notify the Program Director and Clinical Coordinator immediately.

The Program Director and Clinical Coordinator will arrange a meeting with the student to discuss the situation of exposure and any follow-up which has occurred to date. The student will be counseled and will be recommended to organize an appointment with a physician for continued follow-up, analysis, and treatment as needed.

If the student is subsequently diagnosed as having a communicable disease, the following policy applies:

Student must notify Program Director and Clinical Coordinator immediately, and the student will be counseled in concert with the advice of the diagnosing physician. Counseling will be focused on the welfare of the student involved as well as individuals with whom he/she will be associated with educationally. Listed below are some of the most common communicable diseases or conditions which hospital workers might be exposed to or contract:

HIV/AIDS	Pneumonia
Chicken Pox	Meningococcal Disease
Mumps	Streptococcal Disease
Measles	Staph Positive Infections
Rubella	Poliomyelitis
Whooping Cough (Pertussis)	Typhoid Fever
Hepatitis A	Scabies
Hepatitis B	Pediculosis
Tuberculosis	Herpes
Salmonella	Gonococcal Disease
Food Poisoning	Syphilis

Draining lesions (such as super-infected poison ivy)  
 Diarrhea (of more than 24 hours' duration)  
 Conjunctivitis (infectious)

Should a student be diagnosed as having any of the above, or any other communicable disease, he/she must report such diagnosis to the Program Director and Clinical Coordinator.

In the event the student is unable to attend a clinical assignment because he/she has been diagnosed as having a communicable disease, the student is still required to make-up clinical time missed.

In the event of excessive absenteeism, the Clinical Coordinator will make every effort to schedule make-up clinic time. However, it may not be possible and may result in a failing grade.

### **HEPATITIS B VACCINATION POLICY**

All students enrolled in the clinical education phase of the Radiologic Technology Program will be required to provide evidence of vaccination against Hepatitis B. Any student unable to provide this documentation must sign a waiver of liability releasing Wallace College, Clinical affiliates, and agents from any responsibility from contraction of this disease.

### **HEALTH INSURANCE POLICY**

***ALL RADIOGRAPHY STUDENTS ARE STRONGLY ENCOURAGED TO PURCHASE HEALTH INSURANCE. THE CLINICAL EDUCATION CENTERS, WALLACE COLLEGE, AND THE RADIOLOGIC TECHNOLOGY PROGRAM ARE NOT RESPONSIBLE FOR ANY COST INCURRED DUE TO ILLNESS OR INJURY.***

**RADIOLOGIC TECHNOLOGY**  
**WALLACE COMMUNITY COLLEGE**  
**STUDENT PREGNANCY POLICY**

As a student radiographer, you may be exposed to more radiation than the general public. The Nuclear Regulatory Commission (NRC) Guide #8.13 has established a basic exposure limit for all occupationally exposed adults of 25 millirem per calendar quarter, e.g., (January February, & March) or 100 millirem per calendar year. Because it is required that radiation levels in the clinical facility be kept as low as reasonably achievable, there is no significant health risk to individual adult students.

The development of radiation exposure standards reflects sensitivity of cells to radiation damage. This radiation sensitivity is related to the reproductive activity of the cells: embryos and fetuses are more radiosensitive than children and adults; Because of the sensitivity of the unborn fetus, the National Council on Radiation Protection (NCRP), (Report Number 105, p. 13, 1989), has recommended that the dose equivalent limit to the unborn fetus from occupational radiation exposure of the expectant mother be limited to 500 millirem for the entire pregnancy.

IT IS THE OPTION OF THE STUDENT TO INFORM PROGRAM OFFICIALS OF HER PREGNANCY. IF THE STUDENT CHOOSES TO VOLUNTARILY INFORM PROGRAM OFFICIALS OF HER PREGNANCY, IT MUST BE IN WRITING AND INDICATE THAT YOU ARE A "DECLARED" PREGNANT STUDENT AND INDICATE THE EXPECTED DELIVERY DATE. IT IS THE STUDENT'S RIGHT TO RESCIND THE DECLARATION OF PREGNANCY (IN WRITING).

It is your responsibility to decide whether the exposure you may receive is sufficiently low to protect your unborn child. The advice of the radiation safety officer may be obtained to determine whether the radiation levels are high enough that the unborn child could receive 500 millirem or more before birth. The alternatives you might want to consider if you are now pregnant or expect to become pregnant include the following:

- a. You may continue in your current status as student radiographer without modification or interruption with the understanding that the radiation exposure to the fetus must be limited to 500 millirems during the 9-month gestation period. This option may be selected-only if prior badge readings indicate that less than 500 millirem should be accumulated over the 9-month period. You should reduce your exposure as much as possible by decreasing the amount *of time* you spend in the clinical radiation areas, increasing your *distance* from the radiation source, and using proper *shielding*.
- b. You could decide not to continue assignments or modify assignments in the areas where radiation is present which could affect your graduation date. Should you choose this option, you may ask the program director or clinical coordinator to reassign you to areas involving less exposure to radiation. Didactic and clinical schedules shall be modified to enable you to continue in the program while minimizing exposure to ionizing radiation.
- c. If the above options are not possible, you might consider taking a leave of absence until the child is born which, again, could affect your graduation date- You may also choose to withdraw from the program until such time as your physician permits you to return. You will be allowed to re-enter the program at the point in which you left, providing no more than one year has passed since the time you left or withdrew. If you desire to continue your education after one year has elapsed, you will have to re-apply for admission to the program.

Whatever alternative you select, you should do so without delay. The unborn fetus is more sensitive to radiation during the first three months of your pregnancy.

I have read and understand the above information and have received a copy of the NRC guide #8.13. I further understand the potential health risks to my unborn child should I become pregnant and choose to remain in the program.

\_\_\_\_\_  
 SSN

\_\_\_\_\_  
 Estimated Delivery Date  
 If Applicable

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

The following student has received a copy of the NRC guide #8.13 as indicated by her signature and date of receipt.

\_\_\_\_\_  
 RAD Program Director

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 RAD Clinical Coordinator

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

## RADIATION SAFETY POLICY

**All radiology students are to follow the ALARA concept. ALARA** is an acronym for **As Low As Reasonably Achievable**. This is a radiation safety principle for minimizing radiation doses and releases of radioactive materials by employing all *reasonable methods*. ALARA is not only a sound safety principle, but is a **regulatory requirement** for all radiation safety programs. **Students are prohibited from holding patients or image receptors during a radiographic exposure.**

### Dosimetry Monitors

Safety Precautions for Dosimetry Monitors:

Student Dosimeters are Luxel TLDs from MIRION Technologies

1. Never leave radiation monitor in an area where external radiation is being used.
2. Never expose radiation monitor to intense sunlight.
3. Never wash or dry radiation monitor.
4. Always remove radiation monitor before having any type of radiographic studies.
5. Most frequent cause of overexposure in x-ray department is holding patients. Restraining devices will be supplied - **HOLDING PATIENTS OR IMAGE RECEPTORS SHOULD NEVER OCCUR.**
6. Never place radiation monitor on top of television.

Radiation Monitoring Rules:

1. Each student is responsible for wearing the radiation monitors in the Clinical Education Center and in laboratory classes. No student will be allowed in the Clinical Education Center or in the laboratory classes without properly dated radiation monitors appropriately worn.
2. It is the responsibility of each student that if their monitor is lost or damaged, it must be reported to the Clinical Coordinator immediately so that a new monitor can be ordered. If the radiation monitor is lost or damaged and if there is no dosimetry device available for that individual, he/she must not continue to work in the Clinical Education Center where he/she may be exposed to radiation.
3. Each student is responsible for exchanging radiation monitors at the specified intervals in a timely manner. Monitors should be exchanged the first week of every second month. Monitors must be exchanged prior to the fifth day of every other month.
4. The Clinical Coordinator receives a dosimeter report from Flowers Hospital. It is the responsibility of each student to review their personal dosimetry report posted in the radiography building.
5. The reports are reviewed by the Clinical Coordinator and Radiation Safety Officer to ensure students do not exceed the maximum permissible dose to occupationally exposed persons.
6. The radiation report for a student must not exceed the maximum permissible dosage too occupationally exposed persons as established by state and federal agencies for radiologic health.

In-services will be held on proper exchange of radiation monitor for monitoring students.

A report of radiation dosage is received by the Wallace College Radiologic Technology Program from the Radiation Safety Officer from Flowers Hospital and Southeast Alabama Medical Center. This report is sent to the Clinical Coordinator.

The list is reviewed to identify students who exceed the minimum standards established for students in the Radiography Program. A student will be identified for counseling if his/her monthly radiation report equals/exceeds the following levels:

5 rems/year or 1250 Mr / Calendar term (Whole body deep)

75 rems/year or 18.75 Mr / Calendar term (Hands and forearms)

These persons will be listed with individual dosage quantities on a student report. This form will be typed and sent to the Program Director and Radiation Safety Officer. (The minimum standards will appear on the report as well.)

There will be a meeting between the student and Program faculty to determine reason(s) for the recorded dosage. A written summary of each counseling session will be filed in the student's program folder.

### **LEAD MARKER PLACEMENT POLICY**

Any second year Radiography student that accumulates five or more images that are not correctly marked will be suspended from the Clinical Education for a minimum of one (8 hr) day.

Any Clinical Education time missed due to suspension will be made up by the student on weekends, holidays, or before the end of current term. Make-up time will be arranged by the Clinical Coordinator. These suspensions will be treated as an unexcused absence.

Radiographs not properly marked are defined as:

Radiographs which the Radiography student presents to quality control and contains no lead marker visible on the image(s). Also images which have the lead marker representing the wrong anatomical side of the body. This also includes lead markers that were annotated on digital imaging systems.

The accumulation count will be conducted by Technologists, Clinical Instructors, Radiologists and Program Faculty. The accumulation count will be recorded in the student's Clinical Education Record Book.

### **PROFESSIONAL LIABILITY INSURANCE POLICY**

Professional liability insurance through the Wallace College Radiography Program is mandatory for all students registered for all radiography courses. This liability insurance cannot be waived.

This professional liability insurance policy is purchased through the Wallace College Business Office at a group rate. The current carrier of this policy is American Casualty Company of Reading, PA. This professional liability policy is for \$1,000,000 per occurrence, and \$3,000,000 aggregate coverage. The current rate is \$18.00 per student per semester. This cost will be assessed in addition to tuition and other College fees. This fee is subject to change in accordance with college policies and procedures.

The student will be notified by the institution prior to any policy cost change. Students who are employed by affiliating or other radiology facilities are not covered under this policy for employment practices.

### **STUDENT EMPLOYMENT POLICY**

At no point in the education of the radiologic technology students can employment interfere with clinical, laboratory, and/or didactic schedules.

Under no circumstances will student's Clinical Educational activities be substituted for inadequate staffing at the Clinical Education Centers.

Students who are employed by the Clinical Education Centers will not be given credit for work experience or compensated in any manner during Clinical Education hours. Moreover, no student will be given collegiate credit for experiences obtained during employment practices.

The Radiologic Technology Faculty closely monitors the clinical and didactic activities to ensure that non-educational related activities do not interfere with student progress.

## **SUBSTANCE ABUSE CONTROL POLICY FOR STUDENTS IN THE HEALTH SCIENCES**

### **I. Policy Purpose**

- A. Wallace Community College is a public educational institution of the State of Alabama and, as such, shall not allow on its premises, or at any activity it sponsors, the possession, use, or distribution of any alcoholic beverage or any illicit drug by any student or employee.
- B. As stipulated by agencies with which Wallace Community College contracts for clinical experiences, health program students and faculty must abide by agency policies, including the substance abuse control policy and any subsequent revisions to the policy.

### **II. Standards of Conduct and Enforcement Thereof**

- A. Any incident relating to alcohol or drug use by students should be reported to the Coordinator of Health Sciences.
- B. In the event of confirmation of such prohibited possession, use, or distribution by a student, Wallace Community College shall, within the scope of applicable federal and state due process requirements, take such administrative or disciplinary action as is appropriate. For a student, the disciplinary action may include, but is not limited to, program dismissal, college suspension or expulsion.
- C. If any student shall engage in any behavior prohibited by this policy, which is also a violation of Federal, State, or local law or ordinance, that student shall be subject to referral to law enforcement officials for arrest and prosecution.

### **III. General Guidelines**

- A. Policies governing substance abuse include pre-clinical drug screening, random drug screening, and reasonable cause drug screening, should the student exhibit behaviors indicative of substance abuse during their participation in courses and/or activities offered by Wallace Community College.
- B. Laboratory Requirements
  - 1. Drug screening will be conducted according to the guidelines established in the Mandatory Guidelines for Federal Workplace Drug Testing Programs.
  - 2. Laboratories certified by the Substance Abuse and Mental Health Services Administration, U. S. Department of Health and Human Services (HHS), will be used to perform confirmatory drug testing analysis.
- C. Persons to be Tested
  - 1. Any student admitted to a health science program at Wallace Community College will be required to abide by this substance abuse control policy.
  - 2. Any faculty member, whether full or adjunct, responsible for clinical supervision of students enrolled in a health science program at Wallace Community College will be required to abide by this policy.

### **IV. Student Guidelines**

- A. Pre-clinical Screening
  - 1. Students granted initial admission to any health science program at Wallace Community College will be provided information regarding and will be expected to adhere to the substance abuse control policy of Wallace Community College.
  - 2. Students transferring into a health science program, readmitting to a health science program, and/or enrolling in individual courses containing a clinical component will be provided information regarding and will be expected to adhere to the substance abuse control policy of Wallace Community College.

3. A signed consent to drug screening will be maintained on file for each health science student. Screening will be scheduled and conducted according to established guidelines at a cost agreed upon by laboratory facility and College representatives. Costs related to admission and random drug testing will be the responsibility of the student.
4. Students scheduled for random screening will be individually notified and required to report for testing at a designated location by a designated time.
5. Students failing to complete drug screening as required will be prohibited from participation in and completion of the clinical and/or laboratory component of required courses.
6. In accordance with policies found in the Wallace Community College Catalog/Student Handbook, students who are unable to complete course requirements due to positive drug screens will be allowed to withdraw from applicable courses.
7. Readmission to health science programs will follow guidelines established by each health program.

#### B. Reasonable-Suspicion Screening

1. While participating in clinical experiences and/or College activities, students may be required to submit to reasonable suspicion testing. Reasonable suspicion is defined as follows:

Observable phenomena, such as direct observation of drug use and/or the physical symptoms or manifestations of being under the influence of a drug; abnormal conduct or erratic behavior while in class or on the clinical unit; deterioration in performance; a report of drug use provided by reliable and credible sources which has been independently corroborated; evidence of tampering with a drug test; information that the individual has caused or contributed to an incident in a clinical agency; evidence of involvement in the use, possession, sale, solicitation, or transfer of drugs while on the premises of the College or a clinical agency.

2. Costs incurred for reasonable-suspicion screening will be the responsibility of the student involved.

#### C. Positive Screens

1. No student drug-screening sample will be reported as positive before a Certified Medical Review Officer has reviewed results.
2. Upon receipt of a positive drug screen notification, the College designee will counsel the student as to course/program eligibility status and treatment options.
3. Wallace Community College encourages students to seek professional help for a drug related problem. Follow-up treatment will be at the discretion of the student and all expenses incurred will be the responsibility of the student.
4. With exception of legal actions that require access to test results; all records will be secured in locked files with access limited only to stated College officials and his/her designees.

#### D. Readmission

1. Students withdrawing from a health science program due to a positive drug screen will be considered for readmission in accordance with standard guidelines stipulated by the applicable program and will have the same rights and responsibilities as those available to other students.
2. Prior to making application for readmission, students dismissed or withdrawing from a health science program related to a positive drug screen must submit verification of completion of a substance abuse treatment program to the appropriate College designee.

3. Students readmitted to a health science program following violation of policies aimed at substance abuse prevention for Wallace Community College will be required to submit to an unannounced drug screen at their own expense prior to finalization of the process.
4. Students readmitted to a health science program may repeat courses as guided by program policies and offerings.
5. Following readmission, a second positive drug screen will result in program dismissal and terminate all eligibility for readmission.

**WALLACE COMMUNITY COLLEGE  
DRUG SCREEN POLICY AGREEMENT**

In preparation for participation in clinical/laboratory activities of health science programs or other programs/activities requiring drug screening as outlined in the Wallace Community College Substance Abuse Control Policy, I hereby consent to submit to a urinalysis and/or other tests as shall be determined by Wallace Community College for the purpose of determining substance use. I agree that specimens for the tests will be collected in accordance with guidelines established in the Mandatory Guidelines for Federal Workplace Drug Testing Programs and as described in the Wallace Community College Substance Abuse Control Policy Guidelines.

I further agree to, and hereby authorize, the release of the results of said tests to the appropriate designee of Wallace Community College. All positive results will be reviewed by said College designee and followed by a confidential contact with me.

I understand that positive results indicating the current use of drugs and/or alcohol shall prohibit me from participating in clinical, laboratory, or other activities of health science programs requiring that I be drug free. I further understand that clinical/laboratory components of courses within health programs are required curriculum components and that an inability to attend said components may prevent or delay my program completion. I also understand that while participating in clinical activities within outside healthcare agencies, I will be subject to the same rules as the health care employees in said facilities.

I agree to hold harmless Wallace Community College and its designee/s and PrimeCare and its Medical Review Officer from any liability arising in whole or in part from the collection of specimens, testing, and use of the results from said tests in connection with excluding me from participation in clinical/laboratory activities.

I have carefully read the foregoing and fully understand its contents. I acknowledge that my signing of this consent and release form is a voluntary act on my part and that I have not been coerced by anyone to sign this document. A copy of this signed and dated document will constitute my consent for PrimeCare to perform the drug screen and to release the results to Wallace Community College.

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Signature

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Printed Name

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Date

## THE PATIENTS BILL OF RIGHTS

The American Hospital Association presents a Patients Bill of Rights with the expectation that observance of these rights will contribute to more effective patient care and greater satisfaction for the patient, his physician, and the hospital organization. Further, the Association presents these rights in the expectation that they will be supported by the hospital on behalf of its patients as an integral part of the healing process. It is recognized that a personal relationship between the physician and the patient is essential for the provision of proper medical care. The traditional physician-patient relationship takes on a new dimension when care is rendered within an organizational structure. Legal precedent has established that the institution itself also has a responsibility to the patient. It is in recognition of these factors that these rights are affirmed.

1. The patient has the right to considerate and respectful care.
2. The patient has the right to obtain from his/her physician complete and current information concerning his diagnosis, treatment, and prognosis in terms the patient can be reasonably expected to understand. When it is not medically advisable to give such information to the patient, the information should be made available to an appropriate person in his/her behalf. He/she has the right to know by name the physician responsible for coordinating his/her care.
3. The patient has the right to receive from his/her physician information necessary to give informed consent prior to the start of any procedure and/or treatment. Except in emergencies, such information for informed consent should include but not necessarily be limited to the specific procedure and/or treatment, the medically significant risks involved, and the probable duration of incapacitation. Where medically significant alternatives for care or treatment exist, or when the patient requests information concerning medical alternatives, the patient has the right to such information. The patient also has the right to know the name of the person responsible for the procedures and/or treatment.
4. The patient has the right to refuse treatment to the extent permitted by law, and to be informed of the medical consequences of his/her action.
5. The patient has the right to every consideration of his/her privacy concerning his/her own medical care program. Case discussion, consultation, examination, and treatment are confidential and should be conducted discreetly. Those not directly involved in his/her care must have the permission of the patient to be present.
6. The patient has the right to expect that all communications and records pertaining to his/her care should be treated as confidential.
7. The patient has the right to expect that within its capacity, a hospital must make reasonable response to the request of a patient for services. The hospital must provide evaluation, service, and/or referral as indicated by the urgency of the case. When medically permissible, a patient may be transferred to another facility only after he/she has received complete information and explanation concerning the needs for and alternatives to such a transfer. The institution to which the patient is to be transferred must first have accepted the patient for transfer.
8. The patient has the right to obtain information as to any relationship of his hospital to other health care and educational institutions insofar as his/her care is concerned. The patient has the right to obtain information as to the existence of any professional relationships among individuals, by name, which is treating him/her.
9. The patient has the right to be advised if the hospital proposes to engage in or perform human experimentation affecting his/her care or treatment. The patient has the right to refuse to participate in such research projects.

10. The patient has the right to expect reasonable continuity of care. He/she has the right to know in advance what appointment times and physicians are available and where. The patient has the right to expect that the hospital will provide a mechanism whereby he/she is informed by his/her physician or a delegate of the physician of the patient's continuing health-care requirements following discharge.
11. The patient has the right to examine and receive an explanation of his/her bill regardless of source of payment.
12. The patient has the right to know what hospital rules and regulations apply to his/her conduct as a patient.

No catalogue of rights can guarantee for the patient the kind of treatment he has a right to expect. A hospital has many functions to perform, including the prevention and treatment of disease, the education of both health professionals and patients, and the conduct of clinical research.

All these activities must be conducted with an overriding concern for the patient and, above all, the recognition of his dignity as a human being. Success in achieving this recognition assures success in the defense of the rights of the patient\*

\* "A Patient's Bill of Rights," American Hospital Association, Chicago, 1973. Reprinted with the permission of the American Hospital Association.

American Registry of Radiologic Technologists®

# Standards of Ethics

Last Revised: July 1, 2005

Published: July 1, 2005

## PREAMBLE

The *Standards of Ethics* of the American Registry of Radiologic Technologists shall apply solely to persons holding certificates from ARRT who either hold current registrations by ARRT or formerly held registrations by ARRT (collectively, "Registered Technologists"), and to persons applying for examination and certification by ARRT in order to become Registered Technologists ("Candidates"). Radiologic Technology is an umbrella term that is inclusive of the disciplines of radiography, nuclear medicine technology, radiation therapy, cardiovascular-interventional radiography, mammography, computed tomography, magnetic resonance imaging, quality management, sonography, bone densitometry, vascular-sonography, cardiac-interventional radiography, vascular-interventional radiography, breast sonography and radiologist assistant. The *Standards of Ethics* are intended to be consistent with the Mission Statement of ARRT, and to promote the goals set forth in the Mission Statement.

## A. CODE OF ETHICS

The Code of Ethics forms the first part of the *Standards of Ethics*. The Code of Ethics shall serve as a guide by which Registered Technologists and Candidates may evaluate their professional conduct as it relates to patients, health care consumers, employers, colleagues and other members of the health care team. The

Code of Ethics is intended to assist Registered Technologists and Candidates in maintaining a high level of ethical conduct and in providing for the protection, safety and comfort of patients. The Code of Ethics is aspirational.

1. The radiologic technologist conducts herself or himself in a professional manner, responds to patient needs and supports colleagues and associates in providing quality patient care.

2. The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.

3. The radiologic technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion, or socioeconomic status.

4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.

5. The radiologic technologist assesses situations; exercises care, discretion and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.

6. The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the

patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.

7. The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the health care team.

8. The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.

9. The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.

10. The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.

## B. RULES OF ETHICS

The Rules of Ethics form the second part of the *Standards of Ethics*. They are mandatory standards of minimally acceptable professional conduct for all present Registered Technologists and Candidates. Certification is a method of assuring the medical community and the public that an individual is qualified to

practice within the profession. Because the public relies on certificates and registrations issued by ARRT, it is essential that Registered Technologists and Candidates act consistently with these Rules of Ethics. These Rules of Ethics are intended to promote the protection, safety and comfort of patients. The Rules of Ethics are enforceable. Registered Technologists and Candidates engaging in any of the following conduct or activities, or who permit the occurrence of the following conduct or activities with respect to them, have violated the Rules of Ethics and are subject to sanctions as described hereunder:

1. Employing fraud or deceit in procuring or attempting to procure, maintain, renew, or obtain reinstatement of certification or registration as issued by ARRT; employment in radiologic technology; or a state permit, license, or registration certificate to practice radiologic technology. This includes altering in any respect any document issued by the ARRT or any state or federal agency, or by indicating in writing certification or registration with the ARRT when that is not the case.

2. Subverting or attempting to subvert ARRT's examination process. Conduct that subverts or attempts to subvert ARRT's examination process includes, but is not limited to:

(i) conduct that violates the security of ARRT examination materials, such as removing or attempting to remove examination materials from an examination room, or having unauthorized possession of any portion of or information concerning a future, current or previously administered examination of ARRT; or disclosing information concerning any portion of a future, current, or previously administered examination of ARRT; or disclosing what purports to be, or under all

circumstances is likely to be understood by the recipient as, any portion of or "inside" information concerning any portion of a future, current, or previously administered examination of ARRT;

(ii) conduct that in any way compromises ordinary standards of test administration, such as communicating with another Candidate during administration of the examination, copying another Candidate's answers, permitting another Candidate to copy one's answers, or possessing unauthorized materials; or

(iii) impersonating a Candidate or permitting an impersonator to take the examination on one's own behalf.

3. Convictions, criminal proceedings, or military court-martials as described below:

(i) Conviction of a crime, including a felony, a gross misdemeanor, or a misdemeanor, with the sole exception of speeding and parking violations. All alcohol and/or drug related violations must be reported. Offenses that occurred while a juvenile and that are processed through the juvenile court system are not required to be reported to ARRT.

(ii) Criminal proceeding where a finding or verdict of guilt is made or returned but the adjudication of guilt is either withheld, deferred, or not entered or the sentence is suspended or stayed; or a criminal proceeding where the individual enters a plea of guilty or nolo contendere (no contest),

(iii) Military court-martials that involve substance abuse, any sex-related infractions, or patient-related infractions.

4. Failure to report to the ARRT that:

(i) charges regarding the person's permit, license, or registration certificate to practice radiologic technology

or any other medical or allied health profession are pending or have been resolved adversely to the individual in any state, territory, or country, (including, but not limited to, imposed conditions, probation, suspension or revocation); or (ii) that the individual has been refused a permit, license, or registration certificate to practice radiologic technology or any other medical or allied health profession by another state, territory, or country.

5. Failure or inability to perform radiologic technology with reasonable skill and safety.

6. Engaging in unprofessional conduct, including, but not limited to:

(i) a departure from or failure to conform to applicable federal, state, or local governmental rules regarding radiologic technology practice; or, if no such rule exists, to the minimal standards of acceptable and prevailing radiologic technology practice;

(ii) any radiologic technology practice that may create unnecessary danger to a patient's life, health, or safety; or

(iii) any practice that is contrary to the ethical conduct appropriate to the profession that results in the termination from employment. Actual injury to a patient or the public need not be established under this clause.

7. Delegating or accepting the delegation of a radiologic technology function or any other prescribed health care function when the delegation or acceptance could reasonably be expected to create an unnecessary danger to a patient's life, health, or safety. Actual injury to a patient need not be established under this clause.

8. Actual or potential inability to practice radiologic technology with reasonable skill and safety to patients by reason of illness; use of alcohol, drugs,

chemicals, or any other material; or as a result of any mental or physical condition.

9. Adjudication as mentally incompetent, mentally ill, a chemically dependent person, or a person dangerous to the public, by a court of competent jurisdiction.

10. Engaging in any unethical conduct, including, but not limited to, conduct likely to deceive, defraud, or harm the public; or demonstrating a willful or careless disregard for the health, welfare, or safety of a patient. Actual injury need not be established under this clause.

11. Engaging in conduct with a patient that is sexual or may reasonably be interpreted by the patient as sexual, or in any verbal behavior that is seductive or sexually demeaning to a patient; or engaging in sexual exploitation of a patient or former patient. This also applies to any unwanted sexual behavior, verbal or otherwise, that results in the termination of employment. This rule does not apply to pre-existing consensual relationships.

12. Revealing a privileged communication from or relating to a former or current patient, except when otherwise required or permitted by law.

13. Knowingly engaging or assisting any person to engage in, or otherwise participating in, abusive or fraudulent billing practices, including violations of federal Medicare and Medicaid laws or state medical assistance laws.

14. Improper management of patient records, including failure to maintain adequate patient records or to furnish a patient record or report required by law; or making, causing or permitting anyone to make false, deceptive, or misleading entry in any

patient record.

15. Knowingly aiding, assisting, advising, or allowing a person without a current and appropriate state permit, license, or registration certificate or a current certificate of registration with ARRT to engage in the practice of radiologic technology, in a jurisdiction which requires a person to have such a current and appropriate state permit, license, or registration certificate or a current and appropriate certification of registration with ARRT in order to practice radiologic technology in such jurisdiction.

16. Violating a rule adopted by any state board with competent jurisdiction, an order of such board, or state or federal law relating to the practice of radiologic technology, or any other medical or allied health professions, or a state or federal narcotics or controlled substance law.

17. Knowingly providing false or misleading information that is directly related to the care of a former or current patient.

18. Practicing outside the scope of practice authorized by the individual's current state permit, license, or registration certificate, or the individual's current certificate of registration with ARRT.

19. Making a false statement or knowingly providing false information to ARRT or failing to cooperate with any investigation by ARRT or the Ethics Committee.

20. Engaging in false, fraudulent, deceptive, or misleading communications to any person regarding the individual's education, training, credentials, experience, or qualifications, or the status of the individual's state permit, license, or registration

certificate in radiologic technology or certificate of registration with ARRT.

21. Knowing of a violation or a probable violation of any Rule of Ethics by any Registered Technologist or by a Candidate and failing to promptly report in writing the same to the ARRT.

22. Failing to immediately report to his or her supervisor information concerning an error made in connection with imaging, treating, or caring for a patient. For purposes of this rule, errors include any departure from the standard of care that reasonably may be considered to be potentially harmful, unethical, or improper (commission). Errors also include behavior that is negligent or should have occurred in connection with a patient's care, but did not (omission). The duty to report under this rule exists whether or not the patient suffered any injury.

### **C. ADMINISTRATIVE PROCEDURES**

These Administrative Procedures provide for the structure and operation of the Ethics Committee; they detail procedures followed by the Ethics Committee and by the Board of Trustees of ARRT in handling challenges raised under the Rules of Ethics, and in handling matters relating to the denial of an application for certification (for reasons other than failure to meet the criteria as stated in Article II, Sections 2.03 and 2.04 of the *Rules and Regulations* of ARRT, in which case, there is no right to a hearing) or the denial of renewal or reinstatement of a registration. All Registered Technologists and Candidates are required to comply with these Administrative Procedures; the failure to cooperate with the Ethics Committee or the Board of Trustees in a proceeding on a challenge may be considered by the Ethics Committee and by the Board of

Trustees according to the same procedures and with the same sanctions as failure to observe the Rules of Ethics.

**1. Ethics Committee**  
**(a) Membership and Responsibilities of the Ethics Committee.**

The President, with the approval of the Board of Trustees, appoints at least three Trustees to serve as members of the Ethics Committee, each such person to serve on the Committee until removed and replaced by the President, with the approval of the Board of Trustees, at any time, with or without cause. The President, with the approval of the Board of Trustees, will also appoint a fourth, alternate member to the Committee. The alternate member will participate on the Committee in the event that one of the members of the Ethics Committee is unable to participate. The Ethics Committee is responsible for (1) investigating each alleged breach of the Rules of Ethics and determining whether a Registered Technologist or Candidate has failed to observe the Rules of Ethics in the Standards, and determining an appropriate sanction; and (2) periodically assessing the Code of Ethics, Rules of Ethics and Administrative Procedures in the Standards and recommending any amendments to the Board of Trustees.

**(b) The Chair of the Ethics Committee.** The President, with the approval of the Board of Trustees, appoints one member of the Ethics Committee as the Committee's Chair to serve for a term of two years as the principal administrative officer responsible for management of the promulgation, interpretation, and enforcement of the *Standards of Ethics*. The

President may remove and replace the Chair of the Committee, with the approval of the Board of Trustees, at any time, with or without cause. The Chair presides at and participates in meetings of the Ethics Committee and is responsible directly and exclusively to the Board of Trustees, using staff, legal counsel, and other resources necessary to fulfill the responsibilities of administering the *Standards of Ethics*.

**(c) Preliminary Screening of Potential Violation of the Rules of Ethics.** The Chair of the Ethics Committee shall review each alleged violation of the Rules of Ethics that is brought to the attention of the Ethics Committee. If in the sole discretion of the Chair (1) there is insufficient information upon which to base a charge of a violation of the Rules of Ethics, or (2) the allegations against the Registered Technologist or Candidate are patently frivolous or inconsequential, or (3) the allegations if true would not constitute a violation of the Rules of Ethics; the Chair may summarily dismiss the matter. The Chair may be assisted by staff and/or legal counsel of ARRT. The Chair shall report each such summary dismissal to the Ethics Committee.

**(d) Alternative Dispositions.** At the Chair's direction and upon request, the Executive Director of ARRT shall have the power to investigate allegations and to enter into negotiations with the Registered Technologist or Candidate regarding the possible settlement of an alleged violation of the Rules of Ethics. The Executive Director may be assisted by staff members and/or legal counsel of ARRT. The Executive Director is not empowered to enter into a binding settlement, but rather may recommend a proposed

settlement to the Ethics Committee. The Ethics Committee may accept the proposed settlement, make a counterproposal to the Registered Technologist or Candidate, or reject the proposed settlement and proceed under these Administrative Procedures.

**(e) Summary Suspensions.** If an alleged violation of the Rules of Ethics involves the occurrence, with respect to a Registered Technologist, of an event described in paragraph 3 of the Rules of Ethics, or any other event that the Ethics Committee determines would, if true, potentially pose harm to the health, safety, or well being of any patient or the public, then, notwithstanding anything apparently or expressly to the contrary contained in these Administrative Procedures, the Ethics Committee may, without prior notice to the Registered Technologist and without a prior hearing, summarily suspend the registration of the Registered Technologist pending a final determination under these Administrative Procedures with respect to whether the alleged violation of the Rules of Ethics in fact occurred. Within five working days after the Ethics Committee summarily suspends the registration of a Registered Technologist in accordance with this provision, the Ethics Committee shall, by certified mail, return receipt requested, give to the Registered Technologist written notice that describes (1) the summary suspension, (2) the reason or reasons for it, and (3) the right of the Registered Technologist to request a hearing with respect to the summary suspension by written notice to the Ethics Committee, which written notice must be received by the Ethics Committee not later than 15 days after the date of the written notice of summary suspension by the Ethics Committee to the Registered Technologist. If the Registered

Technologist requests a hearing in a timely manner with respect to the summary suspension, the hearing shall be held before the Ethics Committee or a panel comprised of no fewer than three members of the Ethics Committee as promptly as practicable, but in any event within 30 days after the Ethics Committee's receipt of the Registered Technologist's request for the hearing. The applicable provisions of paragraph 2 of these Administrative Procedures shall govern all hearings with respect to summary suspensions, except that neither a determination of the Ethics Committee, in the absence of a timely request for a hearing by the affected Registered Technologist, nor a determination by the Ethics Committee or a panel following a timely requested hearing is appealable to the Board of Trustees.

## 2. Hearings

Whenever the ARRT proposes to take action in respect to the denial of an application for certification (for reasons other than failure to meet the criteria as stated in Article II, Sections 2.03 and 2.04 of the *Rules and Regulations* of ARRT, in which case there is no right to a hearing) or of an application for renewal or reinstatement of a registration, or in connection with the revocation or suspension of a certificate or registration, or the censure of a Registered Technologist for an alleged violation of the Rules of Ethics, it shall give written notice thereof to such person, specifying the reasons for such proposed action. A Registered Technologist or a Candidate to whom such notice is given shall have 30 days from the date the notice of such proposed action is mailed to make a written request for a hearing. The written request for a hearing must be accompanied by a

nonrefundable hearing fee in the amount of \$100. In rare cases, the hearing fee may be waived, in whole or in part, at the sole discretion of the Ethics Committee. Failure to make a written request for a hearing and to remit the hearing fee (unless the hearing fee is waived in writing by the ARRT) within such period shall constitute consent to the action taken by the Ethics Committee or the Board of Trustees pursuant to such notice. A Registered Technologist or a Candidate who requests a hearing in the manner prescribed above shall advise the Ethics Committee of his or her intention to appear at the hearing. A Registered Technologist or a Candidate who requests a hearing may elect to appear by a written submission which shall be verified or acknowledged under oath. Failure to appear at the hearing or to supply a written submission in response to the charges shall be deemed a default on the merits and shall be deemed consent to whatever action or disciplinary measures which the Ethics Committee determines to take. Hearings shall be held at such date, time, and place as shall be designated by the Ethics Committee or the Executive Director. The Registered Technologist or the Candidate shall be given at least 30 days' notice of the date, time, and place of the hearing. The hearing is conducted by the Ethics Committee with any three or more of its members participating, other than any member of the Ethics Committee whose professional activities are conducted at a location in the approximate area of the Registered Technologist or the Candidate in question. In the event of such disqualification, the President may appoint a Trustee to serve on the Ethics Committee for the sole purpose of participating in the hearing and rendering a decision. At the hearing, ARRT shall present the charges against the Registered

Technologist or Candidate in question, and the facts and evidence of ARRT in respect to the basis or bases for the proposed action or disciplinary measure. The Ethics Committee may be assisted by legal counsel. The Registered Technologist or Candidate in question, by legal counsel or other representative if he or she desires (at the sole expense of the Registered Technologist or Candidate in question), shall have the right to call witnesses, present testimony, and be heard in his or her own defense; to hear the testimony of and cross-examine any witnesses appearing at such hearing; and to present such other evidence or testimony as the Ethics Committee shall deem appropriate to do substantial justice. Any information may be considered which is relevant or potentially relevant. The Ethics Committee shall not be bound by any state or federal rules of evidence. A transcript or an audio recording of the hearing is made. The Registered Technologist or Candidate in question shall have the right to submit a written statement at the close of the hearing. In a case where ARRT proposes to take action in respect to the denial of an application for certification (for reasons other than failure to meet the criteria as stated in Article II, Sections 2.03 and 2.04 of the *Rules and Regulations* of the ARRT) or the denial of renewal or reinstatement of a registration, the Ethics Committee shall assess the evidence presented at the hearing and make its decision accordingly, and shall prepare written findings of fact and its determination as to whether grounds exist for the denial of an application for certification or renewal or reinstatement of a registration, and shall promptly transmit the same to the Board of Trustees and to the Registered Technologist or Candidate in question. In the case of alleged violations of the Rules of Ethics by a Registered

Technologist, the Ethics Committee shall assess the evidence presented at the hearing and make its decision accordingly, and shall prepare written findings of fact and its determination as to whether there has been a violation of the Rules of Ethics and, if so, the appropriate sanction, and shall promptly transmit the same to the Board of Trustees and to the Registered Technologist in question. Potential sanctions include denial of renewal or reinstatement of a registration with ARRT, revocation or suspension of a certification or registration or both with ARRT, or the public or private reprimand of a Registered Technologist. Unless a timely appeal from any findings of fact and determination by the Ethics Committee is taken to the Board of Trustees in accordance with paragraph 3 below, the Ethics Committee's findings of fact and determination in any matter (including the specified sanction) shall be final and binding upon the Registered Technologist or Candidate in question.

### 3. Appeals

Except as otherwise noted in these Administrative Procedures, the Registered Technologist or Candidate may appeal any decision of the Ethics Committee to the Board of Trustees by submitting a written request for an appeal within 30 days after the decision of the Ethics Committee is mailed.

American Registry of  
Radiologic Technologists®  
1255 Northland Drive  
St. Paul MN 55120  
(651) 687-0048, ext. 580

The written request for an appeal must be accompanied by a nonrefundable appeal fee in the amount of \$250. In rare cases, the appeal fee may be waived, in whole or in part, at the sole

discretion of the Ethics Committee. In the event of an appeal, those Trustees who participated in the hearing at the Ethics Committee shall not participate in the appeal. The remaining members of the Board of Trustees shall consider the decision of the Ethics Committee, the files and records of ARRT applicable to the case at issue, and any written appellate submission of the Registered Technologist or Candidate in question, and shall determine whether to affirm or to overrule the decision of the Ethics Committee or to remand the matter to the Ethics Committee for further consideration. In making such determination to affirm or to overrule, findings of fact made by the Ethics Committee shall be conclusive if supported by any evidence. The Board of Trustees may grant re-hearings, hear additional evidence, or request that ARRT or the Registered Technologist or the Candidate in question provide additional information, in such manner, on such issues, and within such time as it may prescribe. All hearings and appeals provided for herein shall be private at all stages. It shall be considered an act of professional misconduct for any Registered Technologist or Candidate to make an unauthorized publication or revelation of the same, except to his or her attorney or other representative, immediate superior, or employer.

### 4. Publication of Adverse Decisions

Final decisions that are adverse to the Registered Technologist or Candidate will be communicated to the appropriate authorities of all states and provided in response to inquiries into a person's registration status. ARRT shall also have the right to publish any adverse decisions and the reasons therefore. For purposes of this

paragraph, a "final decision" means and includes: a determination of the Ethics Committee relating to a summary suspension, if the affected Registered Technologist does not request a hearing in a timely manner; a non-appealable decision of the Ethics Committee or a panel relating to a summary suspension that is issued after a hearing on the matter; an appealable decision of the Ethics Committee from which no timely appeal is taken; and, in a case involving an appeal of an appealable decision of the Ethics Committee in a matter, the decision of the Board of Trustees in the matter.

### 5. Procedure to Request Removal of a Sanction

Unless a sanction imposed by ARRT specifically provides for a shorter or longer term, it shall be presumed that a sanction may only be reconsidered after at least three years have elapsed since the sanction first became effective. At any point after a sanction first becomes eligible for reconsideration, the individual may submit a written request ("Request") to ARRT asking the Ethics Committee to remove the sanction. The Request must be accompanied by a nonrefundable fee in the amount of \$250. A Request that is not accompanied by the fee or which is submitted before the matter is eligible for reconsideration will be returned to the individual and will not be considered. In rare cases, the fee may be waived, in whole or in part, at the sole discretion of the Ethics Committee. The Request, the fee, and all documentation in support of the Request must be received by ARRT at least 45 days prior to a meeting of the Ethics Committee in order to be included on the agenda of that meeting. If the Request is received less than 45 days before the meeting, the Request will be held until the following meeting. The Ethics Committee typically meets

three times a year. The individual is not entitled to make a personal appearance before the Ethics Committee in connection with a request to remove a sanction. Although there is no required format, the Request must include compelling reasons justifying the removal of the sanction. It is recommended that the individual demonstrate at least the following: (1) an understanding of the reasons for the sanction, (2) an understanding of why the action leading to the sanction was felt to warrant the sanction imposed, and (3) detailed information demonstrating that his or her behavior has improved and similar activities will not be repeated. Letters of recommendation from individuals who are knowledgeable about the person's current character and behavior, including efforts at rehabilitation, are advised. If a letter of recommendation is not on original letterhead or is not duly notarized, the Ethics Committee shall have the discretion to ignore that letter of recommendation. Removal of the sanction is a prerequisite to applying for reinstatement of certification and registration. If the Ethics Committee, in the exercise of its sole discretion, removes the sanction, the individual will be allowed to pursue reinstatement via the policies and procedures in place at that time, which may require the individual to take and pass the current certification examination. There is a three-attempt limit for passing the examination and a three-year limit within which the three attempts must be completed. Individuals requesting reinstatement will not be allowed to report CE credits completed while under sanction in order to meet the CE requirements for Registration ARRT reserves the right to change its policies and procedures from time to time and without notice to anyone who is under a sanction or is in the process of seeking to remove a sanction.

If the Ethics Committee denies removal of the sanction, the decision is not subject to a hearing or to an appeal, and the Committee will not reconsider removal of the sanction for as long as is directed by the Committee.

#### BILL OF RIGHTS

- The patient has the right to considerate and respectful care.
- The patient has the right and is encouraged to obtain from physicians and other direct caregivers relevant, current, and understandable information about his or her diagnosis, treatment, and prognosis.
- Except in emergencies when the patient lacks the ability to make decisions and the need for treatment is urgent, the patient is entitled to a chance to discuss and request information related to the specific procedures and/or treatments available, the risks involved, the possible length of recovery, and the medically reasonable alternatives to existing treatments along with their accompanying risks and benefits.
- The patient has the right to know the identity of physicians, nurses, and others involved in his or her care, as well as when those involved are students, residents, or other trainees. The patient also has the right to know the immediate and long-term financial significance of treatment choices insofar as they are known.
- The patient has the right to make decisions about the plan of care before and during the course of treatment and to refuse a recommended treatment or plan of care if it is permitted by law and hospital policy. The patient also has the right to be informed of the medical consequences of this action. In case of such refusal, the patient is still entitled to appropriate care and services that the hospital provides or to be transferred to another hospital. The hospital should notify patients of any policy at the other hospital that might affect patient choice.
- The patient has the right to have an advance directive (such as a living will, health care proxy, or durable power of attorney for health care) concerning treatment or designating a surrogate decision-maker and to expect that the hospital will honor that directive as permitted by law and hospital policy.
- Health care institutions must advise the patient of his or her rights under state law and hospital policy to make informed medical choices, must ask if the patient has an advance directive, and must include that information in patient records. The patient has the right to know about any hospital policy that may keep it from carrying out a legally valid advance directive.
- The patient has the right to privacy. Case discussion, consultation, examination, and treatment should be conducted to protect each patient's privacy.
- The patient has the right to expect that all communications and records pertaining to his/her care will be treated confidentially by the hospital, except in cases such as suspected abuse and public health hazards when reporting is permitted or required by law. The patient has the right to expect that the hospital will emphasize confidentiality of this information when it

releases it to any other parties entitled to review information in these records.

- The patient has the right to review his or her medical records and to have the information explained or interpreted as necessary, except when restricted by law.
- The patient has the right to expect that, within its capacity and policies, a hospital will make reasonable response to the request of a patient for appropriate and medically indicated care and services. The hospital must provide evaluation, service, and/or referral as indicated by the urgency of the case. When medically appropriate and legally permissible, or when a patient has so requested, a patient may be transferred to another facility. The institution to which the patient is to be transferred must first have accepted the patient for transfer. The patient also must have the benefit of complete information and explanation concerning the need for, risks, benefits, and alternatives to such a transfer.
- The patient has the right to ask and be told of the existence of any business relationship among the hospital, educational institutions, other health care providers, and/or payers that may influence the patient's treatment and care.
- The patient has the right to consent to or decline to participate in proposed research studies or human experimentation or to have those studies fully explained before they consent. A patient who declines to participate in research or

experimentation is still entitled to the most effective care that the hospital can otherwise provide.

- The patient has the right to expect reasonable continuity of care and to be informed by physicians and other caregivers of available and realistic patient care options when hospital care is no longer appropriate.
- The patient has the right to be informed of hospital policies and practices that relate to patient care treatment, and responsibilities. The patient has the right to be informed of available resources for resolving disputes, grievances, and conflicts, such as ethics committees, patient representatives, or other mechanisms available in the institution. The patient has the right to be informed of the hospital's charges for services and available payment methods.

The collaborative nature of health care requires that patient and/or their families and surrogates participate in their care. The effectiveness of care and patient satisfaction with the course of treatment depends, in part, on the patient's fulfilling certain responsibilities:

- Patients are responsible for providing information about past illnesses, hospitalizations, medications, and other health-related matters.
- Patients must take responsibility for requesting additional information or clarification about their health status or treatment when they do not fully understand the current information or instructions.

- Patients are responsible for making sure that the health care institution has a copy of their written advance directive if they have one.
- Patients are responsible for informing their physicians and other caregivers if they anticipate problems in following prescribed treatment.
- Patients also should be aware that the hospital has to be reasonably efficient and equitable in providing care to other patients and the community. The hospital's rules and regulations are designed to help the hospital meet this obligation.
- Patients and their families are responsible for being considerate of and making reasonable accommodations to the needs of the hospital, other patients, medical staff, and hospital employees.
- Patients are responsible for providing necessary information for insurance claims and for working with the hospital as needed to make payment arrangements.
- A patient's health depends on much more than health care services. Patients are responsible for recognizing the impact of their lifestyles on their personal health.

***Last revised: Dec 11, 2003  
Date of last revision  
Please send comments to  
[kellogg@is.dal.ca](mailto:kellogg@is.dal.ca)***

**ASRT Code of Ethics**  
(American Society of Radiologic Technologists)

**Preamble**

Ethical professional conduct is expected of every member of the American Society of Radiologic Technologists and every individual registered by the American Registry of Radiologic Technologists. As a guide, the ASRT and the ARRT have issued a code of ethics for their members and registrants. By following the principles embodied in this code, radiologic technologists will protect the integrity of the profession and enhance the delivery of patient care.

Adherence to the code of ethics is only one component of each radiologic technologist's obligation to advance the values and standards of their profession. Technologists also should take advantage of activities that provide opportunities for personal growth while enhancing their competence as caregivers. These activities may include participating in research projects, volunteering in the community, sharing knowledge with colleagues through professional meetings and conferences, serving as an advocate for the profession on legislative issues and participating in other professional development activities.

By exhibiting high standards of ethics and pursuing professional development opportunities, radiologic technologists will demonstrate their commitment to quality patient care.

**Code of Ethics**

The radiologic technologist conducts himself or herself in a professional manner, responds to patient needs and supports colleagues and associates in providing quality patient care.

The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.

The radiologic technologist delivers patient care and service unrestricted by concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion or socio-economic status.

The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purpose for which they were designed and employs procedures and techniques appropriately.

The radiologic technologist assesses situations; exercises care, discretion and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.

The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.

The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice and demonstrates expertise in minimizing radiation exposure to the patient, self and other members of the health care team.

The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.

The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy and reveals confidential information only as required by law or to protect the welfare of the individual or the community.

The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues and investigating new aspects of professional practice.

## CAMPUS REGULATIONS

As stated in the Wallace College Student Handbook/Catalog,  
Sanctions and Appeals process is as follows:

### **Code of Student Conduct**

As members of the learning community at the institution, students have a number of rights, privileges, and responsibilities. Those rights and privileges include the right to sound and professionally presented instructional programs and the right to due process in instances involving disciplinary actions or academic grievances. The Code of Student Conduct is the standard of conduct by which students and organizations are expected to abide. They shall be aware of the Code and know they will be held accountable for its provisions. By enrollment at the College, a student or organization neither relinquishes rights nor escapes responsibilities of local, state, or federal laws and regulations. The College has an interest in maintaining a campus environment that is conducive to the educational mission in addition to the safety, health, and well-being of all students and other individuals on campus. Students and organizations are obligated to abide by the rules and policies established by the College. Students at the College are considered responsible adults, serious of purpose, and enrolled for the primary purpose of furthering educational goals. It is assumed that students enrolling at the College are mature, have a desire for constructive learning, and are attending with that purpose in mind. Common courtesy and cooperation are expected of all students. Interference, injury, or intentional attempt to injure or interfere with the personal or property rights of any person, whether a student member of the College community or a visitor to the College, is strictly prohibited.

**Note: Faculty and staff members (including College counselors) and students should note that any expectation of confidentiality does not include any illegal act. Faculty and staff members (including College counselors) are required to notify law enforcement and College officials when they learn of a criminal act.**

**Application.** The Code of Student Conduct applies to individual students and student organizations and is applicable to on- and off-campus College functions. Any student or group involved in unacceptable or prohibited conduct shall be disciplined in a manner commensurate with the nature and severity of the act of misconduct. Any indication of facts that could cause imminent danger or harm to the health, safety, and welfare of the accused, students, faculty members, other individuals, or College property, or any indication of mental or physical harassment of students (hazing) by an organization or student may result in immediate interim suspension of the organization or student by the designated College official on each campus. This interim suspension may continue only for a period of 72 hours until such time as a disciplinary hearing is held to consider the matter. Imposition of the sanctions stated above may be stayed pending appeal, at the discretion of the President of the College, on written request by the student or organization.

**Misconduct.** Student conduct is expected to be in accordance with standards of common decency and decorum, with recognition of and respect for personal and property rights of others and the educational mission of the College. A student shall be subject to disciplinary action by the College, up to and including permanent expulsion, for misconduct on any property owned or controlled by the College; or off College property at any function that is authorized, sponsored, or conducted by the College; or in parking lots adjacent to areas or buildings where College functions are being conducted. Such misconduct shall include, but is not limited to, the commission of or attempt to commit any of the following acts:

01. Any form of dishonesty including cheating, knowingly furnishing false information to the members of the College faculty or to any other officer or employee of the College, and alteration or use of College documents instruments of identification with intent to defraud (cheating is defined as dishonesty in completing academic assignments, such as having in one's possession materials other than those specifically approved by one's instructor during tests; submission of work that was prepared by someone else to an instructor as one's own

work; plagiarism, representation of someone else's writing or ideas as one's own; and assistance in the foregoing practices). Plagiarism is the act of using the words and/or work of another author and attempting to pass it on as one's own work. Examples of plagiarism include, but are not limited to, a student's submitting, under his/her own name, an essay, report, research paper, or some other assignment that has been written in part or in whole by another person. Plagiarism also occurs when a pattern exists of failing to document and punctuate materials from research sources appropriately (as designated by the instructor and the research style that the instructor requires and publishes to his/her students) and/or the consistent failure to document accurately and in proper style any material that is not common knowledge, which the student has included in an assignment.

02. Forging, altering, or misusing College documents, records, or identification.
03. Issuing a worthless check made payable to the College or to its Bookstore. A student will be notified by the Business Office when a check for tuition, books, fees, or other charges is returned for insufficient funds. The student will have 72 hours in which to satisfy that obligation. If the obligation is not satisfied in that time the student's enrollment will be voided.
04. Failure to properly comply with any reasonable direction given by a College official acting within the capacity and performance of his/her position.
05. Violation of written College rules, policies, or regulations.
06. Obstruction or disruption of teaching, research, administration, service, disciplinary procedures or policies and/or procedures of clinical affiliates while at their sites, other College activities, or other activities on College premises. An instructor has the obligation to maintain order in the classroom to preserve the integrity of the learning environment. If a student's behavior disturbs or otherwise interferes with instruction, the student will be asked to leave the class. The student may be allowed to return to the next class meeting after consultation with the instructor and a third party. The third party may be another faculty member, division director, or a dean. The instructor may have a consultation with the division director and the Dean, Student Affairs and Sparks Campus to determine if the student should appear before the Judiciary Committee.
07. Destruction, damage, or misuse of College, public, or private property (the student is responsible for any damage done to College property).
08. Conduct in violation of federal or state statutes or local ordinances that threatens the health and/or safety of the College community or that could adversely affect the educational environment of the College.
09. Conviction of any misdemeanor or felony that adversely affects the educational environment of the College.
10. Obtaining College services by false pretenses including, but not limited to, misappropriation or conversion of College funds, supplies, equipment, labor, material, space, facilities, or services.
11. Hazing, i.e., any mental or physical requirement or obligation placed on a person by a member of any organization, or by an individual or group of individuals that could cause discomfort, pain, or injury or that violates any legal statute or College rule, regulation, or policy. **Hazing** has been defined as, but is not limited to, striking, laying open hand on, treating with violence, or offering to do bodily harm to a person with intent to punish or injure the individual, or other treatment of a tyrannical, abusive, shameful, insulting, or humiliating nature. Hazing is any action taken or situation created, whether on or off College premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule, including servitude often called *personal favors*. The College does not approve of or condone hazing; thus, activities of this nature shall be dealt with promptly and sternly.
12. Lewd, obscene, licentious, or indecent conduct or verbal or written threat of such action against another person, **including sexual harassment/misconduct**.
13. Harassment, intimidation, bribery, physical assault, etc., or any other means, implied or explicit, to influence any member of a judicial body named in the Code, including witnesses, faculty members, staff members, and students before, during, or after a hearing. Organizations shall be responsible for the actions of their individual members, alumni, advisors, etc. in this type of situation.
14. Possession of firearms or weapons (including hunting guns, bows, crossbows, etc.), ammunition, explosives, fireworks, or any other dangerous instruments.

15. Intoxication from, or the possession and/or consumption of, any alcoholic beverage or non-prescribed controlled substance.
16. Unauthorized manufacture, sale, delivery, or possession of any drug or drug paraphernalia defined as illegal under local, state, or federal law.
17. Theft, accessory to theft, and/or possession and/or transportation and/or sale of stolen property.
18. Physical abuse, threat of violence, intimidation, and physical or mental harassment.
19. Trespassing or unauthorized entry.
20. Entering false fire alarms, tampering with fire extinguishers, alarms, or other safety equipment.
21. Publishing, aiding in publishing, circulating, or aiding in circulation of anonymous publications or petitions of a libelous, slanderous, scurrilous, or unduly offensive nature.
22. Smoking or using any tobacco product in classrooms, laboratories, library-media buildings, gymnasiums, or other locations where prohibited (including clinical sites).
23. Playing a device such as a tape player, radio, or other electronic device in hallways, classrooms, or any other place where such activity would interfere with normal activity of the College.
24. Any form of illegal activity defined by state or federal law or municipal ordinance.
25. Disruptive or disorderly conduct that interferes with the rights and opportunities of those who attend the College to use and enjoy College facilities.
26. Failure to obtain clearance from an instructor to leave a class, lab, clinical, or campus during class/clinical hours.
27. Failure to wear appropriate dress for the department in which the student is enrolled.
28. Participation in any form of gambling.
29. Unauthorized possession of a key to any College facility or vehicle.

If a student violates any of the provisions listed above while engaged as a representative of a student organization, the organization will be subject to having its approval suspended or terminated.

### **STUDENT ACADEMIC GRIEVANCES**

**Policy.** The College has established policies and procedures to resolve student academic grievances that result from the acts or omissions of faculty members or administrators. This resolution should be achieved at the lowest level and in the most equitable way possible. The burden of proof rests with the complainant.

**Procedures.** When students believe they have an academic grievance, they should first seek to resolve it by discussions with the faculty member or administrator involved. If these discussions are not satisfactory, the complaint should be taken to the next highest level listed in the following procedure. If the grievance arises from a classroom situation, students should take the following steps in seeking redress:

1. Consult with the instructor involved, in person or by written contact, no later than 12 calendar days following the incident.
  2. If agreement on or compromise of the problem is not achieved within 3 days, take the grievance to the appropriate Division Director.
  3. If agreement on or compromise of the problem is not achieved within 3 days, take the grievance to the appropriate Instructional Coordinator.
  4. If still not satisfied that a fair and equitable solution has been found within 3 days, take academic grievances to the Dean, Instructional Affairs. If still not satisfied, move to step 5.
  5. The student should read the Judgments section of this policy carefully before contacting the Dean, Student Affairs for a hearing before the Admissions and Academic Standards Committee.
- As a last resort and only after steps 1-5 have been carried out or conscientiously attempted, a student may take a grievance in writing to the Dean, Student Affairs and the chairperson of the Admissions and Academic Standards Committee. The grievance must be filed within 20 class days of the term following that in which the

grievance occurred. No instructor or administrator shall be allowed to delay resolution of an academic grievance by failing to hold a consultation with a student within a reasonable length of time of the initial request. Normally such consultation should occur immediately after receipt of the student request, unless bona fide reasons such as illness, personal emergency, or campus absences for professional reasons make the time limit unreasonable. In some instances, when the personalities or problem involved would make starting at the level of the complaint too awkward or embarrassing; students may initiate a complaint at the next higher level listed.

**Types of Grievances.** No list of grievance types could cover all contingencies that might arise. However, this procedure should be able to resolve the following types of grievances, which are among those expressed most often by students:

1. Errors in calculating or recording quiz or other grades.
2. Improper lowering of grade on basis of an alleged violation of an attendance policy.
3. Failure of a faculty member to follow College policies in conduct of classes or examinations.
4. Capricious or unreasonable actions by a faculty member or administrator that intimidate students or adversely affect their performance.
5. Failure of a faculty member to grade, return, and discuss assigned work within a reasonable time, e.g. before subsequent assigned work is scheduled for completion or before a subsequent examination.
6. Failure of a faculty member to provide student with copies of grading policies, course requirements, course procedures, and changes in announced policies without due notice and explanation. Certain types of grievances should not be brought to the committee, although they may be brought to the attention of the Department Chairperson and, if necessary, the appropriate dean so that a continuing administrative effort may be made to ameliorate problems. Examples of these grievances include:

Gross differences in grading by instructors teaching separate sections of the same course.  
Personal habits of the instructor that distract students in their attempts to learn course material.

- Fine distinctions in grading (e.g., the line between an "A" and a "B," or between a "D" and an "F") may be appealed only to the instructor.
- Unannounced quizzes will not be considered a grievance, unless they are contrary to the class syllabus or information provided to the class by the instructor.

**Role of the Admissions and Academic Standards Committee.** There shall be 9 voting members of one or more academic standard committees to be appointed by the President of the College as follows: 7 professional employees and 2 students. A simple majority of members present may rule on any request or issue before the committee. The role of the Admissions and Academic Standards Committee shall be to hear academic grievances, to hear academic appeals for students who have been suspended from the College for academic reasons, and to provide input on College policies. The chairperson shall be the administrative officer of the committee. The chairperson's duties shall include arranging for appropriate times and places for committee meetings and hearings; informing committee members of the times and places of committee meetings and hearings; informing, in writing, all interested parties of the times and places of committee hearings that they are requested to attend and supplying them with a statement of alleged grievances; informing all other interested parties that a grievance is pending; securing and distributing to the committee written material appropriate for its consideration; arranging for recording of committee proceedings; maintaining committee records that are to be kept on permanent file in the Office of the Dean, Student Affairs; and informing, in writing, appropriate individuals of the decisions of the committee. Members of the committee may at any time disqualify themselves from consideration of any given case or cases because of personal bias. In such a case, a replacement member will be appointed by the President. Either party to the hearing may request of the chairperson, in writing, that any member or members of the committee be excluded from consideration of the case. Such a request must be for just cause and be brought to the chairperson's attention as the first step in the hearing. In the event a member is disqualified by majority vote of the committee from consideration of a case, the President shall appoint a replacement. The replacement must meet the general requirements of regular committee members.

**Procedures for Hearing.** Each Admissions and Academic Standards Committee may establish and publish its own procedures in accordance with provisions for academic due process and in accordance with the stipulation stated below: The only people present at meetings of the committee shall be committee members, parties to the action being considered by the committee and their representatives (not to exceed 2), witnesses actually testifying before the committee, and 2 representatives of the Student Affairs Division. The College and the complainant may have an attorney present during the hearing. The attorneys may only advise. They may not cross examine, question, or address the committee in any way. The committee, as a whole, shall arrange for a swift and comprehensive investigation of the matter under consideration. It shall then decide, on the basis of written statements and discussions presented by the complainant and respondent, and review of evidence, whether or not there are sufficient grounds to hear a case and whether or not the committee will accept written statements in lieu of personal appearances by witnesses. If the committee decides that there are not sufficient grounds to hear a case and closes the case, it shall notify the complainant and respondent in writing as to the reasons for its actions. If the committee determines that the case merits further consideration, the parties involved shall be informed in writing; consulted as to the possibility of correcting the situation; and, if a hearing is still required, be advised in writing of the scheduled time and place of the hearing. At the hearing, the complainant, individuals directly involved, and witnesses may testify and be questioned by the opposite party and committee members. Only evidence presented in the hearings may be considered in the final judgment. Written statements by witnesses in lieu of personal appearance shall not be allowed except in rare instances. A record of the hearing, tape recorded or otherwise preserved, shall be reserved for reference and review until the case has been finally resolved.

**Judgments.** Committee members shall arrive at a judgment in consultation among themselves after the parties have been dismissed. Only members of the committee who have been present during all of the meetings and who have heard all testimony relating to the alleged grievance may vote on the case. A majority vote of such qualified members shall constitute a judgment. A decision of the committee relating to redress of grievances is final insofar as the committee is concerned. The committee has been delegated by the President the authority to change or direct changes in student grades, faculty conduct, or other disputed areas. A course of action deemed appropriate by the committee shall be carried out unless the student or faculty member chooses to appeal the committee's decision to the President of the College or designee. The appeal must be made in writing to the President or designee no later than 7 calendar days after the date of the committee's decision and must be resolved within a maximum of 30 calendar days. If redress requires a policy change or if a policy change appears advisable or necessary, the committee shall refer its recommendations to the President of the College or appropriate administrator.

#### **How to Reference JRCERT Standards for an Accredited Educational Program in Radiology**

Wallace Community College Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), whereas the program must comply with JRCERT Standards for an Accredited Educational Program in Radiology. These standards can be referenced on-line at [www.jrcert.org](http://www.jrcert.org) Go to [www.jrcert.org](http://www.jrcert.org) then Program and Faculty then JRCERT Standards in Radiology.

#### **Procedure for Allegations of Non-Compliance with JRCERT Standards**

Students obtain the right to submit allegations against a Joint Review Committee on Education in Radiologic Technology (JRCERT)-accredited program if there is some reason to believe that the program has acted contrary to JRCERT accreditation standards or those conditions at the program appears to jeopardize the quality of instruction or the general welfare of its students.

The student must **first** attempt to resolve any formal/program grievance with institution/program officials by following the grievance procedure outlined in the institution/program. If the student is unable to resolve complaint with institution/program officials or believes that the concerns have not been properly addressed, he or she may then submit allegations of non-compliance directly to the JRCERT. The institution/program grievance policy can be located in the *College Catalog*, *Class Syllabi* and *Clinical Education Handbook*. The Joint Review Committee on Education in Radiologic Technology (JRCERT) can be accessed at [www.jrcert.org](http://www.jrcert.org).

**ACKNOWLEDGEMENT OF CLINICAL EDUCATION HANDBOOK**

I have received and have thoroughly read the Clinical Education Handbook for student radiographers at Wallace College (August 2018 Revision). I understand the policies and regulations contained therein and the responsibilities to be undertaken.

I understand that failure to comply with the established policies may result in suspension or withdrawal from the Radiologic Technology Program.

I agree to comply with these policies.

Students Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# ADDENDUM 2018-19



## Respiratory Therapist Program Wallace Community College

### Student Handbook

Revised 08/01/2018

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## INTRODUCTION

The purpose of this manual is to provide information regarding policies and procedures within the Respiratory Therapist Program of Wallace Community College, so as to provide consistent and equitable treatment throughout the Respiratory Therapy Program.

Any revisions or addendum to this handbook will be provided in writing to each student and will become effective at the time specified on the written notice.

The faculty of the Respiratory Therapist Program welcomes each student and encourages each one in attaining his/her career goals. It is the intent of the faculty to support the success of each student by providing additional help and cooperation as needed. The faculty is available to answer any questions and assist with any problems that may arise.

**Ms. Judith L. Harrell, B.S. RRT**  
**Program Director**  
[jharrell@wallace.edu](mailto:jharrell@wallace.edu)

## RESPIRATORY THERAPY

### I. **Health Profession in Demand**

The field of Respiratory Therapy, one of the fastest growing, medical professions, needs dynamic, motivated individuals to serve the needs of critically-ill adults, children, and newborns. In addition Respiratory Care professionals play an integral part in the rehabilitation of patients suffering from a variety of cardiopulmonary diseases.

Whether in the intensive care unit, emergency room, rehabilitation clinic or even the patient's home, the respiratory care practitioners will be called upon to administer various treatment modalities/medications, perform diagnostic procedures, and/or manage sophisticated life support equipment.

Although the majority of Respiratory Therapists are employed by hospitals, opportunities to practice outside of the standard hospital setting are in demand. Other opportunities for the Respiratory Therapist include emergency transport and education.

### II. **Goals and Objectives**

The overall goal of the Associate in Applied Science Degree in Respiratory Therapy is “To prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists (RRTs)” as defined by the CoARC. A respiratory therapist is responsible for the administration, under physician's prescription, of many types of breathing therapeutics, utilizing specialized breathing equipment, aerosol, and humidity administration. The respiratory therapist works closely with the physician and also directly with the patient in the treatment situation, an attractive feature of this career.

The Respiratory Therapist Program is accredited by the Commission on Accreditation for Respiratory Care (CoARC).

### III. **Required Competencies**

Respiratory Therapist Students must demonstrate numerous competencies representing all three learning domains: the cognitive, psychomotor, and affective domains. Students learn, practice, and verify these competencies in a number of settings including the classroom, laboratory, and clinic. Respiratory therapy laboratories provide students with the opportunity to view demonstrations, evaluate and practice with medical devices, and perform simulated clinical procedures. In addition to the cognitive skills required in the class room, students must demonstrate psychomotor skills in manipulation of patients and equipment, as well as general professional behaviors, like team-building and interpersonal communications. To satisfy laboratory and clinic requirements, students must perform all procedures without critical error.

**Wallace Community College**  
**RESPIRATORY THERAPIST PROGRAM**

**Wallace Community College** will provide reasonable accommodations for students with special needs.

The following functions are the **Minimum Physical Abilities** required in order to fulfill the duties of a Respiratory Therapist student.

<b>Physical Requirements</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Constantly</b>
Walking			X
Sitting	X		
Standing		X	
Stooping		X	
Bending		X	
Kneeling		X	
Twisting		X	
Climbing Stairs		X	
Crawling	X		
Stretching/Reaching			X
Pushing/Pulling			X
Hearing (to normal limits)			X
Seeing (to normal limits)			X
Speaking (to normal limits)			X
Hand-Finger Dexterity			X
Lifting/Carrying up to 75 pounds		X	
Manipulate Jointly up to 500 pounds		X	
Exposure to Bloodborne Pathogens		X	
Exposure to Dust	X		
Exposure to Chemicals	X		
Exposure to Noise	X		

## THE RESPIRATORY THERAPIST CODE OF CONDUCT

The Respiratory Therapist Student Code of Professional Conduct is **supplementary** to the “Student Code of Conduct” published in the Wallace Community College Catalog. The faculty members of this program at Wallace Community College have an academic, legal and ethical responsibility to protect the public and health care community from inappropriate professional conduct or unsafe behaviors in the practice of healthcare. Acceptance into the program commits the individual to abide by the Code of Professional Conduct. Each student will:

- Attain personal mastery of knowledge and skill in their designated health area through honest effort;
- Relate to those who receive your services with compassion, truthfulness, and respect;
- Relate to peers, teachers, and other caregivers in a spirit of collaboration and mutual respect;
- Recognize and honor privileged information from both patients and colleagues;
- Conduct him/herself in accordance with program policy and Wallace Community College policies.

Examples of unprofessional or unethical conduct include, but are not limited to:

- Conduct as determined by the faculty to be unbecoming or unethical in a person training to practice in a health related field or detrimental to the interests of the public, patients, students;
- Fraud or misrepresentation of themselves for obtaining medical information on persons outside their realm of clinical/fieldwork experience;
- Making false or misleading statements regarding one’s level of skill or ability to treat persons;
- Use of any false, fraudulent or deceptive statement in any document connected with field of study;
- Engaging in inappropriate conduct with a patient;
- Impersonating another person licensed to practice in the health field;
- Use of substance(s) which impairs cognitive function and/or decision making;
- Conduct which is likely to deceive, and with potential to harm the public;
- Obtaining any payment for services by fraud or misrepresentation;
- Being found mentally incompetent or insane by a court of competent jurisdiction;
- Any offenses resulting in arrest which jeopardizes required cleared background check.

### **Unprofessional or Unethical conduct could mean immediate dismissal from the program.**

I have carefully read the Wallace Community College Respiratory Therapist Professional Code of Conduct and hereby declare that I will adhere to this code from the time of signing and throughout my enrollment in a health program at Wallace Community College.

Student Signature \_\_\_\_\_

Witness Signature \_\_\_\_\_

Student (Print) \_\_\_\_\_

Witness Printed Name \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

## RESPIRATORY THERAPIST PROGRAM POLICIES AND PROCEDURES

In addition to program specific policies the Respiratory Therapist student is expected to abide by general student policies as stated in the WCC College Catalog and Student Handbook.

All respiratory therapist program students must maintain a grade of "C" in all courses in the curriculum in order to progress to the next term of instruction or to graduate. Students who fail to achieve a "C" or above in a major required course cannot progress and must withdraw from the Program but can apply for readmission. **A minimal grade of 75 constitutes a "C" in Respiratory Therapist courses.**

As outlined in the catalog all RPT students must achieve a grade of 80% or greater on each **Clinical Proficiency Examination** in order to progress to the next term of instruction or to graduate from the program. Only one retest per term will be permitted. However, the original grade will be used for the overall average for that course. The Clinical Proficiency Examination will be scheduled well in advance of the testing date, and will usually be preceded by a review session.

**A course syllabus** for each respiratory therapist course will be provided to each student stating the grading policy for that specific course. The grading policy for each course is based upon the discretion of each individual instructor as stated in the course syllabus.

#### IV. RPT Courses and Grades

##### A. Grading System

90-100	= A
80-89	= B
75-79	= C
60-74	= D (74.4 is a failing grade)
59-below	= F

##### B. Course taught by the RPT Program.

1. The student receives a grade according to his/her level of performance in each course. Patient care demands at least a minimal level of competence; therefore, the student must achieve a "C" level of performance for progression to the next respiratory care sequential course. If a student scores less than the minimum required passing score, he/she will be allowed to retest only once after a conference for remediation with the Program Director and Director of Clinical Education. If the student scores less than the required minimum passing score on the retest the student will not be able to successfully complete the course objectives and a grade of "F" will be assigned at the end of the term unless the student initiates a course withdrawal request according to current college policy.
2. The student must perform all of the criteria for RPT laboratory practical with a minimal competency grade of "C". A student receiving a grade of "D" or below for his/her performance on the laboratory practical must withdraw from the RPT program. Students who withdraw or are unable to progress in the RPT program may apply for readmission the following year.

**The faculty reserves the right to require that a student demonstrate the minimally acceptable achievement in all portions of the program whether this be a unit of work within a course or the total course content. NOTE: ALL Clinical Proficiency Exams REQUIRE a minimum passing score of 80%.**

3. If a student develops a pattern of poor practical exams, intervention from the course instructor to remediate the situation may be as follows:
  - a. **The student** will schedule a conference with the instructor to discuss the student's grade and possibly determine reasons for the failing grade.
  - b. After the instructor and student determine reason(s) for the grade, if appropriate, the instructor and student will make remediation plans regarding the student's grade. This will be done in one or several ways, such as:
    - 1) Read material pertaining to laboratory practical again, as well as additional material for better understanding.
    - 2) Write report or case study on material field.
    - 3) Other variables in assisting student to improve:
  - c. The instructor has the final decision in how remediation should be handled.
    - 1) If the student cannot or will not comply with the instructors intervention or if the student receives a "D" or below, the student must withdraw from the RPT program.
    - 2) If a student receives a grade of "D" or below in any RPT course he/she must withdraw from the RPT program

## V. Attendance

### A. Class

**NOTE: Students are expected to be in class EVERY CLASS DAY AND ON TIME.**

Students are expected to attend all classes for which they are registered. Students should recognize at the beginning of their college career that a mature acceptance of their academic responsibilities is a requisite for accomplishment in college work; this applies particularly in the area of class attendance. Policies on workbooks, assignments, in-class projects and missed exams are addressed on each course syllabus. Allied Health Programs are extremely demanding of student time and energy and even one missed class day can result in academic difficulty. In order to meet the requirements for program completion in a CoARC accredited Respiratory Therapy Program and to be eligible for NBRC exams students are required to have sufficient quality and duration to meet program goals and acquire the competencies needed to practice in the Respiratory Therapy profession.

### B. Absence

Upon **the Second absence** in any given course or clinical, the student will be referred to the Program Director and/or Director of Clinical Education for counseling.

### C. Clinical

See Attendance policy under clinical policies and procedures

## VI. Guidelines Concerning Attendance in RPT Lab Courses

Attendance for laboratory practice is strongly encouraged. The laboratory instructor will keep daily records to include absence, tardiness, and early departures. Success in the courses and the program are strongly related to laboratory participation.

**NOTE: Students are required to wear their clinical uniform (scrubs & Lab coats) to all labs.**

## VII. Guidelines Concerning Examinations, Quizzes, and Make-Up Work

- A. Daily quizzes, pop-tests, laboratory assignments, or other work which generates a daily grade **will not qualify** for make-up work. If an absence results in a missed daily grade, then the daily grade will stand as a **zero**. The decision to make exceptions to this rule rests with the individual instructor and individual situations would be considered only in light of "special circumstances".

- B. Major Examinations** are those examinations that count more than 10% of the final grade as a single test grade and will follow the RPT course calendar in blackboard. **Major Examinations** qualify for make-up work if the absence is considered excused. It is the responsibility of the student to schedule a make-up examination with the instructor immediately upon return to school. The request for make-up work should be rendered in writing. If the student does not schedule make-up with the instructor within **TWO days** after their return to classes, then the instructor may not allow a make-up examination and the grade will stand as a zero. **The highest possible score on a major exam that must be rescheduled due to absence is 85%.**

**Major Examinations** will always be scheduled well in advance, therefore if an absence is anticipated on an exam date; the student should notify the instructor in advance of the date of testing.

#### **VIII. Program Completion/Readmission Policy**

- A. It is neither implied nor stated that a student enrolled in the Respiratory Therapist Program will complete their degree in a two year period. Actual program completion time will be determined by successful fulfillment of **all** program requirements. The time required for program completion will be affected by successful completion of all program requirements on a timely basis, student's course load per semester, and the availability of faculty, classes and laboratory competencies.
- B. Students who withdraw or are unable to progress in the Respiratory Therapist program may apply for readmission. The Respiratory Therapist Admissions Committee will consider readmission requests on an individual basis. Decisions regarding readmission will be based on program readmission policies in effect at the time of request and availability of openings. Students must apply for readmission by writing a letter to the Respiratory Therapist Admissions Committee, Respiratory Therapist Program, Wallace Community College, 1141 Wallace Drive, Dothan, AL, 36303. To allow timely scheduling of the readmission examination, this letter should be postmarked no later than 60 days prior to the desired date of readmission. Failure to submit this request on time will result in denial or delay of readmission. **To complete readmission requirements, students must achieve a passing score (80%) on a readmission examination.** The readmission examination will be composed from the content of the last *Cumulative Clinical Proficiency Examination* and *Clinical Skills Examination* successfully completed by the student. Failure to achieve a passing score on the readmission examination will result in denial of readmission.

#### **IX. Attitude**

*Students* are expected to demonstrate interest, ability, and aptitude for responsibilities as a RPT student. Unsatisfactory conduct may be considered grounds for probation or dismissal from the RPT Program or the college. Disregard for patient's welfare, disinterest in studies (as shown by frequent tardiness and absences), failure to cooperate in class assignments and discussions, being disruptive in the class room, and dishonesty on written examinations are examples of behaviors that can be interpreted as unsatisfactory conduct. All instructors reserve the right to dismiss a student from the classroom if disrespectful or disruptive behavior is exhibited toward the instructor(s) or fellow students.

#### **X. Student Regulations**

The RPT Program abides by the policies and procedures set forth by Wallace Community College and the Respiratory Therapist Program.

#### **XI. Physical and/or Mental Disability**

In the event that a student incurs a physical and/or mental disability while in the RPT Program, the student will be maintained only if the disability does not inhibit the effectiveness of the student in the clinical areas and does not present a safety hazard for patients, other students, or personnel.

## **XII. Pregnancy Policy**

Wallace Community College students must all adhere to the absentees/tardy policies of the school (see WCC catalog). Should a student need time off due to pregnancy, that student can continue in the regular curriculum sequencing should no more than three weeks total be missed during pregnancy, to include postpartum. All work and/or clinical must be made up before the end of that semester. If not, the student will receive a grade of "I" that must be resolved within the first six weeks of the next semester.

In the event of, but not limited to, such circumstances as pregnancy and delivery, hospitalization, prolonged illness, injury, or surgery, the student will be required to submit verification from the approved health care provider that he/she is fit for duty prior to a return to the clinical area. Pregnant students must submit this verification at the beginning of each academic semester during the pregnancy and following delivery. Failure to do so may result in withdrawal from the clinical area.

**Should the student be absent for more than three weeks, that student must withdraw and follow the readmission policy and guidelines.** Special cases will be reviewed on an individual basis.

## **XIII. Disruptions**

Cell phones, pagers, and other electronic communication devices are prohibited at clinical or during classroom or laboratory instruction. Students are not allowed personal use of the telephones at clinical sites.

Class should never be interrupted by activation of these devices. Use of these devices in Respiratory Therapist professional courses is considered unprofessional behavior. An emergency situation must be approved by the instructor before class.

## **XIV. Attendance**

The student is expected to attend **ALL** clinical rotations at their scheduled times. Tardiness or absenteeism is not acceptable. The attendance habits developed in this program will carry over into the student's professional life after completion of the program. The hospitals take note of the attendance patterns of the students and this is a determining factor regarding potential employees. The attendance policy will be adhered to without exception.

Each student receives a daily grade on each assigned clinical day. These daily grades will not qualify for make-up work. Therefore, any clinical absence will result in a zero for the daily grade until makeup policy has been followed and makeup day completed.

Students enrolled in the respiratory therapy program clinical courses are subject to failing to successfully complete the clinical course objectives when they accumulate **more than** the following number of absence

RPT 210	1 CLASS MEETING
RPT 220	1 CLASS MEETING
RPT 230	1 CLASS MEETING
RPT 240	1 CLASS MEETING

**Students who accumulate more than the allowable NUMBER of absences will be unable to complete course objectives and therefore a grade of "F" will be awarded upon course completion unless the appropriate make-up procedures are followed or the student initiates a request for withdrawal according to current college policy.**

**If the absence is of an excusable nature (as determined by program faculty) make-up time MAY be allowed. This would allow the student to continue in the program.**

Application for make-up time must be made to the Clinical Director utilizing an appropriate request form.

- A. Any absence must be reported to the clinical instructor 30 minutes prior to the scheduled time. The Director of Clinical Education (DCE) must be notified as well. Failure to notify the clinical instructor and DCE will result in the student being placed on probation. The second occurrence may result in the student being dismissed from the program.
- B. Any student that arrives after the schedule clinical and lab time will be sent home, receive a zero for the day and will have to follow the make-up policy for clinical and lab absences. For all RPT on campus theory classes, students are expected to attend all classes and be on TIME!
- C. The DCE must document that each student attends all of the clinical time they are assigned each semester. Therefore, **all clinical time missed must be made up.**
- D. **All** make-up days must be approved through the Director of Clinical Education. The student must make-up time missed within two weeks of the absence.
- E. If a student fails to attend a make-up day, another absence will be recorded in the attendance record and the student will be placed on probation. Upon the second occurrence of this nature the student will be dismissed from the program. **It is the student's responsibility to see that all make-up days are approved through the DCE's office.**
- F. Although making up missed clinical time is required, it will not remove the absence from the student's attendance record. The day missed could still adversely affect the student's clinical grade.
- G. If the student must leave the clinical site early, the time must be made up within the following week. The student will not be allowed to stay past the designated clinical time to leave early at a future date. Missed hours can only be made up after they are missed.
- H. Students are not permitted to contact the clinical sites directly regarding clinical schedule changes. They must be coordinated through the Director of Clinical Education. Failure to comply will result in an absence for the day(s) affected.
- I. Failure to follow the assigned clinical schedule times and locations without prior faculty approval will result in an **absence** for the day (s) and **Clinical Suspension**. Upon the second occurrence the student will be dismissed from the program.
- J. Any clinical days missed due to disciplinary action will be subject to a reduction in the clinical grade as per policy for daily grades in clinical or lab.
- K. All Respiratory Therapy seminars or meetings attended in lieu of clinical days will be documented with a paper written by the student describing the content of the event. The paper is to be attached to a daily evaluation form and turned in as usual on the next day of class.

**XV. Application for make-up time must be made to the Clinical Director utilizing the appropriate request form.**

The following procedure **must be strictly followed** in order to ensure that make-up time is allowed. If the student fails to complete the make-up procedure according to policy, they will be unable to meet course objectives and would be awarded the grade of "F" at the end of the term unless they initiate a withdrawal request according to current college policy.

- A. **FORM "A"** documenting a clinical absence and requesting make-up must be submitted to the Director of Clinical Education on the **FIRST** day the student returns to classes. **Failure to submit FORM "A" on the first day of return to classes** will result in the student being unable to make-up the absence and a grade of "F" will be issued at the completion of the course unless the student initiates a course withdrawal according to current college policy.
- B. **FORM "A"** should be used by the student to **explain** why the absence should be considered "excused". Excused status is not automatic and absences are not considered excused will not qualify for make-up. Students should be specific in the information provided on **FORM "A"** since this information will be used by program faculty to determine if the absence should be considered excused.
- C. **FORM "A"** must be completed by the student and submitted to the Director of Clinical Education in order to obtain **FORM "B"** (CLINICAL MAKE-UP DOCUMENTATION).

All make-up hours must be **scheduled** with a clinical instructor using **FORM "B"**. Any make-up hours not verified by a clinical instructor **will not** be accepted. **FORM "B"** must be submitted to the clinical instructor at the clinical site **BEFORE** any make-up work will be allowed. Form A and Form B are included in the student handbook.

- D. Approved make-up hours will be completed within two weeks of the first day the student returns to classes, at the time scheduled by the Director of Clinical Education. Make-up time will be scheduled on the shift and on days at the convenience of the clinical instructor.
- E. Once make-up time is scheduled with the clinical instructor the student must complete the make-up hours as scheduled.
- F. Clinical instructors will verify make-up hours using **FORM "B"**. **FORM "B"** **must** be completed and submitted with a completed clinical log sheet **at the end of the clinical session.**
- G. Exceptions to this strict policy will be made only in rare circumstances. The decision to modify any of these policy provisions rests with the **Director for Clinical Education and Program Director.**
- H. Students must submit a **written request** for consideration of any exception on the calendar day of their return from absence.

FORM "A"  
JUSTIFICATION FOR CLINICAL ABSENCE  
AND  
REQUEST FOR MAKE-UP

Student Name: \_\_\_\_\_

Current Date: \_\_\_\_\_

Date of Absence: \_\_\_\_\_

Reason for Absence:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supporting Documentation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Doctor's Excuse	yes	no	(please attach)
Court Summons	yes	no	(please attach)
Other	yes	no	(please attach)

Number of clinical absences this semester: \_\_\_\_\_

Number of total clinical absences this semester: \_\_\_\_\_

Conference required:    yes            no

Date and time of conference: \_\_\_\_\_            N/A

Make-Up approved:    yes            no

Signature of Clinical Director: \_\_\_\_\_    Date: \_\_\_\_\_

Signature of Student: \_\_\_\_\_            Date: \_\_\_\_\_

FORM "B"

CLINICAL MAKE-UP DOCUMENTATION

Name: \_\_\_\_\_

Student Number: \_\_\_\_\_

Date: \_\_\_\_\_

Clinical Make-Up Site: \_\_\_\_\_

Date for Clinical Make-Up: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_

Documentation of Clinical Activity  
(Attach clinical log sheet as necessary)

Signature of Clinical Instructor/Preceptor: \_\_\_\_\_

Date: \_\_\_\_\_

Time In: \_\_\_\_\_

Time Out: \_\_\_\_\_

Comments:

Student Signature: \_\_\_\_\_

## **XVI. Competencies/Evaluations**

- A. Each student will complete the prescribed clinical competencies as noted in their syllabi each semester, and a master list of the RPT competencies is provided below. The student must assure that these are completed. The proper sequence will be covered by the clinical director. It is the student's responsibility to see that all competencies are completed in the laboratory each semester. Clinical competencies are to be completed in accordance with the clinical course syllabi and the clinical core competencies master document.
- B. If the student receives an evaluation that is unsatisfactory, or less than satisfactory they will be counseled. Upon the second unsatisfactory evaluation, the student is on probationary status and re-evaluated by the Director of Clinical Education. Upon the third unsatisfactory evaluation, the student will be dismissed from clinical resulting in dismissal from the program. No Exceptions!
- C. Failure to safely perform a critical skill in the clinical setting will result in remediation of the student. Upon the second failure the student will be dismissed from the program.
- D. Evaluations are turned in to the designated faculty weekly. These evaluations are to be completed by the preceptor. Any information that is forged will result in expulsion from the program.

## **RPT CLINICAL COMPETENCIES**

**Adjunctive Breathing Techniques**

**Arterial Line Monitoring**

**Arterial Line Sampling**

**Arterial Puncture**

**Bacteriologic Surveillance**

**Basic Spirometry**

**Bedside Pulmonary Function**

**Breath Sounds**

**Bronchoscopy Assisting**

**Capillary Sampling**

**Changing ventilator circuit**

**Chest Percussion and Postural**

**Drainage**

**Chest Tubes**

**Chest X-Ray Interpretation**

**CPAP**

**CVP and PAP Monitoring**

**DPI Administration**

**ECG**

**Endotracheal Suctioning**

**End-Tidal Monitoring**

**Equipment processing**

**Extubation**

**Flutter Valve Therapy**

**Hand Washing**  
**Vest Airway Clearance System**  
**Incentive Spirometry**  
**Initiation of Mechanical**  
**Ventilation**  
**Initiation on Newborn**  
**Mechanical Ventilation**  
**Intrapulmonary Percussive**  
**Ventilation**  
**Intubation**  
**Isolation Procedures**  
**Manual Resuscitation**  
**MDI Administration**  
**Monitoring Mechanical Ventilation**  
**Monitoring Cuff Pressure**  
**Monitoring Newborn Mechanical**  
**Ventilation**  
**Nasotracheal Suctioning**  
**NON-Invasive Mechanical**  
**Ventilation**  
**Oxygen Administration**  
**Oxygen Concentrations**  
**Oxygen Supply Systems**  
**PEP Mask Therapy**  
**Physical Assessment**  
**Pressure Support**  
**Pulse Ox Monitoring**  
**Small Volume Neb Therapy**  
**Spontaneous Breathing**  
**Parameters**  
**Tracheostomy and Stoma care**  
**Transcutaneous Monitoring**  
**Vital Signs**  
**Wave Form Analysis**

#### **XVII. Clinical Grades and Evaluation Tools**

Each student receives a daily grade in. The grade consist of the daily evaluation tool which includes the clinical log sheet of activities performed during the clinical rotation for each assigned clinical day. These documents are provided for the student in this handbook to assess prior to beginning clinical rotations. Clinical absence will result in a zero for the daily grade until makeup policy has been followed and makeup day completed.

Each student will be evaluated by the clinical instructor who was in charge during the student's clinical rotations for each particular clinical area. Grade computation may vary from semester-to-semester. Grade composition for each semester will be provided to the student at the beginning of each semester.

Students are accountable for completing all components of the clinical grade. The student will receive a grade of "I" until all components are completed. If after six (6) weeks the grade is not changed, it becomes an "F".

Wallace Community College and the Respiratory Therapist Program are **adult** educational programs. Students are expected to conduct themselves as adults and attend classes in a responsible manner. When absences do occur, the student must understand the impact they may have on academic progress within the program.

#### **WALLACE COMMUNITY COLLEGE ALABAMA COLLEGE SYSTEM RPT FIRST YEAR CLINICAL EVALUATION TOOL**

##### **Psychomotor Task Evaluation**

Clinical faculty routinely uses the following scoring system when evaluating student performance of specific tasks in **5 categories**, for which there is a **total of 100 points possible**.

**Each category is worth:  
0 points to 20 points.**

**A task score of 0 in the safety task may result in the student's removal from the clinical site and/or a mandatory remedial counseling session with the DCE and/or Program director.**

**Failure of the clinical component of the course will occur if a student incurs "0's" on three different days throughout the clinical experience. The student must also meet the requirements for the number of successful care plan as determined by the Director of Clinical**

Education. Care plans that are not submitted on time per the clinical instructor's requirements will receive a grade of 0 as per the rubric.

Student Signature \_\_\_\_\_ Student Name (printed) \_\_\_\_\_

Date \_\_\_\_\_

**WALLACE COLLEGE  
RPT  
FIRST YEAR CLINICAL EVALUATION TOOL**

Student Name: \_\_\_\_\_ Clinical site: \_\_\_\_\_

Unit/Floor: _____ Semester/Year _____ Competency										
<b>I. Professionalism:</b> Demonstrates professionalism: 1. Maintains appropriate professional interactions at all times to include, dress code, punctuality, confidentiality and personal integrity. 2. <b>If a score of 0 applies student will be sent home with no makeup rotation according to the policy of the Respiratory</b>										
<b>II. Safety:</b> 1. Safely and consistently performs all aspects of patient care while keeping the clinical instructor informed of patient status.										
<b>III. Clinical paperwork to include clinical log sheet:</b> 1. Complete and submitted on time per clinical instructor requirements. <b>Documentation:</b>										

2. Begins to document patient care correctly, and in a timely manner. Student begins to use computer charting, and use patient data base.													
<b>IV. Assessment:</b>													
1. Begins to collect and apply appropriate subjective/objective patient data to physical patient assessment and all body systems.													
2. Begins to identify potential/actual patient diagnoses for selected patients.													
<b>V. Critical Thinking</b>													
1. Begins to demonstrate the ability to transfer learning from one situation to another.													
2. Begins to incorporate suggestions into the learning experience.													
<b>TOTAL</b>													

Date:

<b>Students Initials</b>													
<b>Instructors Initials</b>													

Student initials indicate that student has read the evaluation and has had the opportunity to discuss it with the instructor

**Clinical Progress Notes**

**Instructor Comments (REQUIRED)**

**Student Comments**

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**WALLACE COMMUNITY COLLEGE**  
**ALABAMA COLLEGE SYSTEM**  
**SECOND YEAR RPT CLINICAL EVALUATION TOOL**

**Psychomotor Task Evaluation**

Clinical faculty routinely uses the following scoring system when evaluating student performance of specific tasks in **5 categories**, for which there is a **total of 100 points possible**.

**Each category is worth: 0 points to 20 points.**

**A task score of 0 in the safety task may result in the student’s removal from the clinical site and/or a mandatory remedial counseling session with the DCE and/or Program director.**

Failure of the clinical component of the course will occur if a student incurs "0's" on three different days throughout the clinical experience. The student must also meet the requirements for the number of successful care plan as determined by the Director of Clinical Education. Care plans that are not submitted on time per the clinical instructor's requirements will receive a grade of 0 as per the rubric.

Student Signature \_\_\_\_\_ Student Name (printed) \_\_\_\_\_

Date \_\_\_\_\_

**WALLACE COLLEGE  
SECOND YEAR RPT  
CLINICAL EVALUATION TOOL**

Student Name: \_\_\_\_\_ Clinical site: \_\_\_\_\_ Unit/Floor: \_\_\_\_\_ Semester/Year \_\_\_\_\_

	Date:							
<p style="text-align: center;"><b>Competency</b></p> <p><b>I. Professionalism:</b> Demonstrates professionalism:</p> <p>3. Maintains appropriate professional interactions at all times to include, dress code, punctuality, confidentiality and personal integrity.</p> <p>4. <b>If a score of 0 applies student will be sent home with no makeup rotation according to the policy of the Respiratory Program</b></p> <p><b>II. Safety:</b> Safely and consistently performs all aspects of patient care while keeping the clinical instructor informed of patient status.</p>								

<p><b>III. Clinical paperwork to include Clinical Log Sheet:</b></p> <ol style="list-style-type: none"> <li>1. Completes and submits on time per clinical instructor requirements.</li> <li>2. Organizes and carries out clinical assignment in timely manner</li> <li>3. Documents patient care correctly and in a timely manner, with adequate use of computer charting, and use of patient's data base.</li> </ol>																				
	<p><b>IV. Assessment:</b></p> <ol style="list-style-type: none"> <li>1. Collects appropriate subjective/objective patient data to physical patient assessment and all body systems.</li> <li>2. Identifies potential/actual patient diagnosis for selected patients.</li> </ol>																			
	<p><b>V. Critical Thinking</b></p> <ol style="list-style-type: none"> <li>1. Demonstrates ability to transfer learning from one situation to another.</li> <li>2. Incorporates suggestions into learning experience</li> </ol>																			
<p><b>TOTAL</b></p>																				

<b>Students Initials</b>																			
<b>Instructors Initials</b>																			

Student initials indicate that student has read the evaluation and has had the opportunity to discuss it with the instructor



**Clinical Log Sheet**

<u>PATIENT ASSESSMENT</u>	Observe	Perform	Total	<u>AIRWAY PLACEMENT &amp; MANAGEMENT</u>	Observe	Perform	Total
INTRODUCTION				PLACEMENT OF ORALPHARYNX AIRWAY			
VITAL SIGNS				PLACEMENT OF NASALPHARYNX AIRWAY			
INSPECTION				SPUTUM INDUCTION			
ASCULTATION				CHECK ET TUBE PLACEMENT			
INTERVIEW				STABILIZE ET TUBE			
INSPECT CHEST X-RAY				CHECK CUFF PRESSURE			
a)Verify ETtube Placement				VERIFY TRACH SIZE AND MAKE/CLEANING			
b)Abnormal Findings				PLACEMENT OF PMV			
				PERF. EXTUBATION PROCEDURE			
				CO2 DETECTION			
				BAG-VALVE-MASK			
<u>AEROSOL DRUG ADMINISTRATION</u>	Observe	Perform	Total		Observe	Perform	Total
JET NEB				MECHANICAL VENT			
BAN NEB				VENT TESTING & TROUBLESHOOTING			
CONTINUOUS NEB				VENT Setup			
IN-LINE NEB				VENT ASSESSMENT			
MDI				WEANING/ PRESSURE SUPPORT			
DPI				BIPAP			
				CPAP			
<u>PEDIATRICS</u>	Observe	Perform	Total		Observe	Perform	Total
AEROSOL TX				DIAGNOSTICS			
a)Jet Neb				HEMODYNAMIC MONITORING			
b)Ban				Bronchoscopy			
c)Continuous Neb				Hyperbaric Medicine			
O2 ADMINISTRATION				INFECTION CONTROL	Observe	Perform	Total
<u>PULMONARY HYGIENE</u>				HAND WASHING/FOAMING			
a)Artificial Airway Suction				EQUIPMENT PROCESSING			
b)NTS				ISOLATION PROCEDURES			
	Observe	Perform	Total		Observe	Perform	Total
<u>PULMONARY HYGIENE</u>							



**NEONATAL**  
**O2 Administration**  
**Suction**  
**Transcutaneous Monitoring**  
**Mechanical Ventilation**  
**Non-Invasive Ventilation**  
**CPAP**  
**BIPAP**

Observe	Perform	Total

**Preceptor Signature** \_\_\_\_\_  
**Student Signature** \_\_\_\_\_  
**Instructor Signature** \_\_\_\_\_

**DAILY PERFORMANCE EVALUATION:**  
**Excellent** \_\_\_\_\_  
**Acceptable** \_\_\_\_\_  
**Unacceptable** \_\_\_\_\_

**XVIII. Clinical Policies and Procedures:** The following policies are applicable to the Respiratory Therapist Program at Wallace Community College. Any breach of these policies may lead to failure of the course in which the student is registered; dismissal from the program; dismissal and/or expulsion from the Health Division or College based on the severity of the breach. All offenses are categorized according to severity, and penalties are assigned according to the category of offense. A copy of the Wallace College, Dothan Respiratory Therapist Program Student Counselling report is included in this handbook to acquaint each student with its content.

**XIX. Affiliate Specific Orientation (Aso)**

Although Respiratory Therapy is fairly standardized, each clinical affiliate may have specific guidelines that must be recognized. Therefore, each clinical rotation may also require an “Affiliate Specific Orientation” which must be completed prior to attending clinical.

**Dress Code:**

**Approved** WCC, Dothan Uniforms (white lab coat with collar, Grey’s Anatomy scrubs/Brilliance, and white clinical shoes) and identification badges are to be worn for all learning lab, clinical rotations and lectures or library activity on non-clinical days. If a student is out of uniform or does not have the identification badge, they will be sent home, and required to make-up the clinical time at a later date.

**ALL CLINICAL SHOES MUST BE COMPLETELY WHITE. ABSOLUTELY NO CLINICAL SHOES WITH BRIGHT COLORS ALLOWED.**

**NOTE: THE APPROVED RESPIRATORY THERAPY CLINICAL UNIFORM MUST BE WORN ANYTIME A STUDENT IS AT A CLINICAL SITE OR ON CAMPUS FOR LAB/SKILLS SCHEDULED TESTING DATES. IF REPRESENTING THE PROGRAM FOR A SPECIAL EVENT UNIFORM MUST BE WORN FOR THESE OCCASSIONS.**

Make-up should be kept to a minimum. **THE ONLY JEWELRY THAT STUDENTS ARE ALLOWED TO WEAR DURING CLINICAL AND LAB ARE WEDDING RINGS.** No necklace, bracelets, etc. Only one second hand watch will be allowed in the clinical setting. Nail polish is not permitted. Fingernails should be kept clean and professional during clinical rotations! No long or acrylic nails.

**ABSOLUTELY NO EARRINGS OR OTHER BODY PIERCING ARE ALLOWED.**

Conservative tastes should be your guide to discretion. Hair must be worn up off the collar. All TATOOS must be covered up and not visible in the hospital or other clinical setting.

**Personal Appearance**

- A. Good Personal Hygiene
- B. Beard and/or moustache should be well groomed.
- C. Hair should be kept neat. If hair exceeds shoulder length, it must be confined while in the clinical area to promote safety and prevent contamination.
- D. Fingernails must be kept clean and trimmed to moderate length. Only clear fingernail polish is permitted. (False nails are not permitted)
5. Jewelry is restricted for all students to a watch with a second hand, wedding rings. No decorative necklaces, bracelets, program insignia, or other pins are allowed to be worn. ***Medic Alert jewelry may be worn if necessary. Medic Alert necklaces that can be tucked under the uniform are preferred.***
- E. The use of tobacco products (including smoke-less tobacco) while at clinical, lab, or classroom is strictly prohibited.

F. No perfumes or colognes permitted.

**Violation of any of the above policies will result in the student being sent home from the clinical site and will be counted absent.**

**Repeated counseling concerning the dress code can result in the student being dismissed from the clinical course. This would require that the student withdraw from the course according to college policy or be awarded the grade of “F” at the completion of the course for failure to meet course requirements.**

#### **Student Responsibilities**

All students are expected to act in a mature, self-disciplined manner at all times. This behavior is necessary for the promotion of academic excellence and is outlined thoroughly in the Wallace Community College Catalog. It is suggested that the student take the time to review the Wallace Community Catalog issued by the College and available on the WCC website.

#### **Professional Code of Conduct for Students in the RPT Clinical Phase**

The student who is involved in the clinical education phase is responsible not only to Wallace Community College, but to the hospital; and ultimately to the patient as well. Students must be aware that the clinical agency has the contractual right to prohibit a RPT student from being placed at the agency. If the program is unable to place the student for completion of course or program requirements, the student will be required to withdraw (or will be administratively withdrawn) from the course/program.

**NOTE: The instructor reserves the right to alter or modify these policies and guidelines in order to be in compliance with CoARC and the NBRC.**

#### **A. Student Behavior**

While at the clinical sites, all students are expected to behave in a professional manner. Conduct should never be disruptive to patients or employees. Loud talking, horseplay, profanity, abusive language, or the use of alcohol or other drugs will not be tolerated. The use of tobacco products (including smoke-less tobacco) while at clinical is strictly prohibited. During school or clinical time a student who engages in inappropriate conduct will be asked by the designee to leave the hospital premises and will receive disciplinary action according to the Wallace Community College Student Handbook section in the College Catalog.

#### **B. Student/Preceptor Relationship**

Students are expected to maintain a respectful attitude toward the preceptor and/or the designated staff member(s). Students should follow the directions as given unless the student feels uncomfortable or lacks the skill(s) to perform the services. Students should seek clarification of any procedure that he/she feels is unfamiliar.

The ultimate responsibility for patient care lies with the staff of the rotation site. If a conflict arises between the student and anyone at the rotation site, the student will immediately retire from the conflict and notify the Director of Clinical Education or Clinical Instructor as soon as possible or no later than the completion of the shift.

**C. Falsification Of Records**

Dishonesty, cheating, or stealing, in any form, any falsified information, documentation on patient's records or student's records is, according to the Student Counselling Report. Students found falsifying any records will receive Disciplinary action according to the Wallace Community College Catalog.

**D. Student/Patient Privacy**

All Respiratory Therapist students are held to the professional, legal, and ethical parameters of the Health Information Privacy and Accountability Act (HIPAA). Students must always respect the rights of the patients. These rights include the right to privacy, the right to dignity, the right to confidentiality of information, and the right to a sympathetic and compassionate understanding of the fears and insecurities which go along with being ill and hospitalized. The patient should always be treated as an individual of worth and dignity. The behavior of the student should inspire calm and confidence in the patient and should never be abrupt, hostile, condescending, or in any way unsettling to the patient.

**E. Disruptions**

Students are not allowed to have visitors during clinical hours. Electronic Communication devices are **Strictly Prohibited** in the clinical areas. The clinical supervisor (instructor, preceptor) or the clinical contact identified by the Program Director or Clinical Education Director is the emergency contact for the student's family or significant other.

**F. Smoking / Eating / Drinking**

Eating, or drinking is allowed in certain approved areas. Wallace Community College is a Tobacco free campus. **ABSOLUTELY NO SMOKING ALLOWED ON CAMPUS OR AT ANY CLINICAL SITE. No exceptions.**

**G. Identification**

All students are required to have a photo identification badge to utilize clinical agencies. The student is responsible for the cost of the photo ID and any replacement. Students will be dismissed for the day from the clinical experience if he/she does not have the ID badge in full sight while in the clinical agency.

**H. RPT Courses Cannot Be Taken As Audit**

It is now the policy of the Respiratory Therapist Program that no courses within the RPT curriculum will be made available for audit. This policy is effective as of February 7, 2002. Courses within the curriculum must be taken for credit even if a student chooses to repeat a course that has already been successfully completed.

**I. Repeating RPT Course For Credit**

If a student chooses to repeat an RPT course, that student is responsible for adherence to all rules, requirements, policies, and procedures. Failure to comply can result in counseling. Repeated counseling will result in the student being dismissed from the RPT program without the possibility of readmission. These guidelines and policies apply to all courses within the respiratory care curriculum. Other rules may apply to certain courses and the student is directed to each individual courses syllabus for more specific information concerning each individual course.

**J. Standards of Professionalism**

If at any time, a student disregards standards of professionalism or engages in behavior which endangers their self or others, he/she may be immediately removed from the clinical site. In this event, the student and the designee should contact the Director of Clinical Education.

Students who are deemed clinically incompetent will be removed from the clinical area. Repercussions are dependent on review of the allegations, demonstration by the student of the skills at the expected level of performance, and evaluation of the student's progress in the program. Repercussions are at the discretion of the reviewer(s).

**K. Drug Testing**

All RPT students must submit to initial and continuing drug testing at specified intervals, for cause or at random. Should the student refuse to abide by agency/WCC policy he/she will be administratively withdrawn from the course and may be denied readmission to the same or any other WCC health program.

**L. Clinical Rotation Compensation**

Each student will be required to sign the Student Clinical Rotation Contract prior to starting clinical rotations (see Student Clinical Rotation Contract form below)

**Wallace Community College**  
**Associate Degree Respiratory Therapist Program**  
**STUDENT CLINICAL ROTATION CONTRACT**

Student Name: \_\_\_\_\_

Student ID #: \_\_\_\_\_

I, \_\_\_\_\_, understand that the primary  
(Student Name)  
objective of the Respiratory Therapist program at Wallace Community College is to prepare program graduates to perform competently as a safe, professional respiratory therapist. In order to achieve this objective, it is necessary that each student complete \_\_\_\_\_ hours of clinical experience in a health care facility. Such experience is educational in nature and is designed to develop each student’s professional skills in order that each student may demonstrate specific entry-level competencies upon program completion. Program objectives and entry-level competencies are stated in the College catalog.

As a condition for enrolling in the Respiratory Therapist program and subsequently participating in clinical experiences at

\_\_\_\_\_ to satisfy the requirements of  
(Health Care Facility)

\_\_\_\_\_ during the \_\_\_\_\_  
(Course Name and Number) (Semester)

semester, I, \_\_\_\_\_, understand that:  
(Student Name)

- 1. I am a student at the College, enrolled in a clinical course requiring my presence at a health care facility;
- 2. I am not acting as an employee of the institution or of the health care facility
- 3. I am not expecting and will not receive compensation for participation in the clinical course from either the institution or the health care facility;
- 4. I have not been promised and am not expecting to be offered a job at the health care facility as a result of participation in the clinical course.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Department/Division Chairperson Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

# AARC

## Code of Ethics

As health care professional engaged in the performance of respiratory care, Respiratory Care Practitioners must strive, both individually and collectively, to maintain the highest personal and professional standards.

The principles set forth in this document define the basic ethical and moral standards to which each member of the American Association for Respiratory Care should conform.

The respiratory care practitioner shall practice medically acceptable methods of treatment and shall not endeavor to extend his/her practice beyond his/her competence and the authority vested in him/her by the physician.

The respiratory care practitioner shall continually strive to increase and improve his/her knowledge and skill and render to each patient the full measure of his/her ability. All services shall be provided with respect for the dignity of the patient, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.

The respiratory care practitioner shall be responsible for the competent and efficient performance of his/her assigned duties and shall expose incompetence and illegal or unethical conduct of members of the profession.

The respiratory care practitioner shall hold in strict confidence all privileged information concerning the patient and refer all inquiries to the physician in charge of the patient's medical care.

The respiratory care practitioner shall not accept gratuities for preferential consideration of the patient. He/She shall guard against conflicts of interest.

The respiratory care practitioner shall uphold the dignity and honor of the profession and abide by its ethical principles. He/She should be familiar with existing state and federal laws governing the practice of respiratory care and comply with those laws.

The respiratory care practitioner shall cooperate with other health care professional and participate in activities to promote community and national efforts to meet the health needs of the public.

# AARC

## Role Model Statement For Respiratory Care Practitioners

As health care professionals engaged in the performance of cardiopulmonary care, the practitioners of this profession must strive to maintain the highest personal and professional standards. A most important standard in the profession is for that practitioner to serve as a role model in matters concerning health.

In addition to upholding the code of ethics of this profession by continually striving to render the highest quality of patient care possible, the respiratory care practitioner shall set himself/herself apart as a leader and advocate of public respiratory health.

The respiratory care practitioner shall participate in activities leading to awareness of the causes and prevention of pulmonary disease and the problems associated with the cardiopulmonary system.

The respiratory care practitioner shall support the development and promotion of pulmonary disease awareness programs, to include smoking cessation programs, pulmonary function screenings, air pollution monitoring, allergy warnings, and other public education programs.

The respiratory care practitioner shall support research in all areas where efforts could promote improved health and could prevent disease.

The respiratory care practitioner shall provide leadership in determining health promotion and disease prevention activities for students, faculty, practitioners, patients, and the general public.

The respiratory care practitioner shall serve as a physical example of cardiopulmonary health by abstaining from tobacco use and shall make a special personal effort to eliminate smoking and the use of other tobacco products from his/her home and work environment.

The respiratory care practitioner shall uphold himself as a model for all members of the health care team by demonstrating his/her responsibilities and shall cooperate with other health care professionals to meet the health needs of the public.

**ACKNOWLEDGEMENT**

I have received a copy and reviewed the Wallace Community College Respiratory Therapy Program general departmental policies. I understand this policy and agree to abide by the rules of the College and the program. I also understand that failure to abide by the rules could result in dismissal from the RPT program without the possibility of readmission.

Student Name (printed) \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Director, Clinical Education: \_\_\_\_\_

Date: \_\_\_\_\_

Program Director: \_\_\_\_\_

Date: \_\_\_\_\_