



# *COX COLLEGE*

## *CoxHealth*

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

**417/269-3401  
Toll-free 866-898-5355  
Fax 417/269-3581  
[www.coxcollege.edu](http://www.coxcollege.edu)**

**2008-2010  
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The programs described in this publication apply to students enrolling and graduating within the academic year of 2008-2010 at Cox College.

Cox College does not discriminate on the basis of age, sex, color, disability, marital status, race, religion, ethnic or national origin. The College is committed to a policy that all qualified persons shall have access to its program and facilities. Any person having concerns with respect to rights under Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1992, Title VI of Civil Rights Act of 1964 and Age Discrimination Act of 1975, or Title IX of the Education Amendments of 1972, should contact the Director of Student Services, by telephone, 417/269-3598; e-mail [studentservices@coxcollege.edu](mailto:studentservices@coxcollege.edu) or by mail at 1423 North Jefferson Avenue, Springfield, MO 65802, Attn: Director of Student Services.

All data in this catalog reflects information as it was available on the publication date. Cox College reserves the right to revise all announcements contained in this publication and, at its discretion, to make reasonable changes in requirements to improve or upgrade academic and nonacademic programs. This catalog is not intended to be a contract, explicit or implied.

## History of Cox College



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

Initial approval for the nursing program was received from the Missouri State Board of Nursing in May 1995, and 49 students were admitted to the Associate of Science in Nursing (ASN) degree program in 1995. Thirty-one students graduated at the first commencement on May 10, 1997.

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

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

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

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

In 2008, the Associate of Science in Medical Assisting Program was approved by the Higher Learning Commission.



### **The Cox College Pin**

The Cox College pin retains the original design of the pin awarded in 1910 to the first graduate of Burge Deaconess Training School for Nurses.

The design of the pin reflects the religious inspiration for the school of nursing that was established in 1907 by the hospital that has since evolved into CoxHealth. The design also connects nursing and other health care professions with their distant roots as sacred and altruistic vocations.

In this spirit, Cox College is committed to awarding this pin to graduates who are educationally prepared to be caring and competent health care professionals

## **Accreditations/Affiliations**

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

### **Approved by:**

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

### **Accredited by:**

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

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

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

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

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

American Health Sciences Education Consortium (AHSEC)  
American Association of Collegiate Registrars and Admissions Office  
American Association of Colleges of Nursing (AACN)  
Association of Governing Boards of Universities and Colleges  
American Council on Education (ACE)  
Association of Veterans Education Certifying Officials  
Council of Higher Education Accreditation (CHEA)  
Council of Independent Colleges (CIC)  
Medical Library Association  
Missouri Association of Student Financial Aid Administrators  
Missouri Association of Colleges of Nursing  
Missouri Association of Collegiate Registrars and Admissions Officers  
Missouri Association of Student Financial Aid Personnel  
Missouri Council of Associate Degree Nursing Programs  
Missouri League for Nursing

Missouri Nurses Association (MONA)  
Missouri Vocational Association  
National Association for College Admissions Counselors  
National Association of Student Financial Administrators  
National League for Nursing  
Southwest Missouri Nursing Education Consortium

## Directory for Cox College

Receptionist – Main Lobby .....	417/269-3401
Academic Resource Center.....	417/269-3225
Administrative Assistant to Vice Presidents.....	417/269-3066
Administration Office, Executive Secretary .....	417/269-3402
Admissions Recruiter/Counselor .....	417/269-3069/3038
Bookstore.....	417/269-3508
Bursar .....	417/269-3440
Dean, Department of Health Sciences.....	417/269-3068
Dean, Department of Nursing .....	417/269-8316
Dean, Enrollment Management.....	417/269-8423
Dietetic Internship .....	417/269-3040
Director of Admissions .....	417/269-3083
Director of Financial Aid .....	417/269-3045
Director of Student Services .....	417/269-3598
Faculty Support Specialist.....	417/269-8450
Financial Services .....	417/269-3834
General Education Advisor .....	417/269-3081
Library .....	417/269-3460
Drury University, F.W. Olin Library .....	417/873-7400
Medical Billing/Coding Program .....	417/269-3545
Medical Transcription Program .....	417/269-3469
President, Office of the .....	417/269-3402
Security	
Cox North .....	417/269-3715
Cox South .....	417/269-6120
Technology Support .....	417/269-3854
Vice President for Academic Affairs.....	417/269-8272
Vice President for Operations.....	417/269-3667
Fax .....	417/269-3586
Toll Free .....	1-866/898-5355

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

### **Mission Statement**

Cox College is committed to excellence by meeting the educational needs of students and the health care community.

### **Vision**

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

### **Goals**

To provide quality educational programs.

To provide a quality customer experience.

To provide a quality employee experience.

To achieve quality business practices.

### **Core Values**

**Student First** – we believe in providing students opportunities and support to succeed and be accountable for their own learning.

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

**Communication** – we believe in honest, open, and transparent communication.

**Nothing is Impossible** – we believe in working together, taking reasonable risks, and daring to change so that the impossible becomes possible.

## **Notices**

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

All students with verified disabilities must provide to the Section 504 coordinator (417/269-3598) verification of and required accommodations for their disability upon admission to the College. Students who suspect they might have a disability should contact the Section 504 coordinator for assistance. The College will allow for implementation of reasonable and appropriate accommodations necessary for participation in the College's programs.

### **Criminal Background Check**

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

### **Drug-Free School**

Students of Cox College are subject to the Drug-Free Schools Policy. Students are expected to remain drug free and in a suitable physical and mental condition for the learning environment. Students suspected of being under the influence of drugs or alcohol will be removed from the college or clinical environment, placed on temporary suspension, and evaluated, which will include drug testing. A copy of this policy is provided to all students during College orientation. Additional copies are available in the Academic Resource Center.

### **Family Educational Rights and Privacy Act (FERPA) Directory Information**

In compliance with Public Law 93-380, Family Educational Rights and Privacy Act of 1974 (FERPA) as amended, Cox College defines directory information as a student's name, address, telephone number, date of birth, place of birth, parents' names, class, major, dates of attendance, degrees and awards received, participation in officially recognized activities, and previous educational institutions attended by the student. Information designated as directory information may be released unless specifically prohibited by the student in writing. Forms authorizing Cox College to withhold any or all such information are available in the Office of the Registrar.

In accordance with this federal law, the institution has adopted policies and procedures governing the confidentiality of student educational records. No individual shall have access to, nor will the institution disclose any information from a student's educational record without the prior written consent of the student or as otherwise authorized by FERPA. Permitted exceptions under the law include disclosures to: College personnel who have a legitimate educational interest; officials of other institutions in which a student seeks enrollment; representatives of agencies or organizations from which a student has received financial aid; and certain federal and state officials. Educational records are maintained by the Registrar, and copies of records are provided to advisors.

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

### **Financial Condition Information Requests**

An annual audited fiscal report is available to interested parties upon written request to the Chief Financial Officer of CoxHealth. Access to the 990T forms is available for viewing by interested parties in the Accounting office of CoxHealth.

### **Harassment Policy**

Cox College is committed to providing an educational and work environment that is free of sexual harassment and intimidation. Sexual harassment is a form of discrimination that is expressly prohibited by Title IX of the 1974 Educational Amendments and Title VII of the 1064 Civil Rights Act.

### **Non-Discrimination Policy**

Cox College does not discriminate on the basis of age, sex, color, disability, marital status, race, religion, ethnic or national origin. The College is committed to a policy that all qualified persons shall have access to its programs and facilities. Any person having concerns with respect to rights under Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1992, Title VI of Civil Rights Act of 1964 and Age Discrimination Act of 1975, or Title IX of the Education Amendments of 1972 should contact the Director of Student Services.

### **Notification of Rights Regarding Education Records**

FERPA affords students certain rights with respect to their education records.

These are:

1. The right to inspect and review the student's education records
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent
4. The right to file with the U.S. Department of Education a complaint concerning alleged failure by Cox College to comply with the requirements of FERPA
5. The right to obtain a copy of the College's FERPA policy. Students can obtain a copy of the policy from the Registrar's office.

### **Student Right to Know and Campus Security Act**

In compliance with Title II of Public Law 101-542 of the Federal Student Right to Know and Campus Security Act of 1990, the Security office of CoxHealth collects relevant crime statistics and establishes appropriate security policies. The Security office revises and makes available these statistics annually. In addition,

the statistics are published monthly in the campus newsletter. This information is distributed to all enrolled students and employees and is made available to all prospective students. Additional information is provided to students on crime prevention, drug/alcohol abuse education and awareness, and prevention of sex offenses. Additional information related to programs and counseling services is provided through the Academic Resource Center.

**Tobacco-Free Facilities**

The College and residence, grounds, and parking lots are tobacco free. Contact the Director of Student Services at 417/269-3698 for more Information.

## **Academic Programs**

### **Certificates Offered**

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

### **Degrees Offered**

Cox College awards an Associate of Science in Medical Assisting (ASMA), Associate of Science in Nursing degree (ASN) and a Bachelor of Science in Nursing degree (BSN). The ASN and the BSN degree received in the entry-level and accelerated BSN tracks enable the graduate to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN®) to become licensed as a registered nurse. The BSN degree received in the RN-BSN completion track provides the registered nurse with a foundation for professional nursing practice and increased marketability.

## **Buildings and Facilities**

### **Computer Laboratories**

Three computer laboratories provide networked workstations. The computer labs are available each semester from 7:00 a.m. to 9:00 p.m. Monday through Thursday and 7:00a.m. to 6:00 p.m. on Friday. The Computer Labs are closed when classes are not in session. Workstations provide software applications for word processing, spreadsheets and databases, e-mail, Internet access, multimedia presentations, and a variety of computer-assisted instruction materials. All students are assigned e-mail accounts upon entry to the College. Communications vital to students are frequently delivered via e-mail by faculty and administration.

### **Libraries**

The CoxHealth libraries, a cooperative service, provide information resources for the College. The primary library serving the College is located at Cox North.

The libraries web page, <http://www.coxhealth.com/libraries>, is accessible directly from the Cox College web site. This web page provides access to the CoxHealth online card catalog of books and journals, OVID and EBSCO (literature databases), Web Resources (Internet Web links), and additional library information. Materials not available in the library collection are retrieved through a variety of interlibrary loan and cooperative agreements.

### **Writing Center**

The Writing Center on the Drury University campus is available to Cox College students. Contact the Academic Resource Center for more information.

## **Student Services**

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

### **Academic Resource Center**

The Academic Resource Center at Cox College provides support for students in academics and personal and social development. The Center aids students in developing transition-to-college foundations such as study strategies, note taking tips, test taking proficiencies, time management skills, learning styles assessments, and relaxation techniques, as well as providing guidance in dealing with stress, anxiety, and personal concerns.

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

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

Cox College offers an Early Alert/Early Intervention Program. This program occurs during the first five (5) weeks of classes, during the fall and spring semesters. The Academic Resource Center utilizes a proactive format to aid students needing additional study opportunities and resources. All students are encouraged to use the support services available through the Center.

### **Bookstore**

Textbooks, supplies, food, and beverages may be purchased at the bookstore located on the first floor of the College. An ATM is available in the bookstore. Clothing and other items are also available. Bookstore hours will be posted at the beginning of each semester. Please check with the bookstore for extended business hours during school year.

### **Counseling**

The counseling center and the Pastoral Care Department of CoxHealth are available to students needing assistance in making decisions affecting personal and educational plans related to life goals. Contact the Academic Resource Center (417/269-3225) for additional details.

### **Child Care**

Cox Child Care Center will provide care for children of students on a space-available basis. The center is open seven days a week, 6:00 a.m. to midnight for children ages 6 weeks through 12 years. A fee is charged.

### **Employment Opportunities**

Information concerning employment opportunities for students and graduates of Cox College are posted on the bulletin board in the student lounge located on the lower level.

### **Financial Arrangements**

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

### **Food Service**

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

### **Handbooks**

The *Student Handbook* is provided to new students at orientation and at the beginning of the Fall Semester and is available on the Cox College Web site ([www.coxcollege.edu](http://www.coxcollege.edu)). The handbook contains institutional policies and procedures relevant to student and college life. It is the responsibility of each student to be familiar with the content of the handbook.

## **Health Services**

The Emergency Departments at Cox North and Cox South are available to provide services to students who need emergency health care. Non-emergencies are referred to Urgent Care on the Cox Walnut Lawn campus. Students assume the total cost of their health care and are encouraged to have health insurance.

## **Orientation**

An orientation to Cox College is held for new students at the beginning of each semester. The purpose of orientation is to acquaint students with the Cox College mission, core values, programs, facilities, and available services. It is strongly suggested that all new students attend.

## **Recreation**

The Meyer Center, a 60,000 square-foot facility, offers members free screenings/assessments, educational opportunities and many other services to assist in the pursuit for a healthy lifestyle. Other fitness centers are located at Cox North and in Willard and Republic. College students may join these centers for a nominal fee which includes a required orientation to the facilities and a one-year membership. Those wishing to add a family membership will be charged according to the Cox employee rate schedule.

## **Religious Life**

Cox College is non-sectarian and respects the religious beliefs of members of the College community. A synagogue, churches of many denominations, and other places of worship are located in Springfield, several within walking distance of the College. Chaplains of CoxHealth and chapels at Cox North and Cox South are also available.

## **Tutoring**

One-on-one, small group and large group tutoring sessions are available at no charge, however, if a tutee is unable to attend the tutoring appointment and adequate notice is not provided, a \$10.00 fee will be charged to the student's College account. Peer tutors are individuals who have successfully completed courses within the curriculum with a grade of B or higher and have a 3.0 GPA. Students who seek tutoring assistance or are interested in becoming a tutor should contact the Academic Resource Center.

## **Services for Students with Disabilities**

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

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

### **I. Academic Requirements**

Cox College is committed to making reasonable modifications to its academic requirements when such modifications are necessary to ensure that academic requirements do not discriminate (or have the effect of discriminating) on the basis of handicap, against a qualified handicapped applicant or student as defined under the Americans with Disabilities Act. Modifications may include, but are not limited to the following:

- A. Changes in the length of time permitted for the completion of degree requirements;
- B. Substitution of specific courses required for the completion of degree requirements; and
- C. Adaptation of the manner in which specific courses are conducted.

If a qualified handicapped applicant or student requests an academic notification that Cox College can demonstrate is essential to the instruction being pursued by such student or to any directly related licensing requirement, then failure to make such academic modification by Cox College shall not be regarded as discriminatory under the Americans with Disabilities Act.

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

**To Whom Request Shall Be Directed.** If a qualified handicapped applicant or student believes an academic adjustment is necessary, he/she should immediately contact the Director of Student Services, by telephone, 417/269-3598; e-mail [studentservices@coxcollege.edu](mailto:studentservices@coxcollege.edu) or by mail at 1423 North Jefferson Avenue, Springfield, MO 65802, Attn: Director of Student Services. Please see Section II of this Policy for more specific guidelines regarding requests.

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

### **III. Procedure by which requests for Academic Adjustments shall be considered**

- A. If an applicant or student believes an academic adjustment is necessary, he/she shall make a written request to the Director of Student Services (submitted either by electronic mail at [studentservices@coxcollege.edu](mailto:studentservices@coxcollege.edu) or by regular mail to 1423 N. Jefferson, Springfield, MO 65802, Attn: Director of Student Services). The request shall include the following:
  - 1. Course in question

2. Nature of the disability and the reason for the request (i.e. the reason that taking the required course would amount to discrimination based on the disability)
  3. Student's history with course or subject matter, including any attempts to pass the class, whether accommodations were requested, and what accommodations were available
  4. Statement of the accommodation he/she is seeking
  5. Applicant or student should attach documentation of the disability from a qualified diagnostician and may attach letters or other documents supporting the request. ("Documentation" refers to, but is not limited to, the following: a diagnosis made by a qualified medical, psychological, educational or rehabilitation professional or other professional personnel qualified to make the particular diagnosis).
- B. The Director of Student Services shall review the request and documentation, and shall meet individually with the applicant or student within ten (10) days following receipt of the request.
  - C. The Director of Student Services shall schedule additional meetings if needed and shall make a decision based on the individual circumstances and the law, within seven (7) days of the meeting with the applicant or student.
  - D. The Director of Student Services will inform the applicant or student of the decision in writing within five (5) days of the decision.
  - E. The applicant or student may appeal the Director of Student Services' decision, in writing, by submitting a letter to the President that indicates the desire to appeal, within five (5) days of notification (to the applicant or student). The applicant's or student's letter should be sent to: 1423 North Jefferson, Springfield, MO 65802, Attn: President. Failure to submit a request for appeal within the timeframe set forth herein will result in an acceptance of the Director of Student Services' decision, and will constitute an automatic waiver of applicant's or student's right to appeal.
  - F. The President shall, within five (5) days of receipt of the letter requesting an appeal, call a special meeting of the College Leadership Council to hear the appeal.
  - G. The applicant or student shall be given a minimum of ten (10) days advance notice of the College Leadership Council's special meeting date. The meeting shall be held within 15 days of the request for appeal. The applicant or student will be informed at this time that he/she may appear at the College Leadership Council's special meeting to present his/her request and/or relevant documentation. During the College Leadership Council's special meeting, the Director of Student Services shall present his/her decision, his/her reasoning, and/or documentation for the decision. Then, the applicant or student shall have the opportunity to present his/her request, documentation, and reasoning. (The Director of Student Services

shall leave the meeting room during the applicant's or student's presentation). After the College Leadership Council hears both the Director of Student Services' reasoning and the applicant's or student's request, it shall excuse the Director of Student Services and the applicant or student from the meeting, deliberate, and vote, based on the circumstances and the law. (The Director of Student Services shall not be permitted to vote on this issue).

The College Leadership Council's decision shall be binding, and the applicant or student shall have no further right to appeal.

- H. The President shall inform the applicant or student in writing of the College Leadership Council's decision within three (3) days of the decision.

#### **IV. Procedure by Which Academic Adjustment shall be considered in an Emergency Situation**

In the event that an applicant or student requests an academic adjustment in an emergency situation ("emergency situation" is defined in this policy as a situation in which an answer to the request for the academic adjustment is needed before the time periods permitted in Section III of this policy), then the Director of Student Services shall use best efforts to expedite the process provided in Section III of this policy, to provide the applicant or student an answer as soon as is reasonably practicable.

#### **V. Other Rules**

Cox College shall not prohibit handicapped students from using tape recorders in classrooms or using dog guides in campus buildings to the extent such prohibitions have the effect of limiting the participation of handicapped students in Cox College education programs or activities.

#### **VI. Auxiliary Aids and Services**

- A. **Absence of Auxiliary Aids.** Cox College shall take reasonable steps to ensure that no handicapped student is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination because of the absence of educational auxiliary aids for students with impaired sensory, manual, or speaking skills.

(Auxiliary aids may include taped texts; interpreters; note takers; transcription services; written materials, or other effective methods of making orally delivered materials available to students with hearing impairments; Braille materials; large print materials; acquisition or modification of equipment or devices; readers; and other similar services and actions).

- B. **Aids of a Personal Nature.** Cox College shall not provide attendants, individually prescribed devices, readers for personal use or study, or other devices or services of a personal nature.

## **VII. Confidentiality and Procedures for Handling Confidential Information**

Information about an applicant's or student's disability is confidential. This information may not be shared, whether orally or in writing, with any parties beyond those directly involved in the proceedings and decision-making.

## **VIII. Publication of Policy**

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

## **Transportation**

Students are responsible for providing their own transportation to all laboratory experiences. Adequate off-street parking is available at Cox College and laboratory facilities. Parking permits are required for parking at the College, Cox South and Drury University campuses.

## **Organizations**

### **Ambassador Program**

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

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

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

The Cox College Alumni Association is composed of both a Health Sciences Chapter and a Nursing Chapter with their own separate Board of Directors. For further information concerning the Health Sciences Chapter and the Nursing Chapter, contact the executive secretary at 417/269-3402.

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

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

### **Student Government Association**

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

## Cox College Admissions

### Admissions Department

The Admissions Office is the gateway to accessing College programs. All prospective students are strongly encouraged to visit with one of the admissions counselors of Cox College. Prospective students may call 417/269-3038 or 417/269-3069 to make an appointment with an admissions counselor.

Early application to Cox College is encouraged. An application may be obtained on-line, in person at the College, or by calling (417/269-3401) and requesting an application. Applicants will be notified of their admission status after all documentation required for admission has been received.

For more information, please contact the Cox Admissions Office (417/269-3401). The admission office is open Monday through Friday, 8:00 a.m. to 4:30 p.m. Our mailing address is:

Cox College  
Admissions Office  
1423 N. Jefferson Avenue  
Springfield, Missouri 65802

### Cox College Admission Standards

#### Regular Admission – First Time Student

- Official high school transcript or official G.E.D. certificate, and
- Composite ACT of 18 or SAT combined score of 860 or higher and
- High school cumulative G.P.A. of 2.000 or higher or proof of having successfully passed the G.E.D.

Note: If the applicant presents a G.E.D., he or she must also have a composite ACT of 18 or SAT combined score of 860 or higher. If the applicant presenting a G.E.D. does not have ACT or SAT scores, then he or she must take and pass the Test of Essential Academic Skills (TEAS) examination.

#### Regular Admission – Transfer Student

- Must have passed 12 college hours
- Have a college cumulative G.P.A. of 2.000 or higher

If the applicant does not meet the above admission standards, he or she will be required to take and pass the Test of Essential Academic Skills (TEAS) examination. The TEAS examination is offered the 1<sup>st</sup> and 3<sup>rd</sup> Fridays and Tuesdays of each month. An applicant may take the TEAS examination two (2) times. On Fridays, the examination is given at 8:00 a.m. and Tuesdays the

examination is given at 5:30 p.m. The applicant must schedule the TEAS examination through their admissions counselor.

### **Provisional Admission**

Applicants scoring between the 60<sup>th</sup> and 69.9<sup>th</sup> percentile on the TEAS Adjusted Individual Score will be offered provisional admission to the College. Provisional admission requires the applicant to take and pass twelve (12) hours, of general studies, at Cox College and have a cumulative G.P.A. of 2.500 or higher in the 12 hours. The 12 hours must be completed within two (2) semesters. Foundations of Science, Beginning Algebra, Fundamentals of English, and Promoting Learning and Ultimate Success (CCPL) must be a part of the 12 hours.

### **Admission Procedure to Cox College**

1. Submit a completed Cox College application
2. Submit a non-refundable application fee of \$45.00
3. Submit an official copy of your high school transcript or GED certificate
4. Submit official transcripts from all accredited post-secondary institutions attended. **(If you have earned less than 24 college credits, you must also submit your official high school transcript or GED certificate.)**

### **English and Mathematics Proficiency**

Students admitted to Cox's general studies program must provide proof of competency in English and Mathematics. Competency is accomplished by providing one of the following:

- ACT math score of 22 or higher or an SAT math score of 520 or higher.
- ACT English score of 22 or higher or an SAT English score of 495 or higher.
- An official college or university transcript with a grade of "C" or better in English Composition and College or Intermediate Algebra courses.
- Successfully passing the TEAS Mathematics exam with an Adjusted Individual Math score of 70 percent or higher and/or the TEAS English and Language Usage exam with an Adjusted Individual English score of 70 percent or higher.

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

### **Advanced Placement (AP) Credit**

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

### **College Level Examination Program (CLEP)**

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

### **International Baccalaureate (IB)**

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

### **Re-Admission to Cox College**

If a student does not enroll at Cox College for one semester (unless granted a leave of absence) or withdraws from the college during a semester, he or she ceases to be a student of the college. Eligibility for re-admission will be considered by the appropriate academic department. If a student is dismissed from the College, re-admission is generally not considered sooner than one year from dismissal date.

Eligibility for re-admission will be determined based upon current admission policies, academic accomplishments, and potential for success. Students must meet the catalog policies and graduation requirements in effect at the time of re-admission.

To be re-admitted, the student must:

1. Submit a completed Cox College application
2. Submit a non refundable application fee of \$45.00
3. Submit official transcripts from all accredited post-secondary institutions attended since withdrawing from Cox College
4. A personal interview may be required

### **Transfer of Credit**

Students desiring to transfer credits from another college/university must have official transcripts sent to Cox College from the transferring college/university. Cox College only accepts grades of "C" or higher.

## **Academic Policies and Procedures**

### **Academic Year**

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

### **Adding a Course**

To add a course, students complete the Change of Schedule form available in the Registrar's office. Students must complete the form, obtain the signature of their advisor and the course instructor(s) listed on the official class schedule, and return the form to the Registrar within the add period. Refer to the academic calendar for these dates.

### **Advisement**

Academic advising is available to all students of Cox College. The General Studies Specialist is the advisor for students in the General Education program. Students admitted to the individual programs are assigned an advisor within his or her program. If you do not know your advisor, check with the Dean of your program.

Once a student has been accepted into a program, an academic advisor will be assigned to assist in the student's Proposed Plan of Study. Prior to registration each semester, students must consult with the academic advisor regarding the Proposed Plan of Study. The advisor's signature is required in order to register for courses for the upcoming semester.

It is highly recommended that students not making satisfactory progress meet with his or her academic advisor (academic advisors have their office hours posted outside their offices.) The responsibility to arrange academic counseling rests with the student.

### **Credit by Examination**

There are currently two mechanisms whereby a student may receive course credit by examination: the College Level Examination Program (CLEP) and challenge examination. Regardless of which mechanism is used, only a total of nine (9) credit hours toward graduation may be earned in this manner.

### **Challenge Examinations**

1. Students wishing to receive course credit through a challenge examination must first have the permission to do so from the Vice President for Academic Affairs. Students must put the request in writing and clearly identify the course(s) they wish to challenge. A maximum of nine (9) credit hours may be earned by challenge examination.

2. The student must register for the course(s) for which the challenge examination is sought and pay the tuition and fees for the course(s).
3. The Vice President for Academic Affairs will arrange with the appropriate faculty member(s) to provide the challenge examination.
4. The student must achieve at least a grade of 70 (based upon the current College grading scale) on the challenge examination in order for credit to be granted.
5. If the student fails to achieve the required minimum score, the course(s) must be completed at Cox College.
6. If the student achieves the minimum score or above, the course and transfer grade (CV-Credit by Validation) will be entered on the student's transcript.

### **Dean's List**

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

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

### **Disciplinary Probation**

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

1. Failure to meet remediation related to laboratory suspension
2. Unsatisfactory laboratory performance (including, but not limited to, lack of preparation and irresponsible, unsafe, or unprofessional conduct)
3. Scholastic misconduct (including, but not limited to, plagiarism or dishonesty)
4. Nonacademic misconduct in violation of published standards described in the *Student Handbook*, including those specifically addressed in the Student Conduct Code and Drug-Free Schools policy.

### **Disciplinary Dismissal**

A student may be dismissed from Cox College for any of the following reasons:

1. Failure to conduct oneself in a responsible, safe, and professional manner as described in the *Student Handbook*
2. Academic misconduct, including, but not limited to, plagiarism or

dishonesty

3. Failure to meet remediation requirements

### **Government Course Equivalency**

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

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

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

### **Grade Reports**

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

### **Grading**

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

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

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

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

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

## **Graduation**

A student should consult the academic calendar for the graduation date and make an appointment to meet with his/her academic advisor to register for the final semester. The deadline for applying for graduation may be found in the academic calendar. The student should obtain an Application for Graduation form, from the Registrar's assistant, and submit it to his or her academic advisor for completion. The academic advisor will print the current transcript and review it with the student to ensure all graduation requirements will be met. Once completed, the student will take the completed application and transcript to the Registrar's office.

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

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

## **Graduation Honors**

Final graduation honors are based upon the final grade point average at the time the degree is issued.

Public recognition honors (honors that appear in the commencement program), are based upon the cumulative grade point average of the semester preceding the graduation ceremony.

Summa Cum Laude: Graduate with highest distinction; cumulative GPA 3.9 - 4.0

Magna Cum Laude: Graduate with high distinction; cumulative GPA 3.75 - 3.899

Cum Laude: Graduate with distinction; cumulative GPA 3.5 - 3.749

With Honors: Department of Health Sciences; cumulative GPA of 4.0

## **Grievance Procedure**

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

## **Incomplete Course Grades**

A student may receive a grade of "I" (incomplete) in a course if, in the faculty's estimation, there has been sufficient progress in the course to justify a grade of

incomplete as opposed to a withdrawal. The progress must be sufficient to assure that the student will be able to complete all course requirements. The schedule for the completion of incomplete grades is as follows:

**Summer Incomplete – Must be completed no later than the 2<sup>nd</sup> week of September**

**Fall Incomplete – Must be completed no later than the 1<sup>st</sup> week of February**

**Spring Incomplete – Must be completed no later than the 2<sup>nd</sup> week of June**

Failure to complete incomplete coursework by the prescribed date will result in an “F” being recorded as the final grade in the course. If a student received an “I” in a prerequisite course, the student may register for the subsequent course in the semester the incomplete course is to be completed; however, if the “I” is not removed in the prescribed time frame, the student will be withdrawn from the subsequent course.

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

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

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

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

The College recognizes three types of Leaves of Absence: a Leave of Absence from the Department and College, an Emergency Leave of Absence (Federal Medical Leave Act), and/or a Military Leave of Absence (see the following explanations.)

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

A one-semester LOA from the Department may be granted for extraordinary situations to students accepted into a college program by the Dean of the department. Requests must be made in writing. Students granted a LOA will receive a grade of “W” for all courses during the LOA semester. Failure to register for the semester immediately following the leave of absence will be considered a withdrawal from Cox College. An admissions application and a program application will be required for readmission.

### **Emergency Leave of Absence**

A LOA may be granted for emergencies occurring during the semester, as defined by the Family Medical Leave Act (**FMLA**). If possible, the request should be made prior to the semester for which the Leave is being requested.

1. Students who are admitted to an academic department and who are requesting a Leave of Absence from the College must complete the *Request for Emergency Leave of Absence* form.
2. The *Request for Emergency Leave of Absence* form must be signed by the student and a representative of the Financial Aid Office.
3. The form is then forwarded to the Vice President for Academic Affairs.
4. The student will be notified regarding the request in writing via certified mail by the Vice President for Academic Affairs.
5. Students granted a LOA will receive a grade of “W” for all courses during the LOA semester.
6. The student must register for the fall or spring semester immediately following the semester of the Leave of Absence.
7. Students completing the required procedure will be readmitted to the College without requiring reapplication and attendant fees.
8. Students who fail to register for the fall or spring semester immediately following the Leave of Absence will be required to reapply to the College and pay the required fee.

### **Military Leave of Absence (MLOA)**

A MLOA from the College will be provided for students who are called to military service, for the term of that service. The procedure is the same as that for Emergency Leave of Absence. Students granted a MLOA will receive a grade of “W” for all courses during the LOA semester. Students granted a MLOA must register for the fall or spring semester immediately after completing military service.

### **Repeating a Course**

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

Enrollment in the repeated courses will be on a space-available basis. The student’s G.P.A. will reflect the grade received when the course is repeated.

A student may re-enroll in a discipline-specific (i.e., courses with the prefix of NURS, NRSI, MACC, HSCC, MDTN, and MDCO) course only ONCE, regardless of the grade status at the time of withdrawal from the course. A Withdraw “(W)” before the fourth week of the semester will not be considered in

the one-time re-enrollment policy. Re-enrollment in courses that the student has withdrawn from will be on a space-available basis to be determined during the final “open” registration period before the start of each term. A Withdraw Passing “(WP)” will not count toward one of the two discipline-specific courses that are allowed for repeat. A Withdraw Failing (WF) will be counted as one of the two discipline-specific courses that may be repeated.

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

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

### **Student Classification**

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

<b>Freshman:</b>	0-30 credit hours completed
<b>Sophomore:</b>	31-60 credit hours completed
<b>Junior:</b>	61-90 credit hours completed
<b>Senior:</b>	91+ credit hours completed

Promotion of students is dependent on successful accrual of the required number of credit hours and maintaining requirements for progression. Student status per semester is designated as one of the following:

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

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

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

**Audit:** Students taking a course for interest or development of skills, but not with the intention of seeking credit or a grade. Audited courses do not fulfill degree requirements. Laboratory hours of nursing courses may not be audited. Permission to audit a course will be granted by the Dean of the department, on a space-available basis.

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

## **Student Discipline**

### **Academic Integrity**

All students are expected to consistently exhibit scholastic integrity. A student who has committed an act of academic dishonesty has failed to meet a basic requirement of satisfactory academic performance.

Academic dishonesty is relevant to the evaluation of the student's level of performance and will result in disciplinary action. See the *Student Handbook* for additional information.

Cox College reserves the right to place on probation, suspend or dismiss students from the College whose conduct or performance is detrimental to the interests of the College or program-specific professions. Examples of conduct for which students may be disciplined can be found in the *Student Handbook*. Procedures for probation and suspension are detailed in the *Student Handbook*.

### **Academic Probation**

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

### **Academic Dismissal**

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

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

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

## **Student Success**

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

CCPL 100 is a one credit introductory college course and may be required prior to admission to certain programs. This course is designed to facilitate a successful college experience with an emphasis on strategies to improve and build strong classroom skills, study techniques, test taking,

critical thinking, and time management skills. The course offers information about health care as a career, knowledge of the College campus community and information about support services.

### **Attendance**

Success in the educational process depends to a large extent on regular attendance. Students are expected to attend all classes and laboratory sessions. When circumstances prevent attendance, the student is responsible for notifying faculty and making arrangements for completing missed work. **Faculty may withdraw a student from a class and assign a Withdraw Failing (WF) grade due to excessive absences.**

Students absent for at least three consecutive weeks within a term without prior approval obtained through the Vice President for Academic Affairs may be administratively withdrawn, assigned a failing grade of “WF,” and liable for all financial responsibilities, including tuition and fees.

### **Transcripts of Academic Records**

Transcripts of academic records will be issued by Cox College to all present and former students for a nominal fee upon written request. Requests may be faxed to 417/269-3586, and must include signature, MasterCard or Visa account number, expiration date, cardholder name, and mailing address for transcript delivery. Requests may also be sent by mail to: Registrar, Cox College, 1423 N. Jefferson Ave., Springfield, MO 65802. E-mail and/or phone requests are not accepted.

An official transcript will not be issued if there are outstanding financial obligations to the College or if the student is in default on any Federal Family Education Loan, Perkins Loan, or Nursing Student Loan. The transcript required for application for initial licensure for nursing graduates will be provided free of charge upon written request. The costs of academic transcripts are listed on the Tuition and Fees schedule.

### **Transfer Course Credit**

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

With the exception of discipline-specific general education requirements, students enrolled in Cox College degree programs who have previously earned a bachelor’s degree from a regionally accredited college or university are considered to have completed all general education requirements. Transfer credits

are included in the earned hours to meet graduation requirements. Credit by examination and/or validation (with the exception of math proficiency in the ASN program) is included in cumulative credit hours to meet graduation requirements. Students will receive notification of courses accepted for transfer credit. Refer to the *Student Handbook* for additional information.

### **Withdrawal from Cox College**

If a student wishes to withdraw from the College, he or she must obtain a Student Withdrawal Form from the College receptionist, any of the academic deans, or the assistant to the dean of enrollment management. The form must be completed and turned into the assistant to the Registrar. The official date of withdrawal is the date the student completes the withdrawal process.

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

A student wishing to withdraw from a course, a Change in Schedule form must be completed. This form may be obtained from the College receptionist. The dates for withdrawing from a course may be found on the College calendar.

Withdrawals cannot occur during the last two weeks of a 16-week semester. Re-enrollment in courses that have been withdrawn from will be on a space available basis.

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

## FINANCIAL AID

Student financial aid is a supplement to the expenses of college and must be applied for each year. Aid is divided into four categories: scholarships, grants, loans, and employment.

Application for federal financial aid is made by completing the Free Application for Federal Student Aid (FAFSA). Priority is given to applications processed by April 1. The application is available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) after January 1 for the upcoming year. Eligibility for federal financial aid is set forth by the U.S. Department of Education

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

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

### Sources of Financial Aid

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

#### Federal Programs

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

#### Federal Family Education Loan Programs

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

#### State Programs

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

**Institutional Programs** (Applications are available at [www.coxcollege.edu](http://www.coxcollege.edu) under Financial Aid)

- Financial assistance for the BSN completion may require a separate application
- Need-based scholarships are determined by information submitted on the FAFSA
- Academic scholarships are determined by cumulative grade point average (G.P.A.)
- Cox Auxiliary scholarship (limited to ASN students only)
- Community Service scholarships are awarded annually and require a written essay and letter of reference.

### **Refund Policy and Repayment Policy**

#### **Refund for Withdrawal from Cox College**

If a student wishes to withdraw from the College, he or she must obtain a Student Withdrawal Form from the College receptionist. The form must be completed and turned into the assistant to the Registrar. The date the student completes the withdrawal process is the date used to calculate the amount of refund. The percentage of refund is based upon the following schedule. **Nonattendance does not constitute official withdrawal. (The refund schedule varies for the summer session.)**

A tuition refund is based on:

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

#### **Return of Title IV Funds**

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

The Return of Title IV Funds is calculated by a percentage based on the number of days completed divided by the number of days in the academic period. For the spring semester, spring break will be deducted from the total number of days in the semester. Once 60 percent of the class has been reached, no federal

calculation is required. The withdrawal date is determined by one of the following criteria:

- The earliest date student began school's withdrawal process or date student otherwise provided "official" notice of withdrawal will be used.
- If the student does not notify the school, the midpoint date in the period is used.
- If the student does not provide the required notification due to circumstances beyond the student's control, the date related to that circumstance will be used.
- Date of student's last attendance at a documented academic or related activity will be used.

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

1. Unsubsidized Stafford Loan
2. Subsidized Stafford Loan
3. Federal Plus Loans
4. Federal Supplemental Educational Opportunity Grant (SEOG)
5. Federal Academic Competitiveness Grant
6. Federal Pell Grant
7. Other Title IV Aid Programs

### **Impact of Leave of Absence (LOA) on Student Loans**

Students may also request an "*external Leave of Absence*" that allows them to continue to defer repayment of student loans. Such leaves, if approved, are granted in conjunction with the College Leave of Absence and must meet the following criteria in order to allow for loan deferment:

- There must be at least 12 months between the requested leave of Absence and any previously granted Leave of Absence.
- The LOA must be requested by the student in writing.
- The LOA must be for more than 60 days.

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

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

A LOA that does not meet the above conditions, must be reported by the Registrar to the Student Loan Clearinghouse as a student having withdrawn from the College, effective from the last date of attendance, and is subject to all loan

repayment deadlines.

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

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

### **Financial Obligation Policy**

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

### **Satisfactory Academic Progress**

Federal regulations require that in order to receive financial aid, students must meet satisfactory academic progress (SAP) standards that ensure program completion in a timely manner. A minimum semester GPA of 2.0 on a 4.0 scale must be maintained. Students falling below this standard will be placed on SAP probation.

### **Quantitative Progress Standards**

At the end of each semester, the student must complete 60 percent of the total credit hours for which he/she was enrolled. Grades of Failing “F”, Incomplete “I”, Audit “AU”, Withdraw “W”, Withdraw Failing “WF” or Withdraw Passing “WP” will not be computed in the number of hours completed. Students failing to meet this quantitative academic progress standard will be required to complete the student appeal process.

Students may receive financial aid for a maximum of 150 percent of the credit hours required to complete their program or until a degree is acquired, whichever occurs first. The total number of credit hours allowed includes courses for which credit is transferred from other institutions.

### **Student Appeal Process**

Students on academic probation who fail to meet the satisfactory academic progress standards are eligible to receive financial aid during the semesters they are on probation, because the College’s policy allows for two semesters on probation before dismissal. Students who have been denied financial aid for

failing to meet satisfactory academic progress standards have the right to appeal his/her situation to the Financial Aid Appeals Committee. See *Financial Aid Supplement* and *Student Handbook*.

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

The following situations may necessitate the automatic and immediate termination of financial aid eligibility:

- Withdrawal/dismissal from Cox College
- Withdrawing below half-time status except for the “less than half-time” Pell Grant
- Default on a federally funded student loan or a Cox College emergency loan, or failure to repay a grant overpayment or other financial obligation to Cox College
- Failure to meet satisfactory academic progress standards.

## **Department of Nursing**

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

### **Mission Statement**

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

### **Philosophy of General Education**

A general education is an integral part of the Cox College of Nursing and Health Sciences. Cox College seeks to provide an environment that fosters personal and professional growth and prepares individuals for the rapidly changing health care environment. The faculty believes that the integration of general education knowledge with professional discipline is essential for clinical practice and lifelong learning.

A general education provides opportunities for students to obtain and develop knowledge, skills, attitudes, and interests that enhance and maximize growth and potential to become productive members of society.

A student who acquires a general education will develop cognitive capabilities and understandings that are foundational to continued lifelong learning. Specifically, general education courses improve the ability to:

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

### **Philosophy of Nursing**

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

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

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

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

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

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

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

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

contributions and work collaboratively to achieve unity of effort. Faculty values educational mobility and individual choice in educational pathways.

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

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

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

### **Program Admission**

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

### **Immunization Verification**

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

- Provide current documentation of immunity to Measles, Mumps, & Rubella (MMR), tetanus/diphtheria, Varicella, and Hepatitis B series by immunization or blood titer
- Provide a current negative TB screen

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

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

### **LPN Advanced Placement - ASN**

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

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

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

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

Admission into the LPN Advanced Placement program is offered to the highest-ranking candidates in the applicant pool. Ranking is based on a composite number determined by selection criteria. Selection criteria are based on 1) cumulative GPA, 2) hours of course work completed, and 3) preference between equally qualified candidates is given to those individuals who have completed at least 60% of their coursework at Cox College. This must include one of the following science courses (Anatomy, Physiology, Chemistry, or Microbiology), between otherwise equally qualified candidates.

Once a candidate has been notified of an offer for admission into the LPN Advanced Placement program, a nonrefundable admission deposit must be submitted. After

receipt of this deposit, the student may register for classes according to the academic calendar. There will be an Advanced Placement orientation offered during intersession classes.

### **LPN Advanced Placement - BSN**

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

- Submit proof of current Missouri LPN licensure
- Submit Admission Application form, available from the Admissions Department., **no later than January 15th for August entry and August 15<sup>th</sup> for January entry.**
- Take the Nursing Acceleration Challenge Exam (ACE: Nursing Care during Childbearing and Nursing Care of the Child) PN Pharmacology Exam; and Psychiatric Mental Health Nursing.

**NOTE: Individual test results are reviewed according to the decision score for each test by the DON Dean or designee. Candidates scoring above 70% on each exam will be allowed to progress to appropriate nursing course. Less than 70% will be advised to begin at the appropriate nursing course.**

- **NRSI 210 Care of Childbearing Families**
- **NRSI 211 Care of Childrearing Families**
- **NRSI 212 Mental Health Illness Nursing Concepts**
- **NRSI 204 Pharmacological Basis of Nursing Practice**
- Complete all required general education courses commensurate with their advanced placement with a C or better (Human Anatomy, Fundamentals of chemistry, Human Physiology, Introduction to psychology, Intermediate Algebra, Promoting Learning and Ultimate Success, English Composition, Microbiology, Life Span Development, Intro to Sociology, Intro Professional Nursing, Expository Writing, Pathophysiology). Science courses must have been taken within the past five years to be considered for admission. LPN applicants will not need to take nutrition; credit by validation (CV credit) in nutrition is awarded to advanced placement students on admission to the program.
- Have a cumulative GPA of 3.0 on a 4.0 scale

Admission into the LPN Advanced Placement program is offered to the highest-ranking candidates in the applicant pool. Ranking is based on a composite number determined by selection criteria. Selection criteria are based on 1) cumulative GPA, 2) hours of course work completed, and 3) preference between equally qualified candidates is given to those individuals who have completed at least 60% of their coursework at Cox College. This must include one of the following science courses (Anatomy, Physiology, Chemistry or Microbiology)

Once a candidate has been notified of an offer for admission into the LPN Advanced

Placement program, a nonrefundable admission deposit must be submitted. After receipt of this deposit, the student may register for classes according to the academic calendar. There will be an Advanced Placement orientation offered during intersession classes.

## **Requirements Prior to the First Nursing Course**

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

- Initiation of hepatitis B immunization series
- TB skin test within six months of program entry **& renewed annually**
- Current measles (rubella), mumps, rubella (MMR), tetanus/diphtheria, Varicella and Hepatitis B series by immunization or blood titer
- Negative drug screen
- Clear criminal background check
- Meet functional abilities requirements (provided by the Admission Coordinator)
- Completion of the American Heart Association (AHA) for Healthcare Provider course or equivalent prior to enrollment
- Completion of math proficiency requirement

## **Orientation**

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

## **Math Proficiency Requirement**

For admission into the nursing programs, proficiency in math must be determined. Applicants for program entry must have the math requirement completed before submission of the program application. This requirement will be satisfied by successful completion of **ONE** of the following options:

- ACT math score of 22 or higher or an SAT math score of 520 or higher.
- An official college or university transcript with a grade of "C" or better in English Composition and College or Intermediate Algebra courses.
- Successfully passing the TEAS Mathematics exam with an Adjusted Individual Math score of 70 percent or higher.

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

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

## **Graduation Requirements**

After enrollment in the nursing program, it is recommended that students take at least one nursing course each semester. **Degree requirements must be met within five years of entry into the nursing program.**

Every candidate for a degree is responsible for meeting all the requirements for graduation. The responsibility for understanding and meeting graduation requirements rests entirely with the student. The degree requires:

- Satisfactory completion (C or better) of all specified courses in the curriculum plan
- Completion of second year nursing courses with a minimum of 20 credit hours granted by Cox College of Nursing and Health Sciences for **ASN track**
- Completion of 400-level nursing courses with a minimum of 30 credit hours granted by Cox College of Nursing and Health Sciences for each **BSN track**
- Minimum cumulative GPA of 2.0 on a 4.0 scale on completion of required courses for all the nursing program
- Completion of all nursing courses within 5 years of admission to the nursing program

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

### **Nursing Licensure**

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

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

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

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

## Department of Nursing Academic Policies

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

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

Leaves of Absence from the Department of Nursing are reserved only for extraordinary circumstances. A departmental LOA cannot extend beyond one academic semester and no more than one LOA may be granted to a student following program entry. When returning from the LOA, the student will be held to the policies and requirements of the cohort group they are joining.

Students who fall out of progression and who do not register the following semester for a nursing clinical course are responsible for scheduling to review and practice clinical skills, dosage calculation competency and other required items (such as clin doc, e-mar) prior to enrollment in the next clinical course

### Grading Scale

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

93 – 100	A	
85 – 92		B
75 – 84		C
69 – 74		D (nontransferable credit)
<68	F	

### Incomplete Grade

A grade of “I” in a course should only be given when there is sufficient progress by the student in the course to warrant an extension into the subsequent semester. Requirements for completion are specified to provide ample time for course completion without impairing students’ academic progress.

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

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

If a student receives an “I” in a pre-requisite course, the student may register for the

subsequent course in the following semester. However, if the “I” is not removed in the prescribed timeframe, the student will be withdrawn from the subsequent course.

## Requirements for Progression

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

- Students in all nursing programs must achieve a cumulative average of 75% on examinations in all nursing courses **before** any additional course points can be averaged into the course grade in order to be allowed to progress in the nursing course sequence or, in the case of the last courses in the programs, to be allowed to graduate.
- Any student who achieves a cumulative average of 74.99% or less on course **examinations** will not be allowed to progress to the next course and will have a “D” or “F” recorded as their final grade in the course, and no other course points will be allowed. If eligible, the student will be required to repeat the course.
- Once the cumulative 75% average on all course examinations has been achieved, the remaining points for the course will be averaged with the examination grades. This score will constitute the final course grade.
- If the final grade for the course is less than 75% average after the remaining course points are added, the student will not be allowed to progress to the next course and will have a “D” or “F” recorded as the final grade for the course. If eligible, the student will have to repeat the course.
- Successful completion of the theory and laboratory components of nursing courses. If a student is unsuccessful in the theory component but passes the lab component of course, both sections must be repeated. If student is successful in the theory component of class but unsuccessful in the laboratory component of the course, both sections must be repeated.
- Completion of required academic assessments administered by Cox College.
- Validation of Dosage Calculation Competency.
- Maintenance of AHA Healthcare Provider certification or equivalent.
- Maintenance of current immunizations.

Students who fall out of progression and who do not register the following semester for a nursing clinical course are responsible for scheduling to review and practice clinical skills, dosage calculation competency and other required items (such as clin doc, e-mar) prior to enrollment in the next clinical course.

## Dosage Calculation Competency

Students in nursing courses must demonstrate competency of dosage calculation skills at various points in their program of study to progress. Students who fall out of progression for any reason must retest and successfully pass the appropriate dosage calculation competency.

The competency will be assessed by examination using the following procedure:

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

- **BSN Entry:** Prior to beginning of NRSI 210, 302, 404 and/or 410.

Ninety-five (95) percent accuracy must be achieved on each competency test before the student will be allowed to progress. Two retakes will be allowed for each competency test. If a retake examination is necessary, the original test is not given; another of comparable difficulty will be used. If this standard is not achieved, the student will be required to withdraw from the clinical nursing course requiring proof of competency and must enroll in **NURS/NRSI 197 Dosage Calculation Remediation**.

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

**Exams to determine the dosage calculation are scheduled two weeks prior to final week of each semester:**

**ASN Program:**

- Prior to beginning of NURS 106 – Level One Competency
- Prior to beginning of NURS 206 – Level Two Competency
- Prior to beginning of NURS 208 – Level Three Competency

**BSN Accelerated Track:**

- Prior to beginning of NRSI 210 - Level One Competency
- Prior to beginning of NRSI 302 – Level Two Competency

**BSN Entry Track:**

- Prior to beginning of NRSI 210 – Level One Competency
- Prior to beginning of NRSI 302 – Level Two Competency
- Prior to beginning of NRSI 404 – Level Three Competency

Prior to beginning of NRSI 410 – Level Four Competency

**Prerequisite and Corequisite Requirements**

A Prerequisite course is one that is successfully completed before taking the subsequent course. A Corequisite course is required to be taken with another course.

**Repeating a Nursing Course**

No more than **one** nursing course in the nursing degree program may be repeated. A student will be dismissed from the College if a grade of “D” or below is received in two (2) courses. If a student does not meet progression requirements in any nursing course, that student can repeat the course only **once**. Enrollment in the repeated course will be on a **space-available basis**. The student’s GPA will reflect the grade received when the course is repeated. If a student withdraws prior to the last day to drop without receiving a grade, then that withdrawal is not counted as a repeat of the course.

A student who withdraws or does not achieve progression requirements in any

Corequisite course will NOT be allowed to progress to the next nursing course until the Corequisite requirement is successfully completed. If withdrawal of a Corequisite course occurs, withdrawal in the concurrent nursing course will also be required. If progression in the nursing program is interrupted for this or any other reason, enrollment will be resumed **only on a space-available basis**. Space-available basis is determined by the number of seats remaining in the course after all new and progressing students have been registered. If there are more students repeating than slots available, a ranking process will be used to register those students.

Students who fall out of progression and who do not register the following semester for a nursing clinical course are responsible for scheduling to review and practice clinical skills dosage calculation competency and other required items (such as clin doc, e-mar) prior to enrollment in the next clinical course.

### **ATI Testing Policy**

Cox College acknowledges that students in the department of nursing must successfully pass the NCLEX-RN® exam in order to begin professional nursing practice. It is also acknowledged that success on formative and summative ATI exams throughout the nursing curricula increases success on the NCLEX-RN® exam.

1. If a student scores < level II on **specific course content exams**, the student will be encouraged to:

- Review subject area deficits from ATI report (utilize resources to address deficits – ATI materials, course textbooks, etc.)
- Complete the nonproctored exam until a recommended score of  $\geq 90\%$  is obtained. The student will submit a completion certificate to the course coordinator indicating a score of at least 90% on the nonproctored exam **by the end of the semester**.

2. If a senior student scores < a predicted probability of 96% on the **comprehensive predictor exam**, the following applies:

- Remediation is carried out as noted above in policy statement number one.
- In addition, the student must repeat the proctored exam. Exam dates will be published for repeat exams and must be attended as scheduled.
- Students will be allowed to participate in commencement exercises but will be required to complete remediation process prior to receipt of final grade
- The Dean or designee will coordinate the scheduling and proctoring of repeat exams.

Students who do not achieve at least a **predicted probability of 96%** on the repeat exam are required to attend a formal review course prior to receiving authorization to sit for the NCLEX-RN® exam. The review course is at the student's own expense. A list of approved courses will be provided.

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

Upon entry to the ASN program, students maintaining a fulltime study have the ability to graduate in two years. Graduates are prepared to take the National Council Licensure examination for Registered Nurses (NCLEX-RN®). After passing this examination, they will be eligible to begin a career as a registered professional nurse.

### **Outcome Criteria**

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

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

### **Program Admission**

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

- Complete the admissions procedure to Cox College
- Demonstrate math proficiency (must be completed prior to submitting application)
- Achieve a cumulative college/university G.P.A. of 3.0 or better on a 4.0 grade scale based on a minimum of 12 completed credit hours of which at least one course must be Anatomy, Physiology, Chemistry, or Microbiology. These courses must have been taken within the past five years to be considered for admission.
- Complete an Admission Application form available from the Admissions Department. This form must be completed and submitted to the Dean of Enrollment Management **no later than August 15<sup>th</sup> for Spring entry and January 15<sup>th</sup> for Fall entry.**

Admission into nursing courses of the ASN program is offered to the highest-ranking candidates in the applicant pool. Students awaiting admission into ASN nursing courses may enroll in general education courses at Cox College. Ranking is based on a composite number determined by the cumulative G.P.A., with Cox College preference. Applicants identified as Cox College students are given preference. To be eligible for preference in the ranking process, applicants must have at least 60% of their courses taken at Cox College including one science course (Human Anatomy, Physiology,

Chemistry, or Microbiology).

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

## ASN Degree Track Requirements

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

**General Education: 32 Credit Hours Total**

**Natural and Applied Sciences (20 Credit Hours)**

BIOL 205	Human Anatomy
BIOL 206	Human Physiology
BIOL 208	Microbiology
BIOL 302	Principles of Human Nutrition
CHEM 103	Fundamentals of Chemistry (Prerequisite: Math 100)
INFM 160	Computer Resources

**Humanities (6 or 7 Credit Hours)**

ENGL 150	English Composition
PHIL 201	Introduction to Philosophy
CCPL 100*	Promoting Learning and Ultimate Success

**Social Sciences (6 Credit Hours)**

SOCI 101	Introduction to Sociology
PSYC 101	Introduction to Psychology

**Nursing (38 Credit Hours)**

NURS 100	Introduction to Nursing Skills
NURS 105	Clinical Applications I
NURS 106	Clinical Applications II
NURS 206	Clinical Applications III
NURS 207	Concepts of Professional Practice
NURS 208	Clinical Applications IV
NURS 210	Pharmacological Basis of Nursing Practice
NURS 307	Perspectives on Aging and the Older Adult

## Suggested Full-Time ASN Course of Study

### First Year – Summer

PSYC 101	Introduction to Psychology	3
BIOL 208	Microbiology	4

### First Year—Semester 1

		<u>Credit Hours</u>
BIOL 205	Human Anatomy	4
CHEM 103	Fundamentals of Chemistry	4
NURS 100	Introduction to Nursing Skills	2
NURS 105	Clinical Applications I	5
INFM 160	Computer Resources	1
CCPL 100*	Promoting Learning and Ultimate Success	<u>1*</u>
<b>Semester Total:</b>		<b>16</b>

### First Year—Semester 2

		<u>Credit Hours</u>
BIOL 206	Human Physiology	4
NURS 106	Clinical Applications II	8
NURS 210	Pharmacological Basis of Nursing Practice	<u>3</u>
<b>Semester Total:</b>		<b>15</b>

### Second Year—Semester 3

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

### Second Year—Semester 4

		<u>Credit Hours</u>
NURS 207	Concepts of Professional Nursing Practice	1
NURS 208	Clinical Applications IV	8
PHIL 201	Introduction to Philosophy	3
SOCI 101	Introduction to Sociology	<u>3</u>
<b>Semester Total:</b>		<b>15</b>
<b>Total Credit Hours**</b>		<b>70</b>

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

**\*\*Students accepted with 3 credit hour science course(s) will be required to take elective credits to meet the 70 credit hours to graduate.**

## ASN Prerequisite/Corequisite Requirements

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

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

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

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

### **Outcome Criteria**

Upon completion of the BSN program of study, the graduate will be able to accomplish the following items:

- Utilize information management skills as a means of competent **decision making** and critical thinking to enhance nursing practice, client education, and personal life long learning.
- **Communicate** effectively using verbal, written, and interpersonal skills among colleagues, individuals, families, groups, and communities.
- Implement evidenced-based **therapeutic interventions** for individuals, families, groups, and communities in structured and unstructured healthcare settings.
- Integrate principles of **life span development** in the nursing care of diverse groups.
- Utilize methods of **discovery** to inform practice and improve nursing care.
- Integrate nursing **roles** to assure competent practice in a changing and diverse healthcare environment.

## **Bachelor of Science Entry-Level Track**

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

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

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

- Complete the admissions procedure to Cox College
- Demonstrate math proficiency (must be completed prior to submitting application)
- Anatomy, Physiology, Microbiology and Chemistry courses must be taken within the past five years to be considered for admission
- Must have at least 16 Cox College transferable credit hours listed on application form completed with a “C” or better prior to application submission. Each course must be equivalent credit value as the corresponding Cox College course. All course listed on application must be completed prior to entering the nursing program (38 credit hours).
- Maintain a cumulative G.P.A. of 3.0 or better
  - Complete an Admission Application form available from Admission Department or online. This form must be completed and submitted to the Dean of Enrollment Management **no later than August 15th for Spring entry and January 15<sup>th</sup> for Fall entry.**

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

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

## **BSN Entry-Level Track Requirements**

### **General Education: 56 Credit Hours**

#### **Natural and Applied Sciences (28 Credit Hours)**

BIOL 205	Human Anatomy
BIOL 206	Human Physiology
BIOL 208	Microbiology
BIOL 302	Principles of Human Nutrition
BIOL 382	Pathophysiology
CHEM 103	Fundamentals of Chemistry
MATH 100	Intermediate Algebra
MATH 227	Introduction to Statistics

#### **Humanities (13 Credit Hours)**

ENGL 150	English Composition
ENGL 207	Expository Writing
HUMN 150	Humanities Elective
PHIL 201	Introduction to Philosophy
CCPL 100	Promoting Learning and Ultimate Success

#### **Social Sciences (15 Credit Hours)**

GOVT 101	Government and Politics in the United States
PSYC 101	Introduction to Psychology
PSYC 230	Life Span Development
SOCI 101	Introduction to Sociology
SOCI 304	Global Awareness and Cultural Diversity

#### **Nursing (72 Credit Hours)**

NRSI 200	Introduction to Professional Nursing
NRSI 202	Foundations of Professional Nursing
NRSI 204	Pharmacological Basis of Nursing Practice
NRSI 206	Health Assessment
NRSI 210	Care of Childbearing Families
NRSI 211	Care of Childrearing Families
NRSI 212	Mental Health/Illness Nursing concepts
NRSI 290/490	Nursing Elective
NRSI 300	Nursing Informatics
NRSI 302	Adult Medical Surgical Nursing I
NRSI 306	Aging and the Older Adult
NRSI 310	Adult Medical Surgical Nursing II
NRSI 400	Theories and Research in Nursing
NRSI 402	Management and Leadership in Nursing
NRSI 404	Community and Public Health Nursing
NRSI 406	Trend, Issues, and Ethics in Nursing
NRSI 410	Nursing Capstone

PROPOSED PLAN OF STUDY—BSN-EL

Year /Level	Semester	Course/Content	General Education Hours	Nursing Hours
One	1	Human Anatomy	4	
		Human Physiology	4	
		Introduction to Psychology	3	
		Intermediate Algebra	3	
	Promoting Learning and Ultimate Success (PLUS)	1		
		<b>Total 15 credit hours</b>	<b>15 credit hours</b>	
2		English Composition	3	
		Microbiology	4	
		Fundamentals of Chemistry	4	
		Human Development through the Life Span	3	
Introduction to Professional Nursing			3	
		<b>Total 17 credit hours</b>	<b>14 credit hours</b>	<b>3 credit hours</b>
Summer		Principles of Nutrition	3	
		Expository Writing	3	
		<b>Total 6 credit hours</b>	<b>6 credit hours</b>	
Two	3	Pharmacological Basis of Nursing Practice		3
		Foundations of Professional Nursing		7
		Health Assessment		3
		Pathophysiology	3	
		<b>Total 16 credit hours</b>	<b>3 credit hours</b>	<b>13 credit hours</b>
4		Nursing Care of Childbearing & Childrearing Families		8
		Mental Health/Illness Nursing Concepts		4
		Introduction to Sociology	3	
		<b>Total 15 credit hours</b>	<b>3 credit hours</b>	<b>12 credit hours</b>
Three	5	Global Awareness and Cultural Diversity	3	
		Nursing Informatics		2
		Aging and the Older Adult		2
		Adult Medical-Surgical Nursing I		8
			<b>Total 15 credit hours</b>	<b>3 credit hours</b>
6		Government and Politics in the United States	3	
		Introduction to Statistics	3	
		Adult Medical-Surgical Nursing II		8
		<b>Total 14 credit hours</b>	<b>6 credit hours</b>	<b>8 credit hours</b>


7	Theories and Research in Nursing Practice		3
	Community and Public Health Nursing		6
	Management & Leadership in Nursing		4
	Introduction to Philosophy	3	
	<b>Total 16 credit hours</b>	<b>3 credit hours</b>	<b>13 credit hours</b>
8	Nursing Capstone		7
	Trends, Issues, and Ethics in Nursing		3
	NURS Elective		1
	HUMN Elective	3	
	<b>Total 14 credit hours</b>	<b>3 credit hours</b>	<b>11 credit hours</b>
	<b>Total 128 program credit hours</b>	<b>56 general education credit hours</b>	<b>72 nursing credit hours</b>

### BSN Entry-Level Prerequisites and Corequisites

COURSE NUMBE	PREREQUISITES	PRE/COREQUISITE
	Nursing courses will be dropped if prerequisite/ corequisite course enrollment is dropped.	
<b>Level II</b>	<b>All Level I courses must be complete prior to taking ANY Level II NRSI course</b>	
BIOL 382	BIOL 205, BIOL 206	NRSI 202,204,206
NRSI 204		NRSI 202
NRSI 202		NRSI 204; NRSI 206
NRSI 210	BIOL 382, NRSI 202, NRSI 204, NRSI 206	
NRSI 211	BIOL 382, NRSI 202, NRSI 204, NRSI 206	
NRSI 212	BIOL 382, NRSI 202, NRSI 204, NRSI 206	NRSI 306
NRSI 306	BIOL 382, NRSI 202, NRSI 204, NRSI 206	
<b>Level III</b>		
NRSI 302	BIOL 382, NRSI 202, NRSI 204, NRSI 206, NRSI 210, NRSI 212	NRSI 306
MATH 227	MATH 100	
NRSI 310	BIOL 382, NRSI 202, NRSI 204, NRSI 206, NRSI 210, NRSI 212 NRSI 302, NRSI 306	
<b>Level IV</b>		
NRSI 400	MATH 227	
NRSI 402	BIOL 382, NRSI 202, NRSI 204, NRSI 206, NRSI 210, <del>NRSI 212, NRSI 202, NRSI 206, NRSI 210</del>	
NRSI 404	BIOL 382, NRSI 202, NRSI 204, NRSI 206, NRSI 210,	NRSI 400
NRSI 406	Biol 382, NRSI 202, NRSI 204, NRSI 206, NRSI 210, <del>NRSI 212, NRSI 202, NRSI 206, NRSI 210</del>	
	<b>Must be taken during the FINAL semester</b>	
NRSI 410	BIOL 382, NRSI 202, NRSI 204, NRSI 206, NRSI 210, <del>NRSI 212, NRSI 202, NRSI 206, NRSI 210, NRSI</del>	NRSI 406

## **BSN Early Decision Option (EDO)**

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

The early decision option is a formal understanding between the high school student and Cox College of Nursing and Health Sciences in which the student may be granted admission to Cox College and the **BSN program**. Upon acceptance to the College these students will be assigned an advisor in the Department of Nursing.

Students seeking the early decision option may submit their applications during their junior or senior year of high school. Applications and transcripts showing completion of high school courses to that date must be submitted by **January 15<sup>th</sup> of their senior year**.

Once a candidate has been notified of an offer for admission into the BSN program, a nonrefundable deposit must be submitted. The student may register for classes according to the academic calendar. Actual enrollment is contingent upon receipt of an official high school transcript by **July 1 of the year of enrollment**, verifying that all admission and program criteria have been met. Students will be required to attend orientation. Candidates who are high school students desiring to be admitted by the early decision option must successfully complete the following:

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

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

## **BSN Accelerated Track**

The Accelerated track of the BSN Program is designed to facilitate career change and degree completion effectively and efficiently. It collapses the 4-year nursing coursework in to 16 months of intensive study (one summer session and one academic year). The degree requires completion of 128 semester credit hours. Of these, 26 credit hours are awarded for the prior degree; the remainder consists of 34 credit hours of general education courses and 68 credit hours of nursing courses.

The accelerated track requires fulltime enrollment, and **due to the academic rigor of the track, employment is highly discouraged.** Students progress through the track as a cohort group beginning in the spring semester. The BSN degree is completed in a 16-month period, inclusive of four semesters and one summer session. Failure to progress with the cohort group will result in dismissal from the program.

Graduates of this track are prepared to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN®). After passing this examination, graduates are eligible to begin a career as a registered professional nurse.

### **Admission into Nursing Courses of the Accelerated Track**

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

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

Admission into nursing courses of the BSN program-accelerated track is offered to the highest ranking candidates in the applicant pool who have completed the required preadmission courses. Ranking is based on a composite number determined by selection criteria. Selection criteria for candidates applying to the

accelerated track are based on cumulative GPA, number of courses taken at Cox College, and interview. Students waiting for admission into the accelerated nursing courses may enroll in general education courses at Cox College.

Once a candidate has been notified of an offer for admission into the accelerated track, a nonrefundable admission deposit must be submitted. After receipt of this deposit, the student may register for classes according to the academic calendar. Students are required to attend Department of Nursing program orientation in **prior to attending their first class in January.**

### BSN Accelerated Track Prerequisites and Co requisites

<b>COURSE</b>	<b>PREREQUISITE</b> (Nursing course will be dropped if enrollment in prerequisite is	<b>PREREQUISITE/ COREQUISITE</b>
Prior to Program Admission	BIOL 205, 206, 208, 302, 382, CHEM 103, MATH 227, PSYC 101, 230, SOCI 101, and GOVT 101 (if not a graduate of a Missouri college)	
NRSI 204		NRSI 206,208,300,400
NRSI 208	AHA Healthcare Provider or equivalent certification	NRSI 204,206,300,400
NRSI 206		NRSI 206,208,300,400
NRSI 210	NRSI 204, 206, 208, 300, 400. AHA Health Provider or equivalent certification, and Dosage Calculation Competency	NRSI 212, 306
NRSI 211	NRSI 204, 206, 208, 300, 400. AHA Health Provider or equivalent certification, and Dosage Calculation Competency	NRSI 212, 306
NRSI 212	NRSI 204, 206, 208, 300, 400. AHA Healthcare Provider or equivalent certification, and Dosage Calculation Competency	NRSI 210, 306
NRSI 300		NRSI 202,204,206,400
NRSI 302	NRSI 204, 206, 208, 210, 211, 212, 300, 306, 400. AHA Healthcare Provider or equivalent certification, and Dosage Calculation Competency	NRSI 402,404
NRSI 306	NRSI 204, 206, 208, 300, 400	NRSI 210, 211,212
NRSI 310	NRSI 204, 206, 208, 210, 211 212, 300, 302, 306, 400, 402, 404. AHA Healthcare Provider or equivalent certification, and Dosage Calculation Competency	NRSI 406,410
NRSI 400		NRSI 208,204,206,300
NRSI 402	NRSI 204, 206, 208, 210, 211, 212, 300, 306, 400. AHA Healthcare Provider or equivalent certification.	NRSI 302,404

NRSI 404	NRSI 204, 206, 208, 210, 211, 212, 300, 306, 400. AHA Healthcare Provider or equivalent certification.	NRSI 302,402
NRSI 406	NRSI 204, 206, 208, 210, 211, 212, 300, 302, 306, 400, 402, 404	NRSI 310,410
NRSI 410	NRSI 204, 206, 208, 210, 211, 212, 300, 302, 306, 400, 402,404 AHA Health Provider or equivalent certification.	NRSI 310, 406

**BSN Accelerated Track Requirements**  
**Suggested Full-Time Course of Study**

<b><u>Prior to Program Entry</u></b>	<b><u>Credit</u></b>
<b><u>Hours</u></b>	
Fundamentals of Chemistry	4
Introduction to Psychology (or equivalent)	
3	
Human Anatomy	
4	
Human Physiology	4
Nutrition	3
Introduction to Sociology (or equivalent)	
3	
Microbiology	4
Statistics	3
Life Span Development	
3 Pathophysiology	
<u>3</u>	
<b>Semester Total:</b>	<i>Note: Government course may be required</i>
<b>34</b>	

<b><u>First Year—Spring Semester</u></b>	<b><u>Credit</u></b>
<b><u>Hours</u></b>	
NRSI 204 Pharmacological Basis of Nursing Practice	
3	
NRSI 208 Foundations of Professional Nursing	7
NRSI 206 Health Assessment	3
NRSI 300 Nursing Informatics	2
NRSI 400 Theories and Research in Nursing	
<u>3</u>	
<b>Semester Total:</b>	
<b>18</b>	

<b><u>First Year—Summer Semester</u></b>	<b><u>Credit</u></b>
<b><u>Hours</u></b>	
NRSI 306 Aging and the Older Adult	
2	
NRSI 210 Care of Childbearing Families	
4	

NRSI 211 Care of Childrearing Families  
 4  
 NRSI 212 Mental Health/Illness Nursing Concepts  
 4  
**Semester Total:**  
**14**

**Second Year—Fall Semester**

**Credit**

**Hours**

NRSI 404 Community and Public Health Nursing  
 6  
 NRSI 302 Adult Medical Surgical Nursing I  
 8  
 NRSI 402 Management and Leadership in Nursing  
 4  
**Semester Total:**  
**18**

**Second Year—Spring Semester**

**Credit**

**Hours**

NRSI 406 Trends, Issues and Ethics in Nursing 3  
 NRSI 310 Adult Medical Surgical Nursing II  
 8  
 NRSI 410 Nursing Capstone Course  
 7  
**Semester Total:**  
**18**

Total Credit Awarded for Prior Degree  
 26

Total Required General Education Courses  
 34

Total Required Nursing Courses  
 68

**Total Credit Hours 128**

## **RN to BSN Completion Track**

The RN to BSN track provides a baccalaureate degree in nursing for registered nurses with a regionally accredited diploma or an associate degree in nursing. The RN to BSN track requires completion or validation of 128 credit hours. Of these, 70 credit hours are awarded for the prior diploma or associate degree in nursing and 58 credit hours are required for completion or validation within the RN to BSN track.

### **Admissions Requirements**

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

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

### **Requirements for Progression**

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

1. Students in all nursing programs must achieve an average of 75% on all examinations in all courses **before** any additional course points can be averaged into the course grade in order to be allowed to progress in the nursing course sequence or, in the case of the last courses in the programs, to be allowed to graduate.

2. Any student who achieves an average of 74.99% or less on course examinations will not be allowed to progress to the next course and will have a “D” or “F” recorded as their final grade in the course, and no other course points will be allowed. If eligible, the student will be required to repeat the course.
3. Once the 75% average on all course examinations has been achieved, the remaining points for the course will be averaged with the examination grades. This score will constitute the final course grade.
4. If the final grade for the course is less than 75% average after the remaining course points are added, the student will not be allowed to progress to the next course and will have a “D” or “F” recorded as the final grade for the course. If eligible, the student will have to repeat the course.
5. Successful completion of the theory and laboratory components of nursing courses. If a student is unsuccessful in the theory component, but passes the lab component of the course, both sections must be repeated. If the student is successful in the theory component of class but unsuccessful in the laboratory component of the course, both sections must be repeated.
6. Completion of required academic assessments administered by Cox College
7. Maintenance of AHA Healthcare Provider or equivalent certification
8. Maintenance of current immunizations
9. Maintenance of liability insurances

After enrollment in the first nursing course of the RN to BSN track, students must maintain continuous enrollment until all degree requirements are completed.

**Degree requirements must be met within five years of enrollment in the RN to BSN track.**

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

RN licensure must be achieved before admission into the RN to BSN track. 128 credit hours are required to earn the BSN degree. RN applicants may be awarded up to 94 credit hours as transfer credit toward the degree.

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

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

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

#### **Humanities (6 Credit Hours)**

- ENGL 207 Expository Writing
- HUMN 150 Humanities Elective

#### **Social Sciences (9 Credit Hours)**

- GOVT 101 Government and Politics in the United States
- PSYC 230 Life Span Development
- SOCI 304 Global Awareness and Cultural Diversity

#### **Nursing (34 Credit Hours) On-line Courses**

Completed Pre-requisites before beginning on-line courses: MATH 100; MATH 227; ENGL 207; BIOL 382, NRSI 100, and PSYC 230

- NRSI 100 Introduction To On-line Learning
- NRSI 200 Introduction to Professional Nursing
- NRSI 206 Health Assessment
- NRSI 290/490 Nursing Electives (5 credit hours)
- NRSI 300 Nursing Informatics
- NRSI 400 Theories and Research in Nursing
- NRSI 402 Management and Leadership in Nursing
- NRSI 404 Community and Public Health Nursing
- NRSI 406 Trends, Issues, and Ethics in Nursing
- NRSI 412 Nursing Capstone Course – must be taken during last semester

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

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

<b><u>First Year—Semester 2</u></b>	<b><u>Credit Hours</u></b>
MATH 227 Introduction to Statistics	3
BIOL 382 Pathophysiology	3
HUMN 150 Humanities Elective	3
GOVT 101 Government & Politics in the United States	3
NRSI 290/490 Nursing Elective	
<u>2</u> <b>Semester Total:</b>	<b>14</b>

<b><u>Second Year—Semester 3</u></b>	<b><u>Credit Hours</u></b>
NRSI 100 Introduction to Online Learning	
2	
NRSI 201 Role Transition	
3	
NRSI 206 Health Assessment	3
NRSI 402 Management and Leadership	4
NRSI 300 Nursing Informatics	2
NRSI 400 Theories and Research in Nursing	<u>3</u>
<b>Semester Total:</b>	<b>17</b>

<b><u>Second Year—Semester 4</u></b>	<b><u>Credit Hours</u></b>
NRSI 406 Trends, Issues, and Ethics in Nursing	3
NRSI 404 Community and Public Health Nursing	
5	
NRSI 412 Nursing Capstone Course	4
<b>Semester Total:</b>	<b>12</b>

Total credit awarded from previous nursing education

70	
Total required general education credit	
24	
Total required nursing credit	<u>34</u>
<b>RN to BSN Track Total Credit Hours</b>	<b>128</b>

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

## **Department of Health Sciences**

The Department of Health Sciences offers an Associates of Science degree in Medical Assisting and three certificate programs: Dietetic Internship, Medical Transcription and Medical Billing/Coding.

### **Mission Statement**

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

### **Philosophy of Health Sciences**

The Health Sciences Programs are designed to meet the learning needs of students and provide an environment where they are encouraged to grow to their full potential. Each program's curriculum assists students in the achievement of personal, career and economic goals.

The programs offer educational experiences designed to meet the demands of the ever changing healthcare environment. Students who complete the programs are employable, having unique skills in their chosen discipline.

Learning is enhanced when students are self-directed, goal-oriented and actively involved in the learning process. Learning is a continuous process influenced by many environmental factors. Faculty facilitate the learning process that includes; effective communication, flexible learning environment; goal-directed experiences; emphasis on leadership and professionalism; opportunities for creativity and growth; and shared decision making. Faculty accepts the responsibility for role modeling and stimulating intellectual curiosity, critical analysis, self-awareness and life-long learning.

## Dietetic Internship Program

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

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

### Admission Requirements

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

1. A completed (typewritten) Dietetic Internship Application. (To find the DI application documents and additional information, go the DEP Web site at [www.depdpg.org](http://www.depdpg.org)). The application must be stapled.
2. A completed Cox College application (the College application may be obtained from the Admissions Office), including the application fee of \$45.00 (nonrefundable) made payable to Cox College.
3. Recency of Education Requirements - additional courses in dietetics or a related area are required to update a degree which was completed five (5) or more years prior to application to the internship program. Contact the Program Director for additional information about the requirements.
4. Official transcripts of all undergraduate and graduate programs attended (including individual courses).

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

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

**to Dietetics Director.**

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

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

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

6. A typewritten narrative statement, no more than two pages in length, which includes the following information:
  - Background, experiences, personal and professional goals support the mission of the Cox College Dietetic Internship.
  - Interest in dietetics.
  - Strengths and areas of improvement, focusing on the following areas: ability to work independently, ability to work with other people and groups, ability to work under pressure, flexibility, management skills, and oral and written skills.

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

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

**Computer Matching**

Applicants to Dietetic Internships (DI) must participate in computer matching. Applicants should request instructions and a mark/sense card to prioritize their DI preferences.

Applicant to the Dietetic Internships (DI) must participate in the computer matching process. Applicants need to request material from any CADA-accredited/approved Didactic Program in Dietetics Director. These materials should include instructions and a mark/sense card to prioritize their DI preferences. This request should be made (with allowance for turn-around time) for submission by the established dates for the April and November computer matches. There is a \$50.00 charge for the computer matching process that is due with the applicant's prioritized ranking. There is no charge for the computer matching material. For more information on the computer matching process, go to [www.dnddigital.com](http://www.dnddigital.com).

D&D Digital Systems, Inc. contact information:

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

### **Selection Criteria**

- Minimum of a baccalaureate degree from an accredited college or university.
- Official Verification Statement of completion of Didactic Program in Dietetics (DPD) or Declaration of Intent to Complete DPD Degree signed by the program representative.
- Admission into the DI is on a competitive basis.
- Interviews are required for all qualified applicants. A telephone interview will be permitted in the case of the student who has to travel a distance of greater than 325 miles. Applicants will be contacted by the DI to arrange an appointment for an interview.
- Students are selected based on their academic achievement. An overall grade-point average of 3.0 on a 4.0 point system is required to be a competitive applicant.
- Recent coursework, especially in upper level nutrition/diet therapy courses, and employment history completed within the past three years will receive more consideration in the selection process.
- Also considered are work experience, volunteer activities related to dietetics, extracurricular activities and honors, narrative statement, recommendations submitted, and the overall neatness and satisfactory completion of the application packet.
- Applicants for admission into the DI must demonstrate good communication skills, professionalism, self-direction, flexibility, potential to complete the entire curriculum, and motivation to work in a fast-paced academic program and site environment. The Cox College DI

is an intensive program and requires study and class time beyond a usual work week.

### **The Nutrition Therapy Emphasis**

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

- Supervise nutrition assessment of individual patients/clients with complex medical conditions, i.e., more complicated health conditions in select populations, such as those with renal disease, multi-system organ failure, or trauma.
- Integrate pathophysiology into medical nutrition therapy recommendations (perform).
- Supervise design-through-evaluation of nutrition care plan for patients/clients with complex medical conditions, i.e., more complicated health conditions in select populations, such as those with renal disease, multi-system organ failure, or trauma.
- Select, monitor, and evaluate complex enteral and parenteral nutrition regimens, i.e., more complicated health conditions in select populations, such as in patients with renal disease, multi-system organ failure, or trauma (perform).
- Supervise development and implementation of transition feeding plans from the inpatient setting to the home setting.
- Conduct counseling and education for patients/clients with complex needs, i.e., more complicated health conditions in select populations, such as those with renal disease, multi-system organ failure, or trauma.
- Perform basic physical assessment.
- Participate in nasogastric feeding tube placement.
- Participate in waived point-of-care testing, such as blood glucose monitoring
- Participate in the care of the patients/clients requiring adaptive feeding devices
- Manage clinical nutrition services.

### **Student Learning Outcomes**

Successful completion of the program will equip the intern with the knowledge and ability to apply that knowledge in the dietetic field as measured by the Registration Examination for Dietitians. The program emphasis in nutrition therapy and strength in diagnostics will prepare the graduate to practice in an emerging area of clinical practice.

Upon completion of the program students will:

- Provide comprehensive nutrition care for diverse population groups utilizing the Nine-Step Nutritional Care Process.
- Demonstrate the ability to communicate effectively.
- Apply and utilize strategies for effective education and counseling.
- Demonstrate initiative, self-direction, and leadership in meeting the challenges of the rapidly changing society.
- Demonstrate professional skills and behaviors.
- Think critically and analytically to formulate appropriate solutions to complex problems.
- Demonstrate the ability to efficiently and effectively use techniques and tools for managing food service operations.

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

## **Associate of Science Medical Assisting Program**

Cox College awards an associate of science degree in Medical Assisting. Medical Assistants are multi-skilled health professional that work in tandem with medical staff in clinics and physician's offices. Medical Assistants will be trained to provide patient care through administrative tasks as well as taking vital signs and preparing patients for examinations.

### **Outcome Criteria**

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

- Understand medical terminology, laboratory, anatomy, physiology, and pharmacology as it relates to body systems and disease processes.
- Demonstrate office administration procedures including bookkeeping, processing insurance claims; and procedural and diagnostic coding.
- Perform diagnostic testing including; electrocardiography, respiratory, urinalysis, hematology, chemistry, immunology and microbiology.
- Demonstrate proper patient care; vital signs, patient history, prepare and assist with routine and specialty examinations.
- Apply pharmacology principles to prepare and administer oral and parenteral medications
- Perform clinical procedures such as venipuncture, and capillary puncture.
- Accurately impart patient instructions for specimen collections.

### **Applying to the Associate of Science in Medical Assisting Program**

To apply to the AS in Medical Assisting, a candidate must complete:

- Cox College admission procedures

### **Program Admission and Selection Criteria**

Candidates are considered for admission into the Medical Assisting program based on the completion of Cox College application requirements and prior academic performance. Once a candidate has been notified of an offer for admission into the Medical Assisting program, a nonrefundable deposit must be submitted. After receipt of this fee, the student may register for classes according to the academic calendar.

### **Requirements Prior to the Medical Assisting Program**

Verification of the following must be provided by all Medical Assisting students prior to the start of the first Medical Assisting course:

- Clear criminal background check.
- Negative drug screen.
- Initiation of hepatitis B immunization series
- TB Skin test within six months of externship

- Current measles (rubella ), mumps, and rubella immunization status

### Requirements for Progression

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

- A grade of “C” or better in all core courses
- A grade of “C” upon completion of Clinical Medical Assistant I
- A grade of “C” or better upon completion of Clinical Medical Assistant II

### Degree Requirements

#### Core Curriculum (36 Credit Hours)

MACC	100	Medial Terminology for Health Sciences (3)
MACC	101	Introduction to Health Education (3)
MACC	102	Human Disease Process for Health Sciences (2)
MACC	104	Data Quality, Reimbursement, & Insurance Billing (2)
MACC	105	Introduction to Health Information Management/Ethics (3)
MACC	106	Clinical Medical Assistant I (6)
MACC 108		Electronic Health Record Management (2)
MACC 206		Medical Assistant Administrative Practices (3)
MACC 210		Clinical Medical Assistant II (6)
MACC 214		Capstone/Externship (6)

#### General Courses (28 Credit Hours)

BIOL 205	Anatomy (4)
BIOL 206	Physiology (4)
NRSI 204	Basic Pharmacology (3)
ENGL 150	English Composition (3)
INFM 160	Computer Resources (1)
PHIL 305	Introduction to Philosophy (3)
PSYC 101	Introduction to Psychology (3)
CCPL 100	Promoting Learning & Ultimate Success (1)
GOVT 101	Government and Politics in the United States (3)
COMM 101	Introduction to Communications (3)

### Suggested Full-time Course of Study

<u>1<sup>st</sup> Semester</u>	<u>2<sup>nd</sup> Semester</u>
MACC 100 (3)	MACC 106 (5)
CCPL 100 (1)	MACC 102 (3)
BIOL 205 (4)	MACC 105 (3)

BIOL 206 (4)  
 INFM 160 (1)  
MACC 101 (3)

HSCC 103 (2)  
HSCC 104 (2)  
 15

16

\*Summer  
 ENGL 150 (3)  
COMM 101 (3)  
 6

\* If the student does not want to attend during the summer he/she may take the courses during the 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup> semester.

3<sup>rd</sup> Semester  
 MACC 210 (5)  
 MACC 206 (5)  
MACC 104 (2)  
 13

4<sup>th</sup> Semester  
 GOVT 101 (3)  
 MACC 214 (6)  
 PSYC 101 (3)  
MACC 108 (2)  
 14

Total = 64 credits

### **Suggested Part-time Course of Study**

1st Semester  
 MACC 100 (3)  
 CCPL 100 (1)  
 INFM 160 (1)  
ENGL 150 (3)  
 8

2<sup>nd</sup> Semester  
 MACC 102 (3)  
 MACC 105 (3)  
COMM 101 (3)  
 9

3<sup>rd</sup> Semester  
 MACC 206 (5)  
MACC 104(3)  
 8

4th Semester  
 BIOL 205 (4)  
BIOL 206 (4)  
 8

5<sup>th</sup> Semester  
 MACC 101 (3)  
GOVT 101 (3)  
 6

6<sup>th</sup> Semester  
 MACC 106 (5)  
 HSCC 103 (2)  
HSCC 104 (2)  
 9

7<sup>th</sup> Semester  
 MACC 210 (5)  
PSYC 101 (3)  
 8

8<sup>th</sup> Semester  
 MACC 214 (6)  
MACC 108 (2)  
 8

Total = 64 credits

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

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

### **Outcome Criteria**

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

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

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

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

- Cox College admission procedures

### **Program Admission and Selection Criteria**

Candidates are considered for admission into the Medical Billing/Coding Certificate program based on the completion of Cox College application requirements and prior academic performance. Once a candidate has been notified of an offer for admission into the Medical Billing/Coding Certificate program, a nonrefundable deposit must be submitted and the student should contact the general education specialist to register for classes.

### **Requirements Prior to the Medical Billing/Coding Certificate Program**

Verification of the following must be provided by all Health Science students prior to the start of the first Health Science course:

- Clear criminal background check.

- Negative drug screen.

### **Requirements for Progression**

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

- A grade of “C” or better in all core courses
- A grade of “C” or better upon completion of Coding I
- A grade of 95% or better upon completion of Coding II
- A grade of “C” or better upon completion of Coding III

### **Certificate Requirements**

Certificate requirements must be met within three (3) years of admission into the Medical Billing/Coding Certificate Program. A student who withdraws or does not achieve a grade of C or better in any Corequisite course will NOT be allowed to progress to the next Medical Billing/Coding course until the Corequisite requirement is successfully completed. If withdrawal of a Corequisite course occurs, withdrawal in the concurrent Medical Billing/Coding course will also be required. If progression in the Medical Billing/Coding Certificate program is interrupted for this or any reason, enrollment will be resumed on a space-available basis.

There are 15 credit hours in the core curriculum and 17 credit hours of Medical Billing/Coding courses required for completion of the Medical Billing/Coding certificate. The following is a proposed plan of study for the Medical Billing/Coding Certificate program.

## **Certificate Requirements**

### **Core Curriculum (15 Credit Hours)**

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

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

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

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

<b><u>Semester 1</u></b>	<b><u>Credit Hours</u></b>
Medical Terminology for Health Sciences On-Line	
3	
Human Anatomy & Physiology for Health Sciences On-Line	
3	
Laboratory Medicine for Health Sciences On-Line	2
Pharmacology for Health Sciences On-Line	<u>2</u>
	10
<b><u>Semester 2</u></b>	<b><u>Credit Hours</u></b>
Human Diseases for Health Sciences On-Line	
2	
Introduction to Health Information Management/Ethics On-Line	3
Surgical Procedures On-Line	2
Coding System I	<u>3</u>
	10
<b><u>Semester 3</u></b>	<b><u>Credit Hours</u></b>
Coding System II	3
CPT Procedural Coding	
3	
Data Quality, Reimbursement & Insurance Billing On-Line	<u>2</u>
	8
<b><u>Semester 4</u></b>	<b><u>Credit Hours</u></b>
Medical Billing/Coding Practicum	<u>6</u>
<b>Total</b>	<b>34</b>

## Medical Billing/Coding Prerequisite/Corequisite Requirements

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

## **Medical Transcription Certificate Program**

Cox College awards a certificate in Medical Transcription. A medical transcriptionist is a medical language specialist who interprets and accurately transcribes dictation by physicians and other health care professionals. They must correctly document patient care to ensure that patients receive proper and necessary treatment. Medical transcription is one of the most sophisticated of the allied health professions, and transcriptionists are essential members of the health care team.

### **Outcome Criteria**

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

- Interpret and accurately transcribe health care provider dictation covering a wide variety of medical specialties.
- Demonstrate proper sentence structure, grammar, spelling, editing, and formatting of patient care documents.
- Think critically and produce accurately-transcribed medical reports when confronted with challenging dictation.
- Exercise independent judgment and assume responsibility for personal and professional behavior within ethical and legal standards.
- Utilize reference books, computer software, and dictation equipment necessary to perform the job functions required of a medical transcriptionist.
- Apply quality assurance principles through timeliness and accuracy.
- Pursue professional growth through continuing education and the flexibility necessary to adapt and succeed in the changing health care delivery system.

### **Applying to the Medical Transcription Certificate Program**

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

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

### **Program Admissions and Selection Criteria**

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

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

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

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

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

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

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

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

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

- Negative drug screen.
- Clear criminal background check.

### **Requirements for Progression**

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

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

### **Certificate Requirements**

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

- Satisfactory completion (“C” or better) of specified courses in the

curriculum plan.

- Minimum cumulative GPA of 2.0 on a 4.0 scale.
- Transcription skills of 100 lines per hour or better with 97 percent accuracy.
- Completion of all Health Sciences coursework within 3 years of enrollment in the Medical Transcription Certificate program.

There are 17 credit hours in the core curriculum and 18 credit hours of Medical Transcription courses required for completion of the Medical Transcription certificate. The following is a proposed plan of study for the Medical Transcription Certificate.

### **Certificate Requirements**

#### **Core Curriculum (17 Credit Hours)**

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

#### **Medical Transcription (18 Credit Hours)**

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

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

#### **Semester 1**

	<b><u>Credit Hours</u></b>
Medical Terminology for Health Sciences On-Line	3
Human Anatomy and Physiology for Health Sciences On-Line	3
Laboratory Medicine for Health Sciences On-Line	2
Pharmacology for Health Sciences On-Line	2
English and Grammar/Medical Editing	2
Beginning Medical Transcription Lab	5

**Semester Total:** **17**

**Semester 2** **Credit Hours**

Human Disease Processes for Health Sciences On-Line

2

Introduction to Health Information Management and Ethics On-Line

3

Surgical Procedures On-Line

2

Advanced Medical Transcription Lab (8 Hrs at Home/8 Hrs at College)

5

**Semester Total:** **12**

**Semester 3** **Credit Hours**

Medical Transcription Practicum

6

**Semester Total:** **6**

**Total Credit Hours** **35**

## Medical Transcription Prerequisite/Corequisite Requirements

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

## Description of Courses

### Biology

**BIOL 205 Human Anatomy 4 Credit Hours**

An introduction to the gross and microscopic anatomy of the human body. Mammalian examples of major systems are studied in the laboratory. Lecture and laboratory.

**BIOL 206 Human Physiology 4 Credit Hours**

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

**BIOL 208 Microbiology 4 Credit Hours**

The practical relations of microorganisms to human welfare. An introduction to standard laboratory methods of the study of bacteria and bacteriological examinations of materials; effects of environment upon bacteria. Lecture and laboratory.

**BIOL 302 Principles of Human Nutrition 3 Credit Hours**

Prerequisite or Corequisite: CHEM 103. A study of food as it functions to meet body needs with emphasis on utilization, food sources, selection of adequate diets, individual, community, and world health problems, and diet therapy.

**BIOL 382 Pathophysiology 3 Credit Hours**

Prerequisites: BIOL 205 and 206.

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

### Chemistry

**CHEM 103 Fundamentals of Chemistry 4 Credit Hours**

A terminal course dealing with the fundamentals and basic concepts of chemistry, designed primarily for general college students as well as those in specialized programs

### Computer Science

**INFM 160 Computer Resources 1 Credit Hour**

Presents the microcomputer as a personal productivity tool. Practical applications of software are taught.

Students enrolled in INFM 160 (Computer Resources) may earn full course credit by receiving a passing grade on the INFM 160 Proficiency Exam. Only students



## **Health Sciences**

### **HSCC 100 Medical Terminology for Health Sciences On-Line 3 Credit Hours**

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

### **HSCC 101**

#### **Human Anatomy & Physiology for Health Sciences On-Line 3 Credit Hours**

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

### **HSCC 102 Human Disease Processes for Health Sciences On-Line 2 Credit Hours**

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

### **HSCC 103 Laboratory Medicine for Health Sciences On-Line 2 Credit Hours**

Prerequisite or Corequisite: HSCC 100, 101, 104, MDTN 100, 101. This course provides a comprehensive study of laboratory and pathology tests, autopsy terminology, and the study of the function of cells, tissues, and muscles, as well as the study of the gross and microscopic anatomy of the body systems. This course also allows the student to become familiar with the normal laboratory values of the tests as well as what tests are ordered for specific illnesses.

### **HSCC 104 Pharmacology for Health Sciences On-Line 2 Credit Hours**

Prerequisite or Corequisite: HSCC 100, 101, 103, MDTN 100, 101. This course focuses on the introduction to the principles of pharmacology and a comprehensive study of drug action, routes of administration, dosages, and

classes of drugs by body system, as well as the classification of drugs, including antibiotics, blood products, IV fluids, anesthetics, emergency drugs, vaccines, immunizations, and chemotherapy agents. Students will become familiar with the medications used in each body system as well as the usual dosages.

**HSCC 105 Introduction to Health Information Management/Ethics On-Line 3 Credit Hours**

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

**HSCC 106 Surgical Procedures for Health Sciences On-Line 2 Credit Hours**

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

**Medical Assisting**

**MACC 100 Medical Terminology for Health Sciences 3 Credit Hours**

This course will provide a comprehensive working knowledge of medical, surgical and technical terms. It also provides medical terminology related to the human body in both the healthy and diseased state. The course includes the pronunciation and definitions of medical terms with emphasis placed on word parts, including anatomic, diagnostic, and eponymic terms. **Prerequisites: CCPL 100**

**MACC 101 Introduction to Health Education w/lab 3 Credit Hours**

This course will provide an introduction to patient education. Topics covered will include health promotion and disease prevention strategies. Illness-focused education will encompass basic patient care and post-office visit instructions. **Prerequisites: CCPL 100**

**MACC 102 Human Diseases for Health Sciences 2 Credit Hours**

This course is intended to provide students and practitioners of the Health Sciences' professions with a comprehensive study of disease processes (causes, symptoms, diagnosis, and treatment) of the human body. This course will set forth the basic principles of the human disease divided into body systems and

important disorders to which they are subject. **Prerequisites: CCPL 100**

**MACC 104 Data Quality, Reimbursement and Insurance Billing 2  
Credit Hours**

This course is an introduction to the basics of health insurance, medical insurance billing including Medicare, Medicaid and private insurance companies. Students will learn to perform procedural, diagnostic coding, billing and collection procedures, post collection agency payments, process insurance claims, complete insurance claim forms, and apply managed care policies and procedures.

**Prerequisites: MACC 100**

**MACC 105 Introduction to Health Information Management 3  
Credit Hours**

This course is intended to provide students with an understanding of Health Information Technology through a broad view of the physicians' office, acute care, healthcare environments, as well as a variety of technical issues. The course addresses basic issues of Health Information Technology and understanding of electronic health records. This course is also designed to introduce the student to both ethical and professional challenges in the management of health information and provide comprehensive evaluation and guidance regarding ethical and professional issues emerging as a result of technological advances in health information management. The student will also be introduced to some of the issues related to a professional work environment in regards to risk management, confidentiality, and types of work environments. **Prerequisites: MACC 104, MACC 108, and INFM 160**

**MACC 106 Clinical Medical Assistant I w/lab 5  
Credit Hours**

This course provides an introduction to the clinical aspects of medical assisting. Concepts of infection control and basic patient care will be discussed and applied in the Skills Laboratory. Techniques of screening, preparation, and positioning will be demonstrated and applied to patients in all phases of the life cycle: pediatric, adult, and geriatric.

**Prerequisites: MACC 100, BIOL 205, BIOL 206, BIOL 302, NURS 204, INFM 160, ENGL 150**

**MACC 108 Electronic Health Record Management 2 Credit  
Hours**

This course is designed to train future users of Electronic Health Record (HER) programs, to document patient exams, diagnoses, orders and coding. The student will acquire a solid background in HER history and trends. This course will also provide the student with exercises and activities that provide real life experience while learning to schedule and manage appointments, inpatient and outpatient procedures, organize a patient's medical record and data retrieval. **Prerequisites: CCPL 100, INFM 160**

**MACC 206 Medical Assistant Administrative Practice w/lab 5 Credit Hours**

This course prepares students with communication skills necessary for the physician office setting, reception area techniques including telephone techniques and clerical functions. The course includes business office management procedures and equipment and supply ordering and management. Basic bookkeeping procedures are also discussed. The processes of responding to and initiating written communications, and recognizing and responding to verbal and non-verbal communications are covered. Additional topics include scheduling and managing appointments including inpatient and outpatient admissions and procedures. **Prerequisites: MACC 108, BIOL 205, BIOL 206, BIOL 302, NRSI 204, ENGL 150, PSYC 101, COMM 101**

**MACC 210 Clinical Medical Assistant II w/lab 5**

**Credit Hours** This course provides preparation for more complex clinical skills. Explanation and demonstration of various aspects of specimen collection including various CLIA-waived tests commonly ordered will be performed. Follow-up procedures for abnormal values will also be discussed. The preparation and administration of parenteral medications is discussed and practiced. Diagnostic imaging will be discussed including administration and instruction for outpatient testing. Specialty clinic procedures such as electrocardiography and respiratory testing will be included. **Prerequisites: MACC 102, MACC 106, MACC 108, NRSI 204, and HSCC 104**

**MACC 214 Capstone/Externship 6 Credit Hours**

This course offers clinical experiences in competencies delegated to the entry-level medical assistant. The Capstone portion of the course provides an opportunity for the student to synthesize knowledge and experience gained throughout the Medical Assisting Program. The externship consists of 160 hours of clinical experience at an appropriate ambulatory care facility. It provides an opportunity for the student to integrate theory and practice while working in a medical environment. The medical assisting extern has the opportunity to apply and solidify the skills previously discussed and practiced in class. Externs will be asked to perform tasks that are carefully defined and appropriate to their abilities and they will also receive feedback about their performance. **Prerequisites: MACC 210**

**Medical Billing/Coding**

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

Prerequisite or Corequisite: HSCC 100, 101, 102, 103, 104, MDCO 102, 103. This course is a beginning coding class presenting a general overview of

nomenclature and classification systems with a focus on coding inpatient clinical information from medical records. Introduction to International Classification of Disease, 9<sup>th</sup> Revision, Clinical Modification-ICD-9-CM coding. Review of complications and co-morbidities.

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

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

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

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

**MDCO 104 Data Quality, Reimbursement, and Insurance Billing On-Line 2 Credit Hours**

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

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

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

**Medical Transcription**

**MDTN 100 English Grammar/Medical Editing 2 Credit Hours**

Prerequisite or Corequisite: HSCC 100, 101, 103, 104, 105, 106, MDTN 101.



percent. Requires 270 contact hours of scheduled practicum.

### **Humanities**

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

#### **Credit Hours**

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

### **Mathematics**

**MATH 001 Beginning Algebra 3 Credit Hours**

For students studying algebra for the first time and for those who need a review of basic algebra. Credit for this course will not satisfy the math proficiency requirement for nursing programs and will not count toward total credit hours for graduation.

*NOTE: A student's score on the TEAS test will determine if MATH 001 is a necessary prerequisite for MATH 100.*

**MATH 100 Intermediate Algebra 3**

#### **Credit Hours**

The traditional topics of intermediate algebra through quadratic equations and functions are covered. This class meets the math proficiency requirement for the nursing programs. Students with ACT scores greater than or equal to 22 are exempt from MATH 100.

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

Prerequisite: MATH 100 or equivalent. A course to acquaint the student with the basic ideas and language of statistics, including such topics as descriptive measures, elementary probability, distributions, estimations, hypothesis testing, regression, and correlation.

### **Nursing – Bachelor of Science Courses**

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

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

with baccalaureate courses and begins building new knowledge on prior nursing education.

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

**Must be taken prior to acceptance into the BSN Program.** This course provides a historical perspective of nursing and presents an overview of the nursing profession and concepts basic to nursing practice in light of the college's philosophy of nursing and curricular threads. The nursing process is introduced as the decision making approach in the delivery of nursing care.

**NRSI 201 Role Transition On-Line 3 Credit Hours**

Prerequisite: Admission to the nursing program and registered nurse licensure. This theory course is designed as a transition for registered nurse students pursuing a baccalaureate degree with a major in nursing. This course aims to refine critical thinking skills and analyze nursing unique contribution to health care. The course articulates the scope and aims of professional nursing practice in the study of concepts and issues of multiple aspects of healthcare delivery and education. Consideration is given to the interrelationships of theory, research, and practice. Special emphasis will be placed on nursing theory and conceptual models required for professional nursing practice.

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

Prerequisites or Corequisites: NRSI 204 and NRSI 206. This course provides the student with an introduction and exploration of the basic nursing skills that impact the practice of professional nursing in today's healthcare setting. The focus of this course is to facilitate the student's understanding of the professional nurses' role in promoting health and providing client care. Communication and cultural competence are presented as components of the profession nursing role.

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

Prerequisites or Corequisites: NRSI 202. This course is designed to provide students with the basic knowledge to safely administer drugs to clients of all ages. Content includes medication action, use, adverse effects, nursing implications, and client education for drugs affecting the body systems and defense processes.

**NRSI 206 Health Assessment 3 Credit Hours**

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



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

Prerequisites: NRSI 202, NRSI 206, NRSI 204, BIOL 382. Prerequisite or Corequisite: NRSI 306. This course focuses on holistic nursing concepts considering individuals, families, and community groups at any position on the health continuum. The nursing process will be utilized in applying mental health concepts in a variety of settings. Emphasis is placed on use of therapeutic communication and the social, political, and economic context of practice is considered. Intervention modes are observed or practiced in one-to-one, small group, family, and environmental settings.

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

Courses vary and focus on a specialized nursing course.

**NRSI 300      Nursing Informatics    2 Credit Hours**

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

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

Prerequisites: NRSI 202, NRSI 206, NRSI 204, BIOL 382, NRSI 210, NRSI 212, NRSI 306. The course focus is on the holistic nursing care of adults from multicultural backgrounds along the wellness-illness continuum, with an emphasis on integration of pathophysiology and psychosocial dynamics with complex illnesses and human response patterns in the acute care setting. Use of critical thinking, decision making and research will be incorporated into teaching, caring, and collaborative role of the nurse.

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

Prerequisites: NRSI 202, NRSI 206, NRSI 204, BIOL 382. Corequisites: NRSI 212. This course examines the physical, psychological, sociocultural, and spiritual aspects of aging. The health of older adults is studied with the emphasis on health promotion, illness prevention, and healing and wholeness of individuals. End-of-life issues and care of dying individuals are discussed. In light of the vulnerability of the older adult and dying individual, uniqueness in care delivery is addressed.

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

Prerequisites: NRSI 202, NRSI 206, NRSI 204, BIOL 382, NRSI 210, NRSI 212, NRSI 306, NRSI 302. A continuation of Adult Medical Surgical Nursing I, this

course will expand the development of the role of the professional nurse as a health teacher and advocate along with expanding critical thinking and decision making skills.

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

Prerequisite: MATH 227. This course introduces the student to components of the research process with application to the theory and practice of nursing. Emphasis is on research in nursing as it relates to the current and future practice of nursing. Critiquing skills will be developed to assist the student in becoming an active consumer of research and a participant on the research team.

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

Prerequisites: NRSI 202, NRSI 206, NRSI 204, BIOL 382, NRSI 210, NRSI 212, NRSI 306, NRSI 302, NRSI 310. Examines the concepts associated with the philosophy of professional nursing and investigates the major issues and trends related to professional nursing practice, educational and scholarly inquiry. Skills in critical thinking and self-reflection are developed by various teaching-learning strategies. The exploration of professional goals, commitment to learning and development of leadership qualities are emphasized.

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

Prerequisites: NRSI 202, NRSI 206, NRSI 204, BIOL 382, NRSI 210, NRSI 212, NRSI 306, NRSI 302, NRSI 310. Prerequisite or Corequisite: NRSI 400. Prepares students for population-focused practice in community health nursing. Analyses and applications of selected theories, and health promotion/protection and disease prevention strategies are emphasized. Concepts of community health nursing practice are applied in a variety of structured and unstructured settings. Health promotion and disease prevention concepts are integrated into community-oriented practice using the community-as-partner model.

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

Prerequisites: NRSI 202, NRSI 206, NRSI 204, BIOL 382, NRSI 210, NRSI 212, NRSI 306, NRSI 302, NRSI 310. This course provides an overview of relevant issues in professional nursing. Historical, legal, ethical, economic, political, and social trends and issues are discussed and related to the role of the nurse. Issues such as violence against nurses, the nursing shortage, mandatory overtime and other current issues will be explored.



not listed in the current catalog; however, courses offered will be published in the schedule each semester. Special topics courses are usually taught to a group of students and have credit ranging from one to four credit hours. Special topics courses may be taken more than one time using the same course number; therefore it is important that each class has a clear title which defines course content.

## **Nursing - Associate of Science Courses**

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

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

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

Prerequisites: current AHA Healthcare Provider or equivalent certification.

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

This course presents an overview of the nursing profession and concepts basic to nursing practice in light of the College's philosophy of nursing and curriculum themes. The nursing process is presented as the decision-making approach used in the delivery of nursing care. Assessment of individual health status is emphasized. Framed by functional health patterns, the course explores normal functioning and simple alterations in the health of the adult population. Three hours of theory and 6 hours of laboratory per week.

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

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

This course focuses on the principles of human growth and development and emphasizes health promotion and illness prevention activities appropriate from infancy through adulthood. Normal childbearing and common alterations of the child and childbearing women are explored. Framed by functional health patterns, the course explores alterations occurring in adults, including alterations in nutrition, perception, sexuality, and reproduction. Four hours of theory and 12 hours of laboratory per week.

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

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

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

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

Prerequisite: BIOL 205, 206, 208, 302, CHEM 103, NURS 100, 105, 106, 206, 210, 307, and PSYC 101 or permission of faculty. This course focuses on nursing as a professional discipline and facilitates socialization into professional practice through exploration of current issues in nursing and health care.

**NURS 208 Clinical Applications IV 8 Credit Hours**

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

This course focuses on complex health alterations occurring across the life span. Emphasis is placed on increased accountability in decision making and collaboration with other members of the health care team. Students study the principles of management and gain valuable experience providing care to multiple and physiologically unstable clients. Four hours of theory and 12 hours of laboratory per week.

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

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

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

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

This course explores the normal process of aging and its effect on the internal and external environments of individuals. Students gain experience in group process.

**Directed Study**

A student may register for directed study of a course that is listed in the catalog but not offered during a given term. Courses taught by directed study will carry the same course number as in the Cox College catalog. The title of the course will include the letters "DS". This type of enrollment should be utilized only under unusual circumstances involving progression and/or graduation. The course is usually taught to only one student.

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

An independent study course will carry the course number 195, 295, 395, or 495. Working with a faculty member, a student may initiate this course to meet his/her further study needs. This course is usually taught to only one student, with credit ranging from one to four hours. Each section of this course must have a clear title that defines the course content.

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

Special topics with course numbers 197, 297, 397, and 497 are courses with titles not listed in the current catalog; however, courses offered will be published in the schedule each semester. Special topics courses are usually taught to a group of students and have credit ranging from one to four credit hours. Special topics courses may be taken more than one time using the same course number; therefore it is important that each class has a clear title which defines course content.

**Philosophy****PHIL 201 Introduction to Philosophy****3 Credit Hours**

A comparative and critical study of the major philosophic positions with a view to developing the analytic, synthetic, and speculative dimensions of philosophical methods.

## **Psychology**

### **PSYC 101 Introduction to Psychology 3 Credit Hours**

This is a survey course providing a study of the behavior of living organisms, particularly human behavior. Typical problems are methods and measurements in psychology, theoretical systems, learning, motivation, perception, personality, and psychopathology.

### **PSYC 230 Life Span Development 3 Credit Hours**

Prerequisite: Psychology 101. Life Span Development is a psychology course providing a study of the cognitive, emotional, and behavioral aspects of human organisms as they grow and age. Development encompasses all stages of life from the prenatal phase to death. The purpose of the course is to provide students with a broad understanding of the processes of living and dying as well as ways in which basic psychological principles affect daily lives.

## **Social Sciences**

### **GOVT 101 Government and Politics in the United States 3 Credit Hours**

Introduction to the theory, constitutional basis, functions, and government structures of the U.S. political system. Emphasis is on the national level of politics and linkages with state and local governments, with particular emphasis on Missouri. Current issues in domestic and foreign policies.

## **Sociology**

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

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

### **SOCI 304 Global Awareness and Cultural Diversity 3 Credit Hours**

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

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### Fall Session 2008

LPN Orientation	Aug. 5 - 7
Fall Semester Intersession	Aug. 11 -13
Last Day to Add a Class with a Clinical	Aug. 13
New Student/New Nursing Student Orientation	Aug. 15
Fall Classes Begin	Aug. 18
100% Refund - TUITION ONLY	Aug. 18 - 22
Last Day to Register for Fall (New Students)	Aug. 22
50% Refund - TUITION ONLY	Aug. 25 - 29
Last Day to Add a Class	Aug. 29
<b>Labor Day - College Closed</b>	Sept. 1
President's Reception	Sept. 10
Last Day to withdraw with a "W"	Sept. 19
Fall Break (No Classes)	Oct. 9 - 10
Fall Mid-Terms	Oct. 13 - 17
Mid-Term Grades Due	Oct. 24
Advising/Registration for Current Students	Oct. 27 thru Dec.12
Deadline to Apply for May Graduation	Nov. 14
Last Day to Withdraw (WP/WF)	Nov. 21
Thanksgiving Vacation (No Classes)	Nov. 26 - 28
<b>Thanksgiving Holidays, College Closed</b>	Nov 27-28
Fall Semester Instruction Ends	Dec. 5
Fall Semester Finals	Dec. 8 - 12
Fall Semester Ends	Dec. 12
Commencement	Dec. 12
Fall Grades Due	Dec. 19
<b>Christmas Time - College Closed</b>	Dec. 24 - Jan 1

### Summer Session 2009

#### Accelerated Classes Beginning Date

18-May

<b>Memorial Day - College Closed</b>	May 25
Summer Session Begins	May 26
100% Refund - TUITION ONLY	May 26 - 28
100% Refund - TUITION ONLY	May 26 - 28

### Spring Session 2009

LPN Orientation
Spring Semester Intersession
On-Line Course Orientation
Last Day to Add a Class with a Clinical
New Student/New Nursing Student Orientation
<b>Martin Luther King Jr. Day - College Closed</b>
Spring Classes Begin
100% Refund - TUITION ONLY
Last Day to Register for Spring (New Students)
50% Refund - TUITION ONLY
Last Day to Add a Class
Diversity Awareness Week
Last Day to withdraw with a "W"
Spring Mid-Terms
Spring Break (No Classes)
Mid-Term Grades Due
Advising/Registration for Current Students
<b>Good Friday - College Closed</b>
Deadline to Apply for December Graduation
Last Day to Withdraw (WP/WF)
Spring Semester Instructions Ends
Spring Semester Finals
Spring Semester Ends
Commencement
Spring Grades Due

#### Summer Session 2009 cont.

50% Refund - TUITION ONLY
<b>Fourth of July - College Closed</b>
Summer Session Ends
Summer Grades Due

## 2008-2009 Tuition and Fees

### Tuition

General Education .....	\$286.00 per
Certificate Programs	
Medical Billing/Coding and Medical Transcription.....	\$98.00 per
Degree Programs (Associate and Baccalaureate)	
Medical Assisting and Nursing .....	\$324.00 per
Dietetic Internship .....	\$6000.00 per ac
Audit a Course.....	\$162.00 per

### Fees\*

Application Fee .....	
Educational Fees.....	\$40.00 per
SGA (Student Government Association) Fee.....	\$5.00
Lab Fee .....	\$110.00 per lab
On-Line Course Fee (Degree Programs).....	\$25.00 per
On-Line Course Fee (Certificate Programs).....	\$25.00
ATI Fees (Assessment Testing-Nursing Only) .....	\$109.00/average
Program Acceptance Fee.....	

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

### Other Expenses (If Applicable)

On-Campus Housing (Female Only).....	\$1,000.00 per Spring/
.....	\$750.00 per Summ
Pre-Entrance Transcription Exam .....	
Test of Essential Academic Skills (TEAS Exam) .....	
ACE Exam (LPN Advanced Placement – ASN or BSN).....	
PN Pharmacology.....	
Psychiatric Mental Health Nursing .....	
Basic Life Support (BLS) Course.....	
Internal Challenge Exam .....	
Official Transcript Request .....	
Burge Transcript Request.....	
Return Check Fee .....	\$25.00
Estimated Textbooks and Supplies.....	\$600.00
Uniforms (Nursing & Medical Assisting – one time) .....	\$175.00 approximately 175.

All tuition and fees are due by the published due date each semester.

## INDEX

<b>A</b>	
Academic Advisement.....	19
Academic Calendar .....	100
Academic Dismissal .....	25
Academic Policies .....	19
Department of Nursing.....	39
Department of Health Sciences.....	78
Academic Probation .....	25
Academic Resource Center.....	9
Academic Year .....	19
Accreditations/Affiliations .....	3
Adding a Course .....	19
Administration.....	92
Admissions, Department of.....	16
Admissions Procedure to the College.....	17
Admissions Procedure to the College Programs	
ASN Program .....	43
LPN Advanced Placement Track.....	33
BSN Entry-Level Track .....	53
BSN Early Decision Option (EDO) for High School Seniors .....	63
BSN Accelerated Track .....	64
RN to BSN Track.....	71
Dietetic Internship Program.....	79
Medical Billing/Coding Certificate Program .....	83
Medical Transcription Certificate Program .....	89
Advanced Placement (AP) Credit .....	17
Advisement.....	19
Alumni Association.....	15
Ambassador Program .....	15
American Heart Association (AHA) Healthcare Provider Course (BLS).....	37
Application for Financial Aid.....	29
Americans with Disabilities Act Standards.....	4
Applying to the Medical Billing/Coding Certificate Program .....	83
Applying to the Medical Transcription Certificate Program.....	89
ASN Program	
Math Proficiency.....	38
Requirements for Progression.....	41
ATI Testing Policy.....	42
Outcome Criteria.....	43
Program Admission .....	43
Degree Requirements.....	44
Suggested Full-Time Course of Study .....	45
Prerequisite/Corequisite Requirements.....	46
Course Descriptions .....	87
Attendance.....	25

<b>B</b>	
Background Check .....	6
Board of Trustees .....	91
Bookstore .....	9
BSN Accelerated Track .....	53
Course Descriptions .....	83
Prerequisite/Corequisite Requirements .....	54
Program Admission .....	53
Suggested Full-Time Course of Study .....	55
Track Requirements .....	66
BSN Entry-Level Program .....	47
Course Descriptions .....	83
Degree Requirements .....	49
Math Proficiency .....	38
Outcome Criteria .....	47
Prerequisite/Corequisite Requirements .....	51
Program Admission .....	54
Suggested Full-Time Course of Study .....	50
Early Decision Option (EDO) for High School Seniors .....	63
RN to BSN Completion Track .....	56
Course Descriptions .....	83
Program Admission .....	56
Requirements for Progression .....	56
Track Requirements .....	58
Suggested Full-Time Course of Study .....	59
Burge School of Nursing/Cox College Alumni Association .....	15
<b>C</b>	
Certificate Requirement	
Dietetic Internship Program .....	61
Medical Billing/Coding .....	68
Medical Transcription .....	72
Certificates Offered .....	8
Challenge Exams .....	19
Child Care .....	10
College Level Examination Program (CLEP) .....	17
Computer Laboratories .....	8
Contact Information .....	4
Core Values of Cox College .....	5
Counseling .....	9
Course Descriptions .....	76
Cox College Promotes Learning (CCPL) .....	25
Cox College Pin .....	2
Cox College Telephone Directory .....	4

Credit by Examination.....	19
<b>D</b>	
Dean’s List.....	20
Degrees Offered.....	8
Department of Health Sciences .....	60
Department of Nursing .....	32
Dietetic Internship Program.....	61
Admissions Requirements.....	61
Computer Matching .....	62
Nutrition Therapy Emphasis .....	63
Selection Criteria.....	63
Student Learning Outcomes.....	64
Disabilities, Services for Students with.....	11
Disciplinary Probation.....	20
Dismissal .....	20
Dosage Calculation Competency .....	40
Dropping/Withdrawing from a Course.....	28
<b>E</b>	
Early Decision Option (EDO) .....	36, 63
Emergency Leave of Absence (FMLA) .....	23
Employment Opportunities .....	10
<b>F</b>	
Faculty .....	97
Financial Aid .....	28
Application for Financial Aid .....	28
Federal Programs .....	28
Financial Obligation Policy .....	30
Institutional Programs .....	28
Refund Policy.....	29
Repayment Policy.....	29
Return of Title IV Funds.....	29
Satisfactory Academic Progress.....	30
Student Appeal Process.....	31
Food Service .....	10
<b>G</b>	
Government Course Equivalency.....	20
Grade Reports.....	21
Grading Scale for the Department of Nursing.....	39
Grading.....	21
Graduation Honors .....	22
Graduation .....	21,38
Grievance Procedure .....	22

<b>H</b>	
Handbooks .....	10
Harassment Policy .....	7
Health Science Course Descriptions.....	77
Health Sciences, Department of .....	78
Health Sciences Faculty .....	96
Health Services .....	10
History of the College .....	1
<b>I</b>	
Impact of Leave of Absence (LOA) on Student Loans.....	30
Incomplete Course Grades .....	22,39
Index.....	102
International Baccalaureate .....	17
<b>L</b>	
Leave of Absence (LOA) .....	22
Department and College.....	23
Department of Health Sciences.....	78
Department of Nursing.....	39
Libraries .....	8
LPN Advanced Placement Track .....	37
<b>M</b>	
Math Proficiency Requirement.....	17,37
Medical Assisting Program.....	65
Admission.....	65
Course Descriptions.....	78
Degree Requirements.....	66
Outcome Criteria.....	65
Selection Criteria.....	65
Medical Billing/Coding Certificate Program.....	68
Admission .....	65
Certificate Requirements.....	69
Course Descriptions .....	80
Course of Study.....	70
Outcome Criteria.....	68
Requirements for Progression.....	69
Requirements Prior to Starting Program.....	68
Prerequisite/Corequisite Requirements.....	71
Medical Transcription Certificate Program.....	72
Admission.....	72
Certificate Requirements.....	73
Course Descriptions .....	81
Course of Study.....	74

Outcome Criteria.....	72	
Prerequisite/Corequisite Requirements.....	75	
Requirements Prior to Starting Program.....		73
Selection Criteria.....	72	
Requirements for Progression.....	73	
Military Leave of Absence (MLOA).....	23	
Mission Statement of Cox College.....	5	
<b>N</b>		
National Student Nurses Association (NSNA).....	15	
Non-Discrimination Policy.....	7	
Non-Teaching Faculty.....		97
Notices.....	6	
Notification of Rights Regarding Education Records.....	7	
Nursing Faculty.....	93	
Nursing Licensure.....	38	
Nursing Resources Center.....	9	
<b>O</b>		
Offices/Organizations.....		13
Orientation.....	10,37	
<b>P</b>		
Philosophy of General Education - Nursing.....	32	
Philosophy of Health Sciences.....	60	
Philosophy of Nursing.....	32	
Program Admission.....	37	
Progression Requirements.....		40
<b>Q</b>		
Qualitative Progress Standard.....	30	
Quantitative Progress Standard.....	31	
<b>R</b>		
Readmission to Cox College.....	17	
Recreation.....	11	
Religious Life.....	11	
Repeating a Course.....	23	
Repeating a Nursing Course.....	41	
<b>S</b>		
Sources of Financial Aid.....	28	
Special Admission: Early Decision Option for High School Seniors.....	52	
Staff.....	97	
Student Classification.....		24
Student Discipline.....	24	

Student Government Association .....	15
Student Right to Know and Campus Security Act .....	7
Student Services.....	8

**T**

Table of Contents.....	102
Telephone Director of Cox College.....	4
Tobacco-Free Facilities .....	7
Transcripts of Academic Records .....	26
Transfer Course Credit .....	18
Transportation .....	14
Tuition and Fees .....	101
Tutoring .....	11

**V**

Vision Statement of Cox College.....	5
--------------------------------------	---

**W**

Withdrawal from a Course .....	26
Withdrawal from Cox College .....	26
Writing Center .....	8