

2015-2016 CVCC Catalog and Student Handbook Addendum

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Currently published information regarding reporting concerns about the College non-discrimination policy should be deleted and replaced with:

Nondiscrimination policy

Inquiries ADA policies may be directed to the Student ADA Coordinator, Ms. Vickie Williams, Wilson Hall, 334-241-4803 or to the Employee ADA Coordinator, Ms. Debbie Boone, Wallace Hall, 334-291-4927. Inquiries related to Title IX policies should be made to the Student Coordinator, Ms. Vickie Williams, Wilson Hall, 334-241-4803 or to the Employee Title IX Coordinator, Ms. Debbie Boone, Wallace Hall, 334-291-4927. Additional inquiries can be made directly to the VP/Dean of the College, Dr. David Hodge, Wallace Hall, 334-291-4945.

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Currently published information regarding international students should be deleted and replaced with:

International students

Chattahoochee Valley Community College does not grant admission to international students at this time; however, applicants who possess Permanent Resident Status or Deferred Action for Childhood Arrivals Status will be admitted to the college after completing an application for admission and submitting required documentation. Permanent Residents should provide an unexpired U.S. permanent resident card along with the residency form. Applicants who have been granted Deferred Action Status must present a Form I-797 that specifically states the applicant has been granted deferred action status, along with an unexpired state-issued driver's license or an unexpired state-issued identification card along with the residency form.

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Medical Assisting Fee Assessment

Fees listed below are applicable for MAT students enrolling in fall 2015, based on the suggested A.A.S. Medical Assisting course sequence, and are subject to change. "Paid to Outside Vendor" costs are estimates based on current market prices.

FIRST SEMESTER	MAT2	\$23
<u>PAID TO CVCC</u>	<u>PAID TO OUTSIDE VENDOR</u>	
Tuition (6 credit hours) \$876 resident/\$1,566 non-resident	Books.....	\$140+
	<i>*Price includes brand new, REQUIRED books only. Subject to change, due to market prices or course book selection.</i>	
Tuition (with non-medical assisting courses/13-15 credit hours) \$1,898-2,190 resident/\$3,3393-3,915 non-resident	Uniforms.....	\$100+
Liability Insurance.....\$13	Medical Assisting Supplies.....	\$80+
Lab Fees.....\$10	<i>*Price reflects current market estimate for BP cuff, Sprague stethoscope, and watch with two hands.</i>	
	Required Immunizations	\$360
	<i>*Price reflects current market estimate for MMR series (2 vaccinations), Varicella, Hep B series (3 vaccinations), Tetanus, and Influenza. Will vary depending on individual health insurance.</i>	
	Additional Health Documentation Requirements.....	\$210
	<i>*Price reflects current market estimate for PPD screening, AHA Healthcare Provider CPR, drug screening, background check, physical, and Essential Functions. Will vary depending on individual health insurance.</i>	
TOTAL (approximate).....	\$1,789- 4,828	

SECOND SEMESTER	MAT3	\$23
<u>PAID TO CVCC</u>	<u>PAID TO OUTSIDE VENDOR</u>	
Tuition (9 credit hours) \$1,314 resident/\$2,349 non-resident	Books.....	\$283+
	<i>*Price includes brand new, REQUIRED books only. Subject to change, due to market prices or course book selection.</i>	
Tuition (with non-medical assisting courses /16 credit hours) \$2,336 resident/\$4,176 non-resident	Random Drug Screen (as identified).....	\$30
Liability Insurance	Required Immunizations Renewal.....	\$25+
Lab Fees.....\$10	<i>*Will vary depending on immunization status and individual health insurance.</i>	
	Required Health Documentation Renewal	\$20+
	<i>*Will vary depending on health documentation status and individual health insurance.</i>	
TOTAL (approximate).....	\$1,695-4,557	

THIRD SEMESTER	MAT4	\$23
<u>PAID TO CVCC</u>	<u>PAID TO OUTSIDE VENDOR</u>	
Tuition (11 credit hours) \$1,606 resident/\$2,871 non-resident	Books.....\$273+ <i>*Price includes brand new, REQUIRED books only. Subject to change, due to market prices or course book selection.</i>	
Tuition (with non-medical assisting courses /12 credit hours) \$1,752 resident/\$3,132 non-resident	Random Drug Screen (as identified).....\$30	
Liability Insurance\$13	Required Immunizations Renewal.....\$25+ <i>*Will vary depending on immunization status and individual health insurance.</i>	
Lab Fees\$10	Required Health Documentation Renewal\$20+ <i>*Will vary depending on health documentation status and individual health insurance.</i>	
TOTAL (approximate).....		\$1,977-3,503

FOURTH SEMESTER	MAT2	\$23
<u>PAID TO CVCC</u>	<u>PAID TO OUTSIDE VENDOR</u>	
Tuition (13 credit hours) \$1,898 resident/\$3,393 non-resident	Books.....\$341+ <i>*Price includes brand new, REQUIRED books only. Subject to change, due to market prices or course book selection.</i>	
Tuition (with non-medical assisting courses /16 credit hours) \$2,336 resident/\$4,176 non-resident	Random Drug Screen (as identified).....\$30	
Liability Insurance\$13	Required Immunizations Renewal.....\$25+ <i>*Will vary depending on immunization status and individual health insurance.</i>	
Lab\$10	Required Health Documentation Renewal\$20+ <i>*Will vary depending on health documentation status and individual health insurance.</i>	
TOTAL (approximate).....		\$2,337—4,615

FIFTH SEMESTER	MAT3	\$228
<u>PAID TO CVCC</u>	<u>PAID TO OUTSIDE VENDOR</u>	
Tuition (4 credit hours, including MAT 228) \$584 resident/\$1,044 non-resident	Books.....\$90+ <i>*Price includes brand new, REQUIRED books only. Subject to change, due to market prices or course book selection.</i>	
Tuition (with non-medical assisting courses /13 credit hours) \$1,898 resident/\$3,393 non-resident	Random Drug Screen (as identified).....\$30	
NHA Online Test Prep (MATR).....\$205 <i>*This fee applies to students who are enrolled in MAT 228.</i>	Required Immunizations Renewal.....\$25+ <i>*Will vary depending on immunization status and individual health insurance.</i>	
Work Keys Certification/ Testing Fee (WKY4).....\$20 <i>*This fee applies to students who are also enrolled in WKO 102.</i>	Required Health Documentation Renewal\$20+ <i>*Will vary depending on health documentation status and individual health insurance.</i>	
Liability Insurance\$13		
Lab Fee.....\$10		
Graduation Fee (required).....\$67		
TOTAL (approximate).....		\$1,064-3,873

Program Total.....\$8,862-21,376

CERTIFICATION FEES	
CCMA Fee (paid to National Health Career Association)	\$149

Associate Degree in Nursing Fee Assessment

Fees listed below are based on approximate cost for nursing classes admitted in fall 2015 and are subject to change.

FIRST SEMESTER (Fall)	RNP2	\$241
<u>PAID TO CVCC</u>	<u>PAID TO OUTSIDE VENDOR</u>	
Tuition (8 credit hours) \$1,168 resident/\$2,088 non-resident	Uniforms.....\$151+ <i>*This price includes: 1 navy top, 1 navy pant, 1 white polo, one lab coat, BP cuff, and Sprague stethoscope.</i>	
Tuition (with non-nursing courses/15 credit hours) \$2,190 resident/\$3,915 non-resident	Books.....\$1,035 <i>*Price includes REQUIRED text/e-books only. Subject to change, due to market prices or course book selection.</i>	
Comprehensive Assessment.....\$218	Nursing Kit.....\$110	
Liability Insurance.....\$13	E*Value.....\$150	
Lab Fees.....\$10	Required Immunizations\$360 <i>*Price reflects current market estimate for MMR series (2 vaccinations), Varicella, Hep B series (3 vaccinations), Tetanus, and Influenza. Will vary depending on individual health insurance.</i>	
	Additional Health Documentation Requirements.....\$170 <i>*Price reflects current market estimate for PPD screening, AHA Healthcare Provider CPR, drug screening, background check, physical, and Essential Functions. Will vary depending on individual health insurance.</i>	

TOTAL (approximate)..... \$3,385-6,132

SECOND SEMESTER (Spring)	RNP3	\$241
<u>PAID TO CVCC</u>	<u>PAID TO OUTSIDE VENDOR</u>	
Tuition (13 credit hours) \$1,898 resident/\$3,393 non-resident	Books.....\$250 <i>*Price includes REQUIRED text/e-books only. Subject to change, due to market prices or course book selection.</i>	
Tuition (with non-nursing courses/20 credit hours) \$2,920 resident/\$5,220 non-resident	Random Drug Screen (as identified).....\$30	
Comprehensive Assessment.....\$218	Required Immunizations Renewal.....\$25+ <i>*Will vary depending on immunization status and individual health insurance.</i>	
Liability Insurance\$13	Required Health Documentation Renewal\$20+ <i>*Will vary depending on health documentation status and individual health insurance.</i>	
Lab Fees.....\$10		

TOTAL (approximate)..... \$2,464-5,786

THIRD SEMESTER (Summer)	RNP4	\$241
<u>PAID TO CVCC</u>	<u>PAID TO OUTSIDE VENDOR</u>	
Tuition (5 credit hours) \$730 resident/\$1,305 non-resident	Books.....\$250 <i>*Price includes REQUIRED text/e-books only. Subject to change, due to market prices or course book selection.</i>	
Tuition (with non-nursing courses/12 credit hours) \$1,752 resident/\$3,132 non-resident	Random Drug Screen (as identified).....\$30	
Comprehensive Assessment.....\$218	Required Immunizations Renewal.....\$25+ <i>*Will vary depending on immunization status and individual health insurance.</i>	
Liability Insurance\$13	Required Health Documentation Renewal\$20+ <i>*Will vary depending on health documentation status and individual health insurance.</i>	
Lab Fees\$10		

TOTAL (approximate)..... \$1,296-3,698

FOURTH SEMESTER (Fall)	RNP2	\$241
<u>PAID TO CVCC</u>	<u>PAID TO OUTSIDE VENDOR</u>	
Tuition (6 credit hours) \$876 resident/\$1,566 non-resident	Books.....\$250 <i>*Price includes REQUIRED text/e-books only. Subject to change, due to market prices or course book selection.</i>	
Tuition (with non-nursing courses/12 credit hours) \$1,752 resident/\$3,132 non-resident	Random Drug Screen (as identified).....\$30	
Comprehensive Assessment.....\$218	E*Value.....\$150	
Liability Insurance\$13	Required Immunizations Renewal.....\$25+ <i>*Will vary depending on immunization status and individual health insurance.</i>	
Lab\$10	Required Health Documentation Renewal\$20+ <i>*Will vary depending on health documentation status and individual health insurance.</i>	

TOTAL (approximate)..... \$1,592-3,848

FIFTH SEMESTER (Spring)	RNP3	\$441
<u>PAID TO CVCC</u>	<u>PAID TO OUTSIDE VENDOR</u>	
Tuition (10 credit hours) \$1,460 resident/\$2,610 non-resident	Books.....	\$250 <i>*Price includes REQUIRED text/e-books only. Subject to change, due to market prices or course book selection.</i>
Tuition (with non-nursing courses/13 credit hours) \$1,898 resident/\$3,393 non-resident	Random Drug Screen (as identified).....	\$30
Comprehensive Assessment.....	Pin (Optional).....	\$35-\$80
Liability Insurance.....\$13	Required Immunizations Renewal.....	\$25+ <i>*Will vary depending on immunization status and individual health insurance.</i>
Lab Fee.....\$10	Required Health Documentation Renewal.....	\$20+ <i>*Will vary depending on health documentation status and individual health insurance.</i>
Graduation Fee (required).....\$67		
NCLEX Voucher Fee.....\$200 <i>*This fee applies to students enrolled in NUR 204.</i>		
TOTAL (approximate).....		\$2,328-4,306

ADN Program Total.....\$11,065-23,770

LICENSING FEES	
NCLEX-RN Fee (Fee paid by REQUIRED NCLEX Voucher; see FIFTH semester).....	\$200
Temporary License Application.....	\$50
Board Application (paid to outside vendor; fee shown is AL, varies from state to state).....	\$85

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Licensed Practical Nursing Fee Assessment

Fees listed below are based on approximate cost for nursing classes admitted in fall 2015 and are subject to change.

FIRST SEMESTER (Spring)	LPP2	\$327
<u>PAID TO CVCC</u>	<u>PAID TO OUTSIDE VENDOR</u>	
Tuition (8 credit hours) \$1,168 resident/\$2,088 non-resident	Uniforms.....	\$151+ <i>*This price includes: 1 navy top, 1 navy pant, 1 white polo, one lab coat, BP cuff, and Sprague stethoscope.</i>
Tuition (with non-nursing courses/15 credit hours) \$2,190 resident/\$3,915 non-resident	Books.....	\$774 <i>*Price includes REQUIRED text/e-books only. Subject to change, due to market prices or course book selection.</i>
Comprehensive Assessment.....	Nursing Kit.....	\$110
Liability Insurance Fee.....\$13	E*Value.....	\$150
Lab Fee.....\$10	Required Immunizations.....	\$360 <i>*Price reflects current market estimate for MMR series (2 vaccinations), Varicella, Hep B series (3 vaccinations), Tetanus, and Influenza. Will vary depending on individual health insurance.</i>
	Additional Health Documentation Requirements.....	\$170 <i>*Price reflects current market estimate for PPD screening, AHA Healthcare Provider CPR, drug screening, background check, physical, and Essential Functions. Will vary depending on individual health insurance.</i>
TOTAL (approximate).....		\$3,210-5,957

SECOND SEMESTER (Summer)	LPP3	\$327
<u>PAID TO CVCC</u>	<u>PAID TO OUTSIDE VENDOR</u>	
Tuition (13 credit hours) \$1,898 resident/\$3,393 non- resident	Books.....	\$250 <i>*Price includes REQUIRED text/e-books only. Subject to change, due to market prices or course book selection.</i>
Tuition (with non-nursing courses/20 credit hours) \$2,920 resident/\$5,220 non- resident	Random Drug Screen (as identified).....	\$30
Comprehensive Assessment.....	Required Immunizations Renewal.....	\$25+ <i>*Will vary depending on immunization status and individual health insurance.</i>
Liability Insurance.....\$13	Required Health Documentation Renewal.....	\$20+ <i>*Will vary depending on health documentation status and individual health insurance.</i>
Lab Fee.....\$10		
TOTAL (approximate).....		\$2,550-5,872

THIRD SEMESTER (Fall)	LPP4	\$527
<u>PAID TO CVCC</u>	<u>PAID TO OUTSIDE VENDOR</u>	
Tuition (14 credit hours) \$2,044 resident/\$3,654 non-resident	Books.....	\$250 <i>*Price includes REQUIRED text/e-books only. Subject to change, due to market prices or course book selection.</i>
Comprehensive Assessment.....	Random Drug Screen (as identified).....	\$30
Liability Insurance.....\$13	Pin (Optional).....	\$35-\$80
Lab Fee.....\$10	Required Immunizations Renewal.....	\$25+ <i>*Will vary depending on immunization status and individual health insurance.</i>
Graduation Fee (required).....\$67	Required Health Documentation Renewal.....	\$20+ <i>*Will vary depending on health documentation status and individual health insurance.</i>
NCLEX Voucher Fee.....\$200 <i>*This fee applies to students enrolled in NUR 109..</i>		
TOTAL (approximate).....		\$2,998-4,653

LPN Program Total.....\$8,758-16,482

LICENSING FEES	
NCLEX-PN Fee (Fee paid by REQUIRED NCLEX Voucher; see THIRD semester).....	\$200
Temporary License Application.....	\$50
Board Application (paid to outside vendor; fee shown is AL, varies from state to state).....	\$85

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LPN to RN Mobility Fee Assessment

Fees listed below are based on approximate cost for nursing classes admitted in fall 2015 and are subject to change.

The following courses MUST be completed prior to the application deadline:

- ENG 101 – English Composition
- MTH 100 or higher level math course
- BIO 201 – Human Anatomy and Physiology I
- BIO 202 – Human Anatomy and Physiology II

FIRST SEMESTER (Spring)	MOB3	\$292
<u>PAID TO CVCC</u>	<u>PAID TO OUTSIDE VENDOR</u>	
Tuition (5 credit hours) \$730 resident/\$1,305 non- resident	Uniforms.....	\$151+ <i>*This price includes: 1 navy top, 1 navy pant, 1 white polo, one lab coat, BP cuff, and Sprague stethoscope.</i>
Comprehensive Assessment.....	Books.....	\$1,035 <i>*Price includes REQUIRED text/e-books only. Subject to change, due to market prices or course book selection.</i>
Liability Insurance.....\$13	Nursing Kit.....	\$110
Lab Fee.....\$10	E*Value.....	\$150
	Required Immunizations.....	\$360 <i>*Price reflects current market estimate for MMR series (2 vaccinations), Varicella, Hep B series (3 vaccinations), Tetanus, and Influenza. Will vary depending on individual health insurance.</i>
	Additional Health Documentation Requirements.....	\$170 <i>*Price reflects current market estimate for PPD screening, AHA Healthcare Provider CPR, drug screening, background check, physical, and Essential Functions. Will vary depending on individual health insurance.</i>
TOTAL (approximate).....		\$2,998-3,573

SECOND SEMESTER (Summer)	MOB4	\$292
<u>PAID TO CVCC</u>	<u>PAID TO OUTSIDE VENDOR</u>	
Tuition (5 credit hours) \$730 resident/\$1,305 non-resident	Books.....	\$250 <i>*Price includes brand new, REQUIRED books only. Subject to change, due to market prices or course book selection.</i>
Tuition (with non-nursing courses/12 credit hours) \$1,752 resident/\$3,132 non-resident	Random Drug Screen (as identified).....	\$30
Comprehensive Assessment.....	Required Immunizations Renewal.....	\$25+ <i>*Will vary depending on immunization status and individual health insurance.</i>
Liability Insurance.....\$13	Required Health Documentation Renewal.....	\$20+ <i>*Will vary depending on health documentation status and individual health insurance.</i>
Lab Fee.....\$10		
TOTAL (approximate).....		\$1,347-3,749

THIRD SEMESTER (Fall)	MOB2	\$292
<i>PAID TO CVCC</i>	<i>PAID TO OUTSIDE VENDOR</i>	
Tuition (6 credit hours) \$876 resident/\$1,566 non-resident	Books.....	\$250 <i>*Price includes brand new, REQUIRED books only. Subject to change, due to market prices or course book selection.</i>
Tuition (with non-nursing courses/12 credit hours) \$1,752 resident/\$3,132 non-resident	Random Drug Screen (as identified).....	\$30
Comprehensive Assessment.....	E*Value.....	\$269 \$150
Liability Insurance	Required Immunizations Renewal.....	\$13 \$25+ <i>*Will vary depending on immunization status and individual health insurance.</i>
Lab Fee.....	Required Health Documentation Renewal	\$10 \$20+ <i>*Will vary depending on health documentation status and individual health insurance.</i>
TOTAL (approximate).....		\$1,643-3,899

FOURTH SEMESTER (Spring)	MOB3	\$492
<i>PAID TO CVCC</i>	<i>PAID TO OUTSIDE VENDOR</i>	
Tuition (10 credit hours) \$1,460 resident/\$2,610 non-resident	Books.....	\$250 <i>*Price includes brand new, REQUIRED books only. Subject to change, due to market prices or course book selection.</i>
Tuition (with non-nursing courses/13 credit hours) \$1,898 resident/\$3,393 non-resident	Random Drug Screen (as identified).....	\$30
Comprehensive Assessment.....	Pin (Optional).....	\$269 \$35-\$80
Liability Insurance	Required Immunizations Renewal.....	\$13 \$25+ <i>*Will vary depending on immunization status and individual health insurance.</i>
Lab Fee.....	Required Health Documentation Renewal	\$10 \$20+ <i>*Will vary depending on health documentation status and individual health insurance.</i>
Graduation Fee (required).....		\$67
NCLEX Voucher Fee		\$200 <i>*This fee applies to students enrolled in NUR 204.</i>
TOTAL (approximate).....		\$2,379-4,357

LPN to ADN Program Total.....\$8,367-15,578

LICENSING FEES	
NCLEX-RN Fee (Fee paid by REQUIRED NCLEX Voucher; see FOURTH semester)	\$200
Temporary License Application.....	\$50
Board Application (paid to outside vendor; fee shown is AL, varies from state to state).....	\$85

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Calculation of points for students meeting minimum admission standards:

After meeting all minimum admission requirements, applicants are rank-ordered using a point system based on:

1. Score from the Test of Essential Academic Skills (TEAS).
 - a. The TEAS must have been taken within the past three years for consideration. The applicant will be given points according to percentage score equivalent.
2. Points from selected college courses (i.e. BIO 201, BIO 202, BIO 220) or selected high school courses (i.e. algebra II or higher level math, highest level biology, chemistry).
 - a. Points are awarded according to grade earned: A= 30, B= 20. **Grades of ‘C’ no longer yield any points towards nursing program application ranking (Effective 1 January 2016).**
3. Students may be awarded up to 10 points as determined by college policy and procedures.
 - a. Students who have completed BIO 201, BIO 202, BIO 220 at CVCC will earn (5) additional points.
 - b. Students who have completed ENG 101, MTH 100 (or higher), BIO 201, BIO 202, BIO 220, PSY 200, PSY 210, SPH 106 or SPH 107, and a humanities elective at CVCC will earn an additional ten (10) points.
 - c. Students who have graduated from the CVCC LPN program will earn an additional ten (10) points.
4. A total of 250 points are possible.

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Calculation of points for students meeting minimum admission standards:

After meeting all minimum admission requirements, applicants are rank-ordered using a point system based on:

1. Score from the Test of Essential Academic Skills (TEAS).
 - a. The TEAS must have been taken within the past three years for consideration. The applicant will be given points according to percentage score equivalent.

2. Points from selected college courses (i.e. BIO 201, BIO 202, BIO 220).
 - a. Points are awarded according to grade earned: A= 30, B= 20. ***Grades of 'C' no longer yield any points towards nursing program application ranking (Effective 1 January 2016).***
3. Students may be awarded up to 10 points as determined by college policy and procedures.
 - a. Students who have completed BIO 201, BIO 202, BIO 22 at CVCC will earn (5) additional points.
 - b. Students who have completed ENG 101, MTH 100 (or higher), BIO 201, BIO 202, BIO 220, PSY 200, PSY 210, SPH 106 or SPH 107, and a humanities elective at CVCC will earn an additional ten (10) points.
 - c. Students who have graduated from the CVCC LPN program will earn an additional ten (10) points.
4. A total of 250 points are possible.

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Progression Policy

In order to progress in the nursing program at CVCC, the student must:

1. Maintain a grade of C or better in all general education and nursing courses.
2. Maintain a cumulative grade point average (GPA) of 2.0.
3. Maintain the ability to meet essential functions for nursing with or without reasonable accommodations.
4. Maintain current health documentation.
5. Maintain current American Heart Association Healthcare Provider Basic Life Support Provider status.
6. Maintain current background check and drug screen.

A student with a total of two unsuccessful attempts in two separate semesters (W, D, or F) in the nursing program will be dismissed from the program.

A student with two documented incidents of non-progression (W, D, or F) in two separate semesters may reapply as a new student to any nursing program within the Alabama Community College System provided the student meets admission requirements and was not dismissed from the previous program for disciplinary reasons or unsafe/unsatisfactory patient care.

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Definitions

Progression: Successful completion with a grade of C or better in any general education or nursing course within the prescribed nursing course sequence.

Non-progression: An unsuccessful attempt (withdrawal, D or F) from any nursing course within the prescribed nursing course sequence.

Reinstatement: Students who have a withdrawal or failure in a nursing course and are eligible to return to that course will be considered for reinstatement to the program.

1. Students applying for reinstatement will be required to demonstrate competency in clinical skills, as well as demonstrate an understanding of concepts presented in their last successfully completed nursing course.

Readmission: Students not eligible for program reinstatement may apply for program admission as a new student. If accepted as a new student, the student must take or retake all nursing program courses.

1. Students who are unsuccessful in NUR 102, NUR 103, NUR 104, and NUR 200 must reapply as a new student to the program.

Reinstatement Policy

If allowed to return to the nursing program, the policies in the Student Handbook and College Catalog at the time of reentering will apply. **Any nursing student who has withdrawn or has been suspended from the nursing program and subsequently returns must meet the standards and curriculum requirements in effect at the time he or she is readmitted.** Reinstatement processes and requirements:

1. Students whose progression through the nursing program is interrupted and who desire to be reinstated in the program must schedule an appointment with a nursing faculty advisor to discuss reinstatement. In order to be eligible for reinstatement, a student must:
 - a. Apply for readmission to the college if not currently enrolled;
 - b. Submit a letter of intent in a timely manner to the Chairperson of Health Sciences no more than one year from the term of withdrawal or failure;
 - c. Demonstrate competency in all previous nursing courses successfully completed by:
 - i. Successfully complete a skills validation equivalent to the last nursing course successfully completed.
 - ii. Successfully complete a cumulative written exam with a score of 75% or greater in the last nursing course successfully completed.

- d. Adhere to nursing curriculum or program policies and procedures in effect at the time of reinstatement.
2. Reinstatement to the nursing program is not guaranteed even if a student meets all requirements for reinstatement. Reinstatement may be denied due to, but not limited to, any of the following circumstances:
 - a. Space is unavailable in the course to which the student wishes reinstatement (students who have maintained successful progression have enrollment priority).
 - b. Cumulative grade point average is less than 2.0 from courses completed at current institution.
 - c. Refusal by clinical agencies to accept the student for clinical experiences.
 - d. Failure to demonstrate competency in all previous nursing courses successfully completed by:
 - i. Successfully complete a skills validation equivalent to the last nursing course successfully completed.
 - ii. Successfully complete a cumulative written exam with a score of 75% or greater in the last nursing course successfully completed.
 - e. Over twelve months have elapsed since the student was enrolled in a nursing course.
 - f. Student was dismissed from the program for disciplinary reason or unsafe/unsatisfactory care in the clinical area.

Transfer Policy

Must meet minimum admission standards for the nursing program:

1. **Must possess a grade of 'C' or better in all general education taken at another institution and possess a minimum of a 2.0 cumulative GPA at time of transfer.**
2. Less than 12 months have elapsed since the student was enrolled in a nursing course.
3. Must be a student in good standing and eligible to return to the previous nursing program.
4. Provide a letter of recommendation from the Dean/Director of the previous nursing program.
5. Must complete a skills validation equivalent to the last nursing course successfully completed.
6. Must complete a written cumulative exam of the last course successfully completed with a score of 75% or greater.
7. Complete at least 25% of the total program at the accepting institution.
8. Acceptance of transfer students into nursing programs is limited by the number of faculty and clinical facilities available. Meeting minimal standards does not guarantee acceptance.

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Calculation of points for students meeting minimum admission standards:

After meeting all minimum admission requirements, applicants are rank-ordered using a point system based on:

1. Score from the Test of Essential Academic Skills (TEAS).
 - a. The TEAS must have been taken within the past three years for consideration. The applicant will be given points according to percentage score equivalent.
2. Points from selected college courses (i.e. ENG 101, MTH 100) or selected high school courses (i.e. algebra II or higher level math, highest level biology).
 - a. Points are awarded according to grade earned: A= 30, B= 20. ***Grades of 'C' no longer yield any points towards nursing program application ranking (Effective 1 January 2016).***
3. Students may be awarded up to 10 points as determined by college policy and procedures.
 - a. Students who have completed BIO 201, BIO 202, BIO 22 at CVCC will earn (5) additional points.
 - b. Students who have completed ENG 101, MTH 100 (or higher), BIO 201, BIO 202, BIO 220, PSY 200, PSY 210, SPH 106 or SPH 107, and a humanities elective at CVCC will earn an additional ten (10) points.
4. A total of 220 points are possible.

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HUM 299. PTK Honors Course (3-0-3)

This course combines HUM 299-01, -02, and -03 into a single semester course with a total of 3 credit hours (not repeatable for credit). It provides an opportunity for the student to study selected topics in the area of the humanities under the supervision of a qualified instructor. The topics selected will be broad in scope and content rather than specific, and will reference important cultural works from a variety of areas, which may include literature, religious studies, speech, foreign languages, art, music, theatre, and dance. **Code A**

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XIV. APPEALS

All appeal requests and responses in this process are transmitted in writing. When informing the student of the original decision in a hearing, the Dean of Student Services or Student Discipline Committee Chair will also explain the student's right to appeal the situation to the Student Disciplinary Committee or the College President, respectively. If the student wishes to appeal the

case, he/she must send a written request, stating the reason(s) for the appeal, to the Dean of Student Services or the College President within five (5) working days from receipt of the notice. The Dean of Student Services will then have 48 hours to refer the case to the Student Disciplinary Committee along with his/her recommended sanctions. The Committee will conduct a hearing under the guidelines in "Hearing Procedures" portion of Section XII and will submit its decision in writing to the Dean of Student Services and the accused student. The President will have five (5) working days from the date of the appeal to render a decision and provide that decision to the student in writing. **The President's decision may be appealed to the Alabama Community College System using the Student Complaint Process described at the end of this document.**

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d. Available appeals

The Dean of Student Services shall have thirty (30) calendar days from his/her receipt of the notice of appeal to review and investigate the allegations contained in the original grievance, to review the hearing record and to file a report of the findings of fact. The Dean of Student Services shall have the authority to (1) affirm, (2) reverse or (3) affirm in part and reverse in part the findings arising from the grievance hearing. The Dean of Student Services' report shall be personally delivered or sent via certified mail to the Grievant and Respondent(s) at their respective home addresses. **The Dean of Student Services's decision may be appealed to the Alabama Community College System using the Student Complaint Process described at the end of this document.**

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Grade appeal procedure

In addition to the above information, the student and/or instructor should include a photocopy of documents that the student and/or the instructor believes would assist the CAO in reviewing the grade appeal. The CAO will review the appeal, schedule a meeting with the student and the instructor and deliver a written report within 14 calendar days after the CAO's receipt of all of the appeal information. The CAO has the authority to consult with the instructor, the Division Chair or other persons who have expertise in the subject area. When the CAO has completed the review of the grade appeal, a written report describing his/her findings and conclusions will be provided to the student, instructor and Division Chair. If the CAO determines that a change in the student's grade is in order, the student's official grade will be changed under the authority of the CAO to render rulings on grade appeals. **The CAO's decision may be appealed to the Alabama Community College System using the Student Complaint Process described at the end of this document.**

New Information

Admissions decision appeal procedure

Certain limited programs of study (e.g. Nursing, Medical Assisting, etc.) may have special admissions policies and procedures separate from those of the general admissions for the College. Therefore, the College has established an appeal procedure to be used if a student has valid reason to believe that a program admissions decision is inaccurate or unfair. A student must make the initial inquiry within 7 calendar days after the student receives notice of the admissions decision. If a student does not meet the deadline for appealing the decision, the right to appeal will be waived.

The student will begin by stating in writing to the CAO that the admissions decision in question is either inaccurate, unfair or both and include the justification for appeal. Appeal information must be submitted on the proper form and must contain the following:

1. Name of program of study to which the student was seeking admission.
2. Name and address of the student filing the appeal.
3. A concise description of the student's complaint and narrative explanation of why he/she thinks that the admissions decision was unfair, inaccurate or both.

In addition to the above information, the student should include a photocopy of documents that he/she believes would assist the CAO in reviewing the admissions decision. The CAO will review the appeal, schedule a meeting with the student and appropriate divisional personnel and deliver a written report within 14 calendar days after the CAO's receipt of all of the appeal information. The CAO has the authority to consult with instructors, the Division Chair or other persons who have expertise in the subject area. When the CAO has completed the review of the appeal, a written report describing his/her findings and conclusions will be provided to the student and the Division Chair. If the CAO determines that a change in the student's admissions status is in order, the student's official grade will be changed under the authority of the CAO to render rulings on admissions standards. The CAO's decision may be appealed to the Alabama Community College System using the Student Complaint Process described at the end of this document.

Alabama Community College System – Student Complain Process

The ACCS is committed to respecting and supporting the work of its member institutions and to providing a quality educational experience for all students. The objective of the student complaint process is to ensure that the concerns and complaints of

students are addressed fairly and are resolved promptly. The Alabama Community College System requires each institution to establish its own procedures to address student grievances and complaints. A student must exhaust his/her rights under the institution's official complaint/grievance policy before advancing any complaint to the System Office of Alabama Community College System. Students may file consumer/student complaints with the Alabama Community College System by following these procedures:

- a) If, after exhausting all available institutional processes, a student's complaint remains unresolved, the student may appeal to the Alabama Community College System using the System's official Student Complaint Form, can be obtained from the Dean of Student Services and is also available online at the ACCS website (www.accs.cc). Students may submit completed complaint forms by printing the form, signing it, and then either (1) scanning it and e-mailing it to complaints@accs.edu or (2) mailing it to:

Alabama Community College System
Attention: Division of Academic and Student Affairs
P.O. Box 302130
Montgomery, AL 36130-2130

- b) The Division of Academic and Student Affairs will investigate the complaint within 30 days of receipt.
- c) The institution which is the subject of complaint has 30 days to provide a written response to questions and/or concerns raised during the investigation. Such response may or may not contain a resolution.
- d) The Division of Academic and Student Affairs will adjudicate the matter and write a report or letter to the institution and student detailing corrective action, if any is necessary, or stating that the school has no violation of policies.
- e) If corrective action is needed the institution will have 30 days to comply or develop a plan to comply with the corrective action.
- f) The System Office will monitor the institution's compliance to ensure the completion of any required corrective action.