

# Maine College of Health Professions

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*Education that Enriches Lives*

College Catalog



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## Academic Calendar

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### Summer Semester 2022

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#### May

**9-13 Mon-Fri** Add/Drop for Summer and Summer 1 courses\*

**9 Mon** Summer and Summer 1 semesters begin

**30 Mon** *Memorial Day No classes, College closed*

#### June

**10 Fri** Last day to withdraw from Summer 1 semester course and receive a “WP” or “WF” grade\*

**24 Fri** Last day to withdraw from summer semester course and receive a “WP” or “WF” grade\*

#### July

**2 Sat** Summer 1 semester ends

**4-9 Mon-Sat** *Summer Recess No classes*

**4-9 Mon-Sat** *College is closed*

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### Fall Semester 2022

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#### August

**6 Sat** Summer semester ends

**15-26 Mon-Fri** Add/Drop Period for Fall and Fall 1 courses\*

**22 Mon** Fall and Fall 1 semesters begin

#### September

**5 Mon** *Labor Day No classes, College closed*

**23 Fri** Last day to withdraw from Fall 1 semester course and receive a “WP” or “WF” grade\*

#### October

**10-11 Mon-Tues** *Fall Recess No classes*

**10-21 Mon-Fri** Add/Drop Period for Fall 2 courses

**15 Sat** Fall 1 semester ends

**17 Mon** Fall 2 semester begins

**21 Fri** Last day to withdraw from a course and receive a “WP” or “WF” grade\*

#### November

**30 Oct-10 Nov Mon-Thurs** Registration open for Spring courses – Registration closes Nov 10 @ 3 PM

**11 Fri** *Veterans Day No classes, College closed*

**14 Mon** Last day to withdraw from Fall 2 semester course and receive a “WP” or “WF” grade\*

**23-26 Wed-Sat** *Thanksgiving Recess, No Classes; College closes at noon 11/23, all day 11/24-26*

#### December

**10 Sat** Fall and Fall 2 semesters end

**26 Mon** *College closed*

**31 Sat** *College closed*

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### Spring Semester 2023

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#### January

**2 Mon** *College closed*

**27 Dec – 6 Jan Mon-Fri** Add/Drop Period for Spring and Spring 1 courses

**3 Tues** Spring and Spring 1 semesters begin

#### February

**3 Fri** Last day to withdraw from a Spring 1 course and receive a “WP” or “WF” grade\*

**20 Mon** *President’s Day No classes-College closed*

**25 Sat** Spring 1 semester ends

**27 Feb- 4 Mar Mon-Sat** *Spring Recess (program specific)\*\**

**27 Feb- Mon** Spring 2 session Begins

#### March

**21 Feb - 3 Mar** Add/Drop Period for Spring 2 courses

**10 Fri** Last day to withdraw from a Spring course and receive a “WP” or “WF” grade\*

**27 Feb-10 Mar Mon-Fri** Registration open for Summer and Fall Courses – Registration closes March 10 @ 3 PM

**31 Fri** Last day to withdraw from a Spring 2 course and receive a “WP” or “WF” grade\*

#### April

**22 Sat** End of Spring and Spring 2 semesters

#### May

**5 Fri** College Graduation Class of 2023

\*Note: All add/drop and last day to withdrawal dates end at end of business that day.

\*\*Students in 8-week classes do not have Spring Recess



## General Information

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### Mission Statement

Maine College of Health Professions enriches lives through providing exceptional education in the health professions, supporting student success, and inspiring lifelong learning. We emphasize interpersonal, interprofessional, and community collaboration, and we prioritize excellence in patient care, student learning, and scholarship.

### History of the College

The College was established in 1891 as a nursing diploma school and was then named the Central Maine General Hospital Training School.

The first student was admitted on July 9, 1891, and on March 24, 1893, the first student graduated. A total of five (5) students graduated.

Until 1953, admissions to the College occurred at any time during the year. Since then, students have been admitted according to a standard academic calendar.

The College granted diplomas to its graduates until 1977, when Governor James B. Longley signed into law, L.D. 446, granting the College the authority to award an Associate in Applied Science Degree in Nursing.

In 1976, the name of the College was changed from Central Maine General Hospital School of Nursing to Central Maine Medical Center School of Nursing.

In 1978, Central Maine Medical Center School of Nursing became the first single entity, post-secondary nursing educational institution to become accredited by the Commission on Vocational-Technical Career Institutions of the New England Association of Schools and Colleges, Inc.

In 2001, the College moved into its current facility at 70 Middle Street, Lewiston.

In 2008, the College was granted initial accreditation from the New England Association of Schools and Colleges Commission on Institutions of Higher Education.

In 2010, the College added an Associate of Applied Science Degree in Radiologic Technology. The Clark F. Miller School of Radiologic Technology was established at Central Maine General Hospital in 1949 as the first Radiologic Technology program in Maine. The School of Radiologic Technology

classroom and offices moved to the second floor of the College in 2009, and students began taking general education courses along with nursing students in the fall of 2010.

Coinciding with the addition of the Associate of Applied Science Degree in Radiologic Technology, the Mercy Hospital School of Radiologic Technology in Portland transitioned its 2-year certificate program to the College. This increased student capacity of the Radiologic Technology program from 26 to 46 students.

The Medical Imaging School offers the Associate of Applied Science Degree in Radiologic Technology, as well as advanced certificate programs in Computed Tomography (CT), Sonography, and Mammography.

On July 1, 2014, the name of the College was changed to the Maine College of Health Professions to better reflect the institution's mission.

In the fall of 2017, MCHP earned approval to offer an RN to BSN degree, thereby becoming a baccalaureate institution.

In 2018, the College received NECHE approval to expand degree and advanced certificate programs in Nursing and Medical Imaging. The following programs were added: Associates in Health Science, Advanced Certificates in Sonography and Mammography, and a Licensed Practical Nurse (LPN) 1-year certificate program. MCHP offers the only Sonography, CT, and Mammography Programs in Maine.

In the spring of 2020, the College received CCNE accreditation for its RN to BSN program.

MCHP admitted its first students for the Bachelor of Science Degrees in Medical Imaging and Healthcare Administration in fall 2021. MCHP will confer the first BSMT degrees in May 2022.

### Notice of Non-Discrimination

Maine College of Health Professions admits applicants meeting the requirements for admissions and does not discriminate based on religion, race, color, gender, sexual orientation, age, marital, parental, or veteran's status, or national or ethnic origin. Students are accorded all the rights, privileges, programs, and activities available to students of the College.



An applicant must be able to perform the physical activities inherent in the role of a student in a health professions program.

### Accessibility Statement

Maine College of Health Professions is committed to providing equitable access to learning opportunities for all students. The ADA Coordinator is the campus resource that collaborates with students who have disabilities to provide and/or arrange reasonable accommodations.

If you have a documented disability, please contact the ADA Coordinator at (207) 330-7878 (TTD 207-741-5667) to schedule an appointment to discuss reasonable accommodations. Additional information is available on the MCHP website:

<http://www.mchp.edu/disclosures/ada-statement/>

### Editor's Note

This catalog is prepared with the student in mind and is for purposes of information only.

It does not constitute a contract between the Maine College of Health Professions and a student or any applicant for admission. In combination with subsequent catalogs, flyers, semester course schedules, and special announcements, it identifies the expectations for a student to earn the distinction of being a Maine College of Health Professions graduate. Every effort is made to ensure accuracy of the information, but circumstances constantly change, and new decisions may affect the accuracy of details appearing in this catalog.

MCHP reserves the right to make changes in course offerings, degree requirements, charges, policies, regulations, and procedures as educational and financial considerations require.

### Accreditation

Maine College of Health Professions is accredited / approved by the:

Accreditation Commission for Education in Nursing, Inc.

3343 Peachtree Road NE, Suite 850

Atlanta, GA 30326

(404) 975-5000 [www.acenursing.org](http://www.acenursing.org)

Commission on Collegiate Nursing Education

655 K Street, NW, Suite 750

Washington, DC 20001

(202)887-6791 [www.aacnnursing.org/CCNE](http://www.aacnnursing.org/CCNE)

Joint Review Committee on Education in Radiologic Technology

20 N. Wacker Drive Suite 2850

Chicago, IL 60606-3182

(312)704-5300 [www.jrcert.org](http://www.jrcert.org)

Maine State Board of Nursing

158 State House Station

Augusta, ME 04333

(207) 287-1133 [www.state.me.us/boardofnursing](http://www.state.me.us/boardofnursing)

New England Commission of Higher Education

3 Burlington Woods #100

Burlington, MA 01803

(781)425-7785 [www.neche.org](http://www.neche.org)

The New England Commission of Higher Education is a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering post-graduate instruction. Accreditation of an institution by the New England Commission indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer group review process. An accredited school or college is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the New England Commission is not partial but applies to the institution as a whole. As such, it is not a guarantee of the quality of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding the status of an institution's accreditation by the New England Commission should be directed to the administrative staff of the College. Individuals may also contact the Association.

## Memberships

American Association of Collegiate Registrars and Admissions Officers (AACRAO)  
American Association of Colleges of Nursing (AACN)  
American Association of Anatomists  
American Council on Education  
American Health Science Education Consortium (AHSEC)  
American Physiological Society  
American Registry of Radiologic Technologists  
American Society of Radiologic Technologists  
American Technical Educators Association (ATEA)  
Association on Higher Education and Disability (AHEAD)  
The College Board  
Council for Higher Education Accreditation (CHEA)  
Eastern Association of Student Financial Aid Administrators  
Joint Review Committee on Education in Radiologic Technology (JRCERT)  
Maine Association of Student Financial Aid Administrators (MASFAA)  
Maine Counseling Association  
Maine Society of Radiologic Technologists  
Maine Philanthropy Center  
National Association of Independent Colleges and Universities  
National Association of Student Financial Aid Administrators (NASFAA)  
National League for Nursing Accrediting Commission (NLN)  
New England Association for College Admission Counseling (NEACAC)  
New England Commission of Higher Education (NECHE)  
Organization of Maine Nurse Executives (OMNE)  
Quality Matters (QM)  
Society of Environmental Toxicology and Chemistry (SETAC)  
Society of Simulation in Healthcare

## Academic Freedom Statement

Academic freedom is that ideal which enables educators, students, and academic institutions to inquire, discover, teach, debate, and publish. The Maine College of Health Professions, as a private non-sectarian educational institution, believes that the collective freedom of inquiry must not be motivated or dominated by political or ideological mandates regarding social responsibility and

institutional policy. This academic institution is committed to upholding these beliefs.

Students in this College have the right to investigate, learn, and express their individual ideas free from faculty and institutional influence. These rights are upheld for individual students as well as the collective student body. These rights carry with them the understanding that individual student members, when expressing personal views, are doing so not as a representative of the academic institution.

As educators, the faculty has the right to inquire, teach, debate, discover, and publish unburdened by internal or external influence. Further, the faculty as citizens is entitled to the rights and responsibilities of citizenship. These rights carry with them the understanding that individual faculty members, when expressing personal views, are doing so not as a representative of the academic institution.

Academic freedom allows one the independence, in the classroom setting, to present and discuss material that is relevant to the course content and learning objectives.

## The College Community

The Maine College of Health Professions is located in the industrial, urban community of Lewiston / Auburn, Maine. With a population of approximately 59,000, Lewiston / Auburn (known as L-A) is the second largest metropolitan area in Maine.

L-A is situated on the revitalized Androscoggin River, which provides a number of walking trails and parks. L-A has a rich French heritage as a result of the French-Canadian immigrants who came to work in textile mills and shoe shops powered by the Androscoggin River in the late 1800s. More recently, Lewiston has seen the arrival of new residents, including an active Somali and Togolese population.

The College is close to shopping areas, theaters, public libraries, colleges, churches, and a lighted ski area. The College is located within an easy driving distance of the beautiful beaches of the coast and the mountains famous for their hiking and skiing facilities.

Students enrolled in the College are primarily residents of Maine with the largest percentage coming from Androscoggin, Oxford, and Cumberland counties. The typical student population is approximately 225 students comprised of men and women whose ages range from 18-55 years.

Approximately 25% of the student population is first generation degree seekers.

### Visitors

Visitors are always welcome on our campus but are asked to observe the office hours of the administrative offices. Administrative offices are open 8:00 a.m. – 4:30 p.m., Monday through Friday.

## College Admission Requirements

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Maine College of Health Professions welcomes applications from qualified individuals who will benefit from and contribute to the educational environment of this College. The commitment of the College is to small classes and close faculty-student relationships. Thus, the Admissions Committee selects those candidates who show evidence of academic ability, intellectual curiosity, motivation, and capacity for personal growth.

Interested individuals should visit our website, [www.mchp.edu](http://www.mchp.edu), for information regarding the application process, admissions deadlines, and requirements. Individuals may also contact the Admissions Office at [admissions@mchp.edu](mailto:admissions@mchp.edu). Applicants are responsible to review the admissions requirements and applicable admissions deadlines.

Admissions criteria are subject to change. MCHP reserves the right to make changes without notice, whenever such action is necessary.

Applicants meeting the criteria for admission to the College are accepted regardless of religion, race, gender, sexual orientation, age, marital or parental status, national or ethnic origin and are accorded all the rights, privileges, programs, and activities available to students at the College.

- Submit a completed application with a non-refundable application fee to the College Admission office by the published deadlines. This form must be completed fully and accurately.
- Submit an official transcript of graduation from a secondary (high) school directly to the College. Submit official results from a HiSET exam or General Education Development (GED) exam if you are not a high school graduate. Submit official results from a HiSET exam or General Education Development (GED) exam if you have not received a diploma from a State-approved secondary educational institution.

- An official high school transcript is not required if the applicant has completed an associate or bachelor's degree from a regionally accredited institution at the time the application is submitted. In some cases, it may be necessary to provide a high school transcript in order to meet admission requirements.
- Submit the results of the College-specific placement testing examination (if required.)
- Submit official transcripts of post-secondary education (college/university) directly to the College if transfer credit is requested or the SAT or ACT is waived. Applicants should consult with the Registrar to determine acceptance for transfer credit.
- Per the College Transfer Credit Policy, transfer credits will be accepted prior to matriculation to a program. Once a student has matriculated to a program, all courses for transfer credit must be taken at the College.

### Additional Requirements

#### Associate of Applied Science Degree Programs

- Submit scholastic assessment test scores (SAT or ACT scores). Scores may be waived with a minimum of 12 college credits with a grade of 'C.'
- Completion of high school or college-level Biology and Chemistry with a grade of 'C' or higher.
- Nursing and Radiologic Technology Programs: Completion of high school or college-level Algebra and a Second Math with a grade of 'C' or higher.

#### Bachelor of Science Degree in Nursing

- Provide evidence of current unrestricted RN licensure
- Credits awarded for professional certification (RN), 45 credits
- Successful completion of the following general education college courses with a "C" or higher (maximum equivalency 27 credits):
- A&P I with lab- 4 credits
- A&P II with lab- 4 credits
- Microbiology with lab- 4 credits
- College Writing- 3 credits
- Introduction to Psychology- 3 credits

- Developmental Psychology- 3 credits
- Arts/Humanities Elective- 3 credits
- Social Science Elective- 3 credits

#### **Bachelor of Science Degree in Medical Imaging**

- Credits awarded for Professional certification, 45 credits (eligibility for specific BSMI tracks is outlined below).
- Computed Tomography – Provide evidence of current unrestricted ARRT or NMTCB certification in radiography, nuclear medicine technology or radiation therapy before program end.
- Mammography – Provide evidence of current unrestricted ARRT certification in radiography before program end.
- Diagnostic Medical Sonography
- Successful completion of a single two-year regionally accredited Associate Degree or higher allied health education program that is patient-care related with a cumulative GPA of 3.0 or higher or by permission of the dean.
- Allied health education programs include, but are not limited to, radiologic technologist, respiratory therapist, occupational therapist, physical therapist, and registered nurse.
- The two-year education program that is patient-care related is defined as (1) 24 full-time consecutive calendar months or (2) 60-semester credits or (3) 84-quarter credits (4) and requiring a clinical internship/externship to complete the program.
- Documentation of professional certification in good standing before enrolling in Clinical Practicum (Semester II)
- Documentation of a job shadow in sonography to include a minimum of 4 different procedures observed
- Successful completion of the following general education college courses with a “C” or higher (maximum equivalency 23 credits):
  - A&P I with lab- 4 credits
  - A&P II with lab- 4 credits
  - College Writing- 3 credits
  - Introduction to Psychology- 3 credits
  - Communications- 3 credits
  - College Algebra – 3 credits

- Humanities or Social Science Elective- 3 credits

#### **Bachelor of Science Degree in Healthcare Administration: Healthcare Clinician Track\***

Provide evidence of current unrestricted professional healthcare certification

- Credits awarded for Professional certification and an Associate Degree: 45 credits
- Successful completion of the following general education college courses with a “C” or higher (maximum equivalency 23 credits):
  - A&P I with lab- 4 credits
  - A&P II with lab- 4 credits
  - College Writing- 3 credits
  - Introduction to Psychology- 3 credits
  - Communications- 3 credits
  - College Algebra – 3 credits
- Humanities or Social Science Elective- 3 credits

#### **Bachelor of Science Degree in Healthcare Administration: Non-Healthcare Clinician Track\***

- Credits will be awarded for Health Science Associate Degree Courses according to the published program curriculum.
- Successful completion of the following general education college courses with a “C” or higher (maximum equivalency 14 credits):
  - A&P I with lab- 4 credits
  - A&P II with lab- 4 credits
  - College Writing- 3 credits
  - Introduction to Psychology- 3 credits

\*Applicants may be conditionally accepted into this program if they are in good academic standing for the latter portion of their current degree.

#### **Practical Nursing**

- Achieve a score of 80% or higher on the Reading Comprehension, Grammar, Vocabulary, and Basic Math sections of the HESI Exam.

#### **Medical Assistant\*\***

- Score of 230 or higher on the Reading Section of the Accuplacer Assessment Exam

#### **Nursing Assistant\*\***

- Score of 230 or higher on the Reading Section of the Accuplacer Assessment Exam

## **Phlebotomy\*\***

- Score of 230 or higher on the Reading Section of the Accuplacer Assessment Exam

**\*\*Indicates non-credit certificate programs**

## **Computed Tomography Advanced Certificate**

- Successful completion of Radiography, Nuclear Medicine Technology or Radiation Therapy Education or Current enrollment in a Radiography Program
- Documentation of ARRT or NMTCB certification in good standing. Students currently enrolled in a Radiography Program will document ARRT certification in good standing before program completion

## **Mammography Advanced Certificate**

- Successful completion of Radiography Education or Current enrollment in a Radiography Program
- Documentation of ARRT certification in good standing. Students currently enrolled in a Radiography Program will document ARRT certification in good standing before program completion

## **Diagnostic Medical Sonography Advanced Certificate**

*Associate Degree or higher allied health education program:*

- Successful completion of a single two-year regionally accredited Associate Degree or higher allied health education program that is patient-care related with a cumulative GPA of 3.0 or higher or by permission of the dean
- Allied health education programs include, but are not limited to, radiologic technologist, respiratory therapist, occupational therapist, physical therapist, and registered nurse
- The two-year education program that is patient-care related is defined as (1) 24 full-time consecutive calendar months or (2) 60-semester credits or (3) 84-quarter credits (4) and requiring a clinical internship/externship to complete the program.
- Documentation of professional certification in good standing before enrolling in Clinical Practicum (Semester II)

- Documentation of a job shadow in sonography to include a minimum of 4 different procedures observed
- Bachelor of Science degree or higher:
- In lieu of the Associate Degree in an allied health education program, a regionally accredited Bachelor of Science Degree may be accepted
- Successful completion of the following general education college courses with a "C" or higher:
  - A&P I with lab- 4 credits
  - A&P II with lab- 4 credits
  - College Writing- 3 credits
  - College Math 100 level or higher – 3 credits
- Patient care experience or the successful completion of a Patient Care Seminar course or equivalent
- Documentation of a job shadow in sonography to include a minimum of 4 different procedures observed

**Allied health education programs include**, but are not limited to, radiologic technologist, respiratory therapist, occupational therapist, physical therapist, and registered nurse.

The two-year education program that is patient-care related is defined as (1) 24 full-time consecutive calendar months or (2) 60-semester credits or (3) 84-quarter credits (4) and requiring a clinical internship/externship to complete the program.

Documentation of professional certification in good standing before enrolling in Clinical Practicum (Semester II)

Documentation of a job shadow in sonography to include a minimum of 4 hours and 5 different procedures observed

Credits awarded for Professional certification (Associate Degree): 45 credits

Associate degree programs must be accredited by Regional Collegiate Accreditation and Programmatic Accreditation (JRCERT, JRCNMT, ACEN, CCNE) if applicable or by permission of the Dean or designee

Successful completion of the following college courses with a "C" or higher: (23 credits total)

- A&P I with lab- 4 credits
- A&P II with lab- 4 credits
- College Writing- 3 credits

- Introduction to Psychology- 3 credits
- Communications- 3 credits
- College Algebra – 3 credits
- Humanities or Social Science Elective- 3 credits

### Accepted Students Only

Students must be able to perform the physical activities inherent in the role of a student in a health professions educational program and provide documentation of required immunizations and CPR certification, as required. A criminal background check will be required for programs which include clinical practicum. The results of the criminal background check may prevent clinical placement and entry into the program. Applicants should not provide immunization, CPR, or background check information, unless directed by the College.

### Application Deadlines

Application deadlines vary by program; visit our website for specific information [www.mchp.edu](http://www.mchp.edu).

All transcripts must be sent directly to MCHP by the institution and should be mailed to:

Admissions, Maine College of Health Professions  
70 Middle Street, Lewiston, ME 04240

Electronic transcripts may be submitted to:  
[admissions@mchp.edu](mailto:admissions@mchp.edu)

### Matriculation

Matriculated students are those who have formally applied for acceptance into a degree or certificate program and have officially started the program.

### Early Action

The Admissions Committee reserves the right to make early acceptance decisions and will so notify the applicant.

### Deferred Enrollment

Individuals who have been accepted for admission may defer their enrollment:

- For up to one year
- By submitting the request in writing to the Admissions Office
- At least three months prior to program start

The individual will need to meet any additional requirements for admission and may be required to take the admission examination required of the class they will be joining.

### Re-Admission to a Program

Individuals who previously attended the College and who withdrew from a program are eligible to apply for readmission by submitting an application. Applications from former students requesting to re-enter the program will be reviewed by the Admissions Committee according to its selective admission procedure.

Applications from individuals, who were suspended or dismissed from the College for academic or disciplinary reasons, will be reviewed by the Assistant VP of Enrollment Management.

Individuals may be readmitted to a program one time. Individual exceptions, due to extenuating circumstances, will be considered by the Assistant VP of Enrollment Management.

Individuals must apply for re-entry as soon as feasible as space in the program is limited.

Upon successful readmission to the program, the student may be required to take any achievement exams completed in the preceding semester, or be required to audit previous courses, by the class in which they are enrolled. In addition, the student's clinical skills may be evaluated.

### Foreign Transcript Evaluation

Foreign transcripts must be evaluated by an academic credential evaluation service which is a member of the National Association of Credential Evaluation Services, NACES (<http://www.naces.org>). Official credential evaluations must be sent directly to the College from the academic credential evaluation service.

Applicants are responsible for the cost associated with the credential evaluation service.

### Matriculated Students

Matriculated students are those who have been accepted into a degree program, met all entrance requirements (immunizations, background check, etc.), and have enrolled in their courses.

### Immunization Record (If required by Program)

- Two MMRs or positive titers for Measles, Mumps, and Rubella.
- Hepatitis B positive surface antibody titer or documentation of 2 complete series of 3 injections of Hepatitis B vaccine with follow titer if initial titer is negative.



- Tetanus, diphtheria, and pertussis (Tdap) immunization within the last 10 years.
- Two Varicella (Chickenpox) immunizations or laboratory results of a positive titer.
- he Test – Annually
- Medical conditions prohibiting immunization will be considered on a case-by-case basis.

Students must be able to perform the physical activities inherent in the role of a student in an Associate Degree Health Professions Educational Program as listed below:

- Communicate clearly (hearing and speaking) in English with patients and other healthcare professionals in the healthcare setting (IE. darkened rooms, operating room with surgical mask in place, in rooms with background noise, around partitions in rooms).
- See clearly at close proximity, at a distance, in color, peripherally, demonstrate depth perception, and ability to adjust focus.
- Stand/walk for several hours at a time.
- Stoop and bend.
- Perform CPR
- Follow Standard Precautions
- Move/walk/run quickly in emergency situations.
- Transport patients by wheelchair and stretcher.
- Transfer patients from wheelchairs to hospital bed, stretchers to bed, and vice versa.
- Position/move/adjust patients.
- Reach overhead.
- Lift or exert a force up to 50 pounds.
- Tolerate repetitive use of hands, arms, and shoulders.
- Perform Hand Hygiene

Students with a documented disability who wish to request reasonable accommodations in order to have access to the programs and services offered by the College, must register with the Americans with Disabilities Act (ADA) Coordinator by calling (207)330-7878 (TTD 207-741-5667) to schedule an appointment.

Students will be exposed to infectious diseases.

Medical Imaging students will be exposed to ionizing radiation and will wear a full lead apron (6-15 lbs.) for extended periods of time.

Students may not register for classes until they have documented compliance with the immunization and background check requirements. Information on these requirements will be mailed after acceptance and is available upon request.

### Non-Matriculated Students

Non-matriculated students are those who have not been formally accepted into an academic program.

Non-matriculated students may register for general education college courses during the open registration periods providing they have met the prerequisites for the course. Such registration must be completed through the Registrar's Office.

## Financial Information

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### Statement of Financial Responsibilities

By enrolling in classes at the Maine College of Health Professions, students agree to pay all charges incurred as a result of that enrollment. Students are responsible for the status of their accounts.

A statement of accounts will be mailed prior to the beginning of each semester, indicating the due date. All accounts require payment in full or have established a payment arrangement with the college on or prior to the first day of class. Veterans Administration benefits will be recognized as payment fulfillment as indicated on certificated of eligibility submitted to the Bursar.

The College offers the option of an interest-free monthly payment plan. Payment arrangements are coordinated through the Bursar's office. Students are encouraged to set up a payment arrangement as soon as possible. If within 7 days, payment has not been received or a mutually agreed upon payment arrangement has not been established with the business office, student access to the learning management system may be removed resulting in:

- Inability to participate in a class
- Inability to participate in an exam
- Inability to continue enrollment in the program

Failure to fulfill all payment expectations and/or payment arrangements will result in a hold being placed on the student's account. Having a hold will prevent the student from being able to access the following college services: class registration; grades; transcripts and/or receiving of a degree or certificate.

## Tuition

### Nursing

|                          |                           |
|--------------------------|---------------------------|
| Core Courses             | \$332, per credit         |
| Nursing Clinical Courses | \$642 per clinical credit |

LPN115, LPN125, LPN135, LPN145, NUR115,  
NUR131, NUR213, NUR221, NUR241, NUR251

### Medical Imaging

|                  |                            |
|------------------|----------------------------|
| Core Courses     | \$332, per credit          |
| Clinical Courses | \$500, per clinical credit |

RAD135, RAD160, RAD180, RAD245, RAD280

### Health Science/General Ed.

|                   |                   |
|-------------------|-------------------|
| Courses           | \$332, per credit |
| CNA Course        | \$1,875           |
| Medical Assistant | \$6,650           |
| Phlebotomy Course | \$1,750           |

## Fees

### Academic Year Fees

|   |       |
|---|-------|
| Comprehensive Student Services Fee                    | \$165 |
| Graduation Fee – Final Semester                       | \$275 |
| Sonography Simulation Fee – First Year First semester | \$900 |

### Nursing

|                            |       |
|----------------------------|-------|
| Registration Fee           | \$55  |
| Technology Fee             | \$250 |
| Achievement Test Fee – ADN | \$205 |
| Achievement Test Fee – LPN | \$205 |
| Program Fee – ADN Nursing  | \$600 |
| Program Fee – LPN Nursing  | \$600 |

### Medical Imaging

|                        |       |
|------------------------|-------|
| Registration Fee       | \$55  |
| Technology Fee         | \$250 |
| Achievement Test Fee   | \$110 |
| Program Fee –Radiology | \$425 |

### Health Science/General Ed.

|                  |       |
|------------------|-------|
| Registration Fee | \$55  |
| Technology Fee   | \$250 |

### Course Fees

|  |       |
|--|-------|
| Science Courses - Per Course                         | \$150 |
| Advanced Certificates                                | \$150 |
| CT340, CT350, CT 360, MAM340, DMS380, DMS390, DMS410 |       |

### Additional Fees

|   |      |
|---|------|
| CLEP Exam Transfer Fee -Per credit      | \$50 |
| Non-sufficient Funds Fee -Per incidence | \$25 |

|   |       |
|---|-------|
| Payment Plan Fee Per monthly installment    | \$10  |
| Clinical make-up Fee Nursing 1st occurrence | \$100 |
| Clinical make-up Fee Nursing 2nd occurrence | \$275 |

## Federal Financial Aid

### Financial FAFSA School Code: 006305

Any student enrolled at MCHP, who qualifies for financial assistance, will receive aid to the extent funds are available. The amount of actual aid awarded depends upon the financial need of the individual student and/or family, and, therefore, will reflect the student and/or family's financial circumstances. All such information is strictly confidential. In general, a student is eligible for financial assistance at the MCHP if he or she:

- Is a citizen of the United States or is an eligible non-citizen;
- Is not in default on a previous loan; does not owe a refund on a previous grant or scholarship;
- Has not previously earned a baccalaureate degree [only applies to Pell and Maine State Grant];
- Is making satisfactory academic progress;
- Is a matriculated student enrolled in an eligible program.

Financial need is the difference between costs (tuition and fees, room, board, student uniforms, books, supplies, travel, and personal expenses) and the amount of money the student and/or the student's family can afford to pay, as determined by a standard formula, established by Congress, and approved by the Secretary of Education. The amount is referred to as the Federal Methodology and the calculation is:

### Cost of Attendance – Est. Family Contribution = Need

The basis for figuring the Expected Family Contribution is completion of the Free Application for Federal Student Aid (FAFSA). The information provided on the FAFSA determines the expected family contribution and the results are used to determine a student's financial need. A Financial Aid Professional Judgment may be done only in a most unusual situation.

Students that wish to apply for financial aid should submit the FAFSA to the Federal Processor of the



U.S. Department of Education by May 1 to meet all scholarship and grant deadlines. Students are required to apply online at [www.studentaid.gov](http://www.studentaid.gov). Students are required to reapply for financial aid each academic year.

### Financial Aid Eligibility

To be eligible for financial aid:

Students must be enrolled as a regular matriculated student in at least 2 credits (Less than half time) and at least 6 credits (half time) to be eligible for loans.

Additional information regarding financial aid may be obtained from the Maine College of Health Professions Financial Aid Office. (207) 795-2270.

### Independent Student Status

To qualify for independent status, students must be financially independent of their parents, and meet the Department of Education's criteria of independence. A student is considered to be automatically independent if he or she:

- Is 24 years old by December 31st of the award year;
- Is a veteran of the United States Armed Forces;
- Is an orphan or ward of the court;
- Has legal dependents other than a spouse;
- Is married.

### Types of Financial Aid

Financial aid awards may consist of grants, scholarships, and loans. Grants and scholarships are given without any expectations of repayment. Loans carry appropriate obligations. The aid combination, or package, is revised each year for each student, depending upon the student's needs, and upon the availability of program funding.

### Loans

Direct Loans are low-interest loans for students and parents to help pay for the cost of a student's education

The loan lender is the U.S. Department of Education, and the department provides a single point of contact for loan servicing and student loan information.

### Direct Subsidized Loans

For students with demonstrated financial need, as determined by the Federal Methodology. No interest is charged while the student is enrolled at least half-

time, during the grace period and deferment periods. Students must be enrolled at least half time to be eligible.

### Direct Unsubsidized Loans

Not based on financial need and interest is charged during all periods, even when the student is in school, and during grace and deferment periods. Students must be enrolled at least half time to be eligible.

### Direct (PLUS) Loans

These are unsubsidized loans for the parents of dependent students seeking help to pay for educational expenses up to the cost of attendance less all other financial assistance. Interest is charged during all periods and a credit history is performed by the Department of Education upon application

### Grants, Endowments, and Scholarships

#### Pell Grant

The Pell Grant is a federal program administered by the U.S. Department of Education. The intent of the program is to provide needy students with grants to assist them in attending an institution of higher education. Students with previous bachelor degrees are not eligible for this award.

#### State of Maine Grant (MESG)

The MESG is a state program administered by the Finance Authority of Maine (FAME). Financially needy students that meet eligibility requirements may receive grant awards. For maximum award, the student's FAFSA must be filed by May 1<sup>st</sup>.

The eligibility requirements are as follows:

- U.S. citizen or an eligible non-citizen;
- Resident of Maine other than for College purposes, with Maine residency established one (1) calendar year before applying to the MESG Program;
- Graduated from an approved secondary school (or shall have completed a general education development exam);
- Demonstrate substantial financial need as computed by the FAFSA and the State of Maine formula; and
- Must be at least a one-half-time student.

Students with previous bachelor degrees are not eligible for this award.

### **Dr. Gard W. Twaddle Nurses Endowment Fund**

The Dr. Gard Twaddle Nurses' Scholarship Fund was formed in 1954 as a living tribute to Dr. Gard Twaddle, a highly respected physician in the Lewiston-Auburn area. This trust fund is established for the purpose of providing financial assistance to or on behalf of needy and deserving persons in the furtherance of or the continuation of their training or education in the nursing profession.

### **Elias E. Tucker Nursing Fund**

In memory of her husband, the late Mrs. Alice E. Tucker bequeathed monies to be held in trust. This trust awards scholarships to deserving young men and women, enrolled in an educational program, preparing a person to take the examination to become a registered nurse. First preference is accorded to students residing in Mechanic Falls.

### **Women's Hospital Association Fund**

The Women's Hospital Association of Central Maine Medical Center donates monies to be awarded, as grants, to deserving students with financial need.

### **Hazel H. Gould Scholarship Fund**

Registered Nurses seeking advanced technical training or degrees may qualify. MCHP's Vice President of Finance determines eligibility and allocations for this fund annually.

### **Dorothy Newton Shaw Fund**

Dorothy Newton Shaw Registered Nurse was a graduate of the Central Maine General Hospital School of Nursing, Class of 1955. She loved being a nurse and embraced this as an honor throughout her entire life. Her family has set up this scholarship as a legacy tribute to recognize her admiration, commitment, and dedication to the Nursing profession. This scholarship is given in her honor to assist a deserving Registered Nurse pursuing the attainment of a Bachelor Degree in Nursing.

### **Other Endowment Funds/Scholarships**

MCHP has many other endowment funds and scholarships that students may qualify for.

### **Veteran Education Benefit Programs**

Maine College of Health Professions is approved by the State Approving Agency for Veterans' Education Programs for military personnel, veterans, and their eligible dependents. The GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs. Education benefits offered by VA is available at the

official U.S. government at <https://www.benefits.va.gov/gibill>.

The College meets the requirements for the enrollment of eligible persons under the provisions of the various educational assistance programs offered through the VA. All students who expect to receive VA benefits are encouraged to contact the VA office to discuss eligibility and apply for benefits. To speak to a VA educational representative, please call 1.888.442.4551 or visit the VA web site at [www.vets.gov/education/apply/](http://www.vets.gov/education/apply/).

Once eligible, students will submit to the Bursar: 1) the certificate of eligibility form and 2) submit the Maine College of Health Professions request for certification form 30 days prior to the beginning of EACH semester.

### **Award Process**

The student is considered for financial aid, funded by the programs described above, on a basis of financial need and the amount of monies available for funding. The resulting determination, or award, is communicated to the student in the form of a financial aid award letter, which the student is free to refuse in whole or in part. However, refusal will not result in the reconsideration of the manner in which a student's aid has been proportioned between grant aid and loan aid.

### **Enrollment Verification**

At the start of each semester, the Registrar's Office performs enrollment verification on each student. Some financial aid (Pell Grant, State of Maine Grant Program) is based partly on the number of student hours and student status – half time (at least 6 credit hours), three-quarter-time (9-11 credits), or full time (12 credits or more).

The Enrollment Verification Process verifies the number of credit hours for each semester. If the student is taking fewer or more credit hours than originally awarded for, an adjustment to their financial aid may be necessary.

### **Disbursement Process**

For grants and loans from all programs, aid will be credited to the student's account. Any remaining balance at each term will be payable by the due date on the term bill. When all MCHP charges have been provided for, and a credit balance arises, the student will receive a check refund within 14 days after the disbursement of federal funds onto the student

account to meet education expenses that are outside of MCHP's charge structure.

### **Other Considerations**

Colleges generally do not have resources adequate to meet all the financial needs demonstrated by financial aid applicants. Therefore, students are strongly encouraged to seek outside aid from organizations concerned with such matters. While not an all-inclusive list, MCHP students have received grants from high schools, church groups, community/hospitals/hospital auxiliaries, civic-minded fraternal and professional organizations (American Legion, Kiwanis, Elks, Lions, Odd Fellows, Rebekahs, Auburn Exchange Club, etc.).

Students that have filed all required financial aid documentation with the MCHP's Financial Aid Office will have their financial aid awards credited to their accounts.

Willful falsification or omission of information is a criminal violation, punishable under Maine and federal laws, the latter when the student is the recipient of federal loans and grants. Intentional falsification or omission of information will result in withdrawal of all College aid, and repayment of any assistance that has been granted.

### **Financial Aid Satisfactory Academic Progress**

All MCHP students must achieve and maintain ongoing satisfactory progress in order to be eligible and continue eligibility for federal financial aid assistance and compliance with federally mandated requirements. The program must be completed within the following time frames:

Full-Time students have the maximum of three (3) continuous academic years to complete the required total program credit hours of a 2-year program.

Three-quarter time students have the maximum of four and one-half (4 ½) continuous academic years to complete the required total program credit hours of a 2-year program.

Half-time students have the maximum of six years (6) continuous academic years to complete the required total program credit hours of a 2-year program.

Students have the right to appeal financial aid determinations governed by the Financial Aid Satisfactory Academic Progress Policy.

For continued financial aid eligibility, and compliance with federally mandated requirements, the following Financial Aid Satisfactory Academic Progress Policy is provided to all financial aid recipients of MCHP.

The following shall be considered as credits completed:

- Letter grades "A" through "C"
- "P" passed for credit on "pass/fail" basis.
- The following shall not be considered as credits completed:
  - Letter grades "C-, D+", "D", "D-", "F" and "U"
  - "WP" or "WF" for withdrawn course work
  - "F" on pass/fail basis
  - "Non-credit" course
  - "Audited" course

Students who do not successfully complete course work at the minimum levels listed in the chart are not considered to be making satisfactory academic progress. Financial Aid warning and probation – In the event that a student fails to meet any of the above criteria in a particular semester; the student will be placed on Financial Aid warning. A student in this category may receive financial aid for the upcoming semester, but at the end of that semester, the student must have completed the designated number of credits. A student who has not completed the designated number of credits by the end of the warning semester will be suspended from the receipt of further financial aid and placed on SAP probation.

### **Grade Point Average**

Grade point average is calculated via the Institution's academic standards by the Office of the Registrar. Students with insufficient grade point averages are notified of their status (either academic warning or probation), by the Academic Advisor. Upon notification of the academic action, the Financial Aid Office will take appropriate action.

### **Semesters**

Each semester of enrollment on at least a half-time basis is calculated for purposes of Satisfactory Academic Progress regardless of the receipt of financial aid. Satisfactory Academic Progress will be reviewed every semester.

### **Appeal of Financial Aid Probation**

Students placed on Financial Aid Probation must appeal in writing, normally within 30 days of

notification, directly to the Financial Aid Office, indicating:

Why the minimum academic requirements were not met, and reasons why financial aid should not be lost.

The Financial Aid Office will review the appeal and notify the student in writing of the decision within 10 days from the date the appeal is received. A student wishing to appeal the decision made by the Financial Aid Office may do so in writing, within 14 days, to the Director or President. A response will be given to the student within 10 days from the date the appeal is received.

### **Conditions of Reinstatement**

Students must complete the appropriate number of credits at the conclusion of the designated academic semester to be reinstated. At that time, the student must notify the Financial Aid Office in writing, that the conditions of reinstatement are believed to have been met. The student will observe all normal application procedures and deadlines for financial consideration. The student will be notified, in writing, whether reinstatement has taken place.

## **Student Support**

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### **Student Services**

#### **Learning Assistance Program**

A learning assistance program is available to all Maine College of Health Professions students. This program is primarily concerned with the learning of all students. Services will include the following:

- Tutoring/Group study sessions
- Individual assistance in time management
- Resource materials
- Study skills
- Computer and video assisted instruction
- Additional campus laboratory practice
- Test taking Strategies

Students may access these services by contacting their advisor.

#### **Career Advisement**

Students can ask for assistance with writing a professional resume. Opportunities for employment are posted on the bulletin board within Coffee Shop in Canvas. Student and graduate records are available upon signed written request by the student or graduate.

### **Technology, Classroom and Computer Lab Access**

The Maine College of Health Professions utilizes advanced technology in its programs. Most programs at MCHP require a Windows based laptop that students bring to class. MCHP has two computer labs and standalone computer stations throughout the college for student use. The college also has public Wi-Fi for students to use their own devices. Each computer is updated with the software necessary for students enrolled at the MCHP. Students may access the classrooms and computer labs from 6 AM – 10 PM by using their College identification badge.

### **Gerrish-True Health Sciences Library**

While enrolled at MCHP, students have access through the library to top medical databases and journals, as well as printed materials included in the library's collection. Access to online resources is available on campus and remotely through the Library's Canvas page.

The Librarian provides in-class and virtual instruction for students as well as one-on-one assistance with general research projects, APA formatting, article searching and literature reviews. Materials needed by students but not available in the Gerrish-True collection can be obtained through Interlibrary Loan.

Printing and photocopying services are available while in the library and limited to educational purposes only.

### **Student Leadership Opportunities**

MCHP offers opportunities for student participation in program curriculum and policy revisions. Students are invited to participate in leadership and decision-making roles as a class officer. Each class has their own leadership. Student involvement in these activities helps to improve the programs offered at MCHP and enables a student to develop leadership skills and assume responsibility. The college also schedules open community forums for all students to meet with staff/faculty.

### **Parking Facilities**

Designated on-campus parking facilities are available to MCHP students with motor vehicles. Students wishing to use these parking facilities must obtain a parking application from the receptionist. There is no parking fee.

Individuals parking without a permit from MCHP, or in a non-designated parking area, will risk being towed and/or losing parking privileges.

### Security

The on-campus security personnel actively assist the MCHP in maintaining a safe and orderly campus environment. The security department may be accessed by calling 2299 on-campus or 207-795-2299 off-campus.

MCHP identification badges are issued to all students, faculty, and staff. These badges must be worn while at the College and in the clinical areas. Access to the College and library may be gained by identification badge access.

Students are responsible for keeping their valuables secure and vehicles locked. Students leaving the College or clinical setting may call security for an escort to their vehicle.

Any suspicious activity noted, or actual breach of security should be reported to the security office immediately.

### Health Services

Students shall be required to maintain adequate health in the interest of client welfare, including but not limited to, appropriate immunizations. Annually, students are provided flu immunizations.

Matriculated students are required to purchase accident insurance through the College. The cost will be billed to the students on an annual basis. Details of the plan are available from the Bursar.

Students requiring medical attention may report to the Emergency Department at their clinical facility. Students will be billed for this service.

## Degree Requirements

### Associate in Applied Science Degrees

Degrees are conferred by the Board of Trustees of the College to students who have successfully completed all requirements of the Associate in Applied Science Degree.

All Associate Degree programs will contain a core general education curriculum to consist of a minimum of 20 credit hours which must include the following:

|  |           |
|--|-----------|
| ENG 101, College Writing                       | 3 credits |
| Social Sciences (elective or program specific) | 3 credits |

|  |                   |
|--|-------------------|
| Arts and Humanities (elective or program specific)       | 3 credits         |
| Mathematics or Science (elective or program specific)    | 6 credits         |
| General Education Courses (elective or program specific) | 5 or more credits |

These are the minimum requirements for the general education coursework. Specific program requirements are listed in the curriculum plan of the designated program.

### Interprofessional Education Requirement

All Associate Degree programs require completion of assigned interprofessional education experiences every semester.

All Associate Degree programs require completion of a minimum of 60 credit hours. Students must earn a minimum cumulative grade point average of 2.0

All Associate Degree programs require that a minimum of fifty percent (50%) of degree credit coursework be completed at the College. Specific degree programs will require additional credits.

Students will not be issued a degree if they have not met all their financial obligations toward the College.

### Nursing

Students must earn a minimum cumulative nursing grade point average of 2.0 and a minimum grade of "C" in each required general education course. Students must complete a minimum of 70 credit hours for the degree as listed in the curriculum plan for the class in which the student is enrolled. A minimum of one year of credits in the nursing major must be sponsored by and taken on the Maine College of Health Professions campus.

### Radiologic Technology

Students must earn a minimum cumulative grade point average of 2.0 and a minimum grade of "C" in each required course. Students must complete a minimum of 76 credits for the degree as listed in the curriculum plan for the class in which the student is enrolled. A minimum of one year of credits in the radiologic technology major must be sponsored by and taken on the Maine College of Health Professions campus.

Students will successfully complete all competency and time requirements of the clinical practicum portion of the curriculum. The students must



satisfactorily complete mandatory and elective clinical competency evaluations. Students will satisfactorily complete challenge competency and final competency evaluations to ensure continuing clinical competency and professional entry-level competency.

### Bachelor of Science Degrees

Degrees are conferred by the Board of Trustees of the College to students who have successfully completed all requirements of the Bachelor of Science Degree.

All Bachelor's Degree programs require a core general education curriculum which consists of a minimum of 41 credit hours that must include the following:

| Category             | Course Name                     | Credits   |
|----------------------|---------------------------------|-----------|
| Arts & Humanities    | College Writing                 | 3         |
|                      | English Literature              | 3         |
|                      | Arts & Humanities Elective      | 3         |
|                      | Communications                  | 3         |
| Social Sciences      | Intro to Psychology             | 3         |
|                      | Elective                        | 3         |
| Math                 | General Math                    | 3         |
| Sciences             | Anatomy & Physiology I and Lab  | 4         |
|                      | Anatomy & Physiology II and Lab | 4         |
| Philosophy /Religion | Ethics Elective                 | 3         |
| Electives            | General Education               | 3         |
| Electives            | General Education               | 3         |
| Electives            | General Education               | 3         |
| <b>Total</b>         |                                 | <b>41</b> |

These are the minimum requirements for the general education coursework. Specific program requirements are listed in the curriculum plan of the designated program.

### Interprofessional Education Requirement

All Bachelor's Degree programs require completion of at least one course in interprofessional practice.

All Bachelor's Degree programs require completion of a minimum of 120 credit hours.

All Bachelor's Degree programs require that a minimum of 25% of credits be completed at the Maine College of Health Professions. Specific degree programs will require additional credits.

Students have a maximum of eight (8) years to complete the BS degree.

Students will not be issued a degree if they have not met all their financial and library obligations toward the Maine College of Health Professions.

Students must earn a minimum cumulative grade point average of 2.7 and a minimum grade of "C" in each required course.

### Certificate Programs

Certificates are awarded to students who have successfully completed all requirements of the program.

General education courses specified in the curriculum plan may be transferred in according to the Transfer Credit Policy. All program-specific courses must be taken at the College. Exceptions will be reviewed on an individual basis by the Dean.

### Interprofessional Education Requirement

All Certificate programs require completion of assigned interprofessional education experiences every semester.

Students must earn a minimum cumulative grade point average of 2.0 and a minimum grade of "C" in each required course.

Students will not be issued a degree if they have not met all their financial obligations toward the Maine College of Health Professions.

### Code of Student Conduct

By formulating a general code of ethics, rights and responsibilities, MCHP reaffirms the principle of student freedom coupled with personal responsibility and accountability for individual action and the consequences of such action. The Code of Student Conduct is included in the Student Handbook or may be accessed on the MCHP website. A paper copy may be obtained, by request, from the Vice President of Academic and Student Affairs.

### Withdrawals and the Drop/Add Period

#### Official Withdrawal from College

Withdrawal is defined as a student who gives official notification of their withdrawal to the Registrar after

a semester begins. (The student is withdrawing from all courses and leaving the College).

Students wishing to withdraw from the College:

- Must contact the Registrar
- Should contact their Program Dean
- Should submit the Student Status Change Form to the Registrar

Withdrawal is not considered official until the student has notified the Registrar. Until such notification, the student remains enrolled in the College and/or course and is responsible for fulfilling its academic and financial requirements.

#### Unofficial withdrawal from College/Course

Students must notify the Registrar when withdrawing from a course. If a student stops attending College or a course without notification, this will result in an unofficial withdrawal and a grade of "F" for the course.

If a student receives a grade of "F" in a course, the College will determine if the student should be treated as an unofficial withdrawal or not and follow the procedure below.

If Federal financial aid is affected, the Financial Aid Office may need to make adjustments to the student's financial aid. Without official notification, the student will be considered unofficially withdrawn and a R2T4 calculation will be completed using a 50% mark in the semester to determine how much aid the student has earned and if any is to be returned to the Government.

#### Adding, dropping, or withdrawing from a course

The "add/drop" period is the timeframe a student may adjust their schedule without any academic or financial penalties. The following schedule represents the timeline for the academic year.

##### Adding a course

Students may add courses during the add/drop period, provided that there is space available in the course and the student has satisfied all requirements. Student charges will be adjusted, and a revised bill will be generated. Payment in full is expected as of the date of enrollment unless prior arrangements have been confirmed with the Bursar.

##### Dropping a course

Dropping a course is defined as a reduction in course load while remaining enrolled at the College within the add/drop period. (The student drops one or

more courses but not all courses). All requests to drop a course within the add/drop period, must be coordinated through the Registrar.

#### Withdrawal from a course

Withdrawing from courses is a reduction in a student's course load after the add/drop period while remaining enrolled at the College.

#### Academic impact of withdrawing from a course or the college

- A student may withdraw from a course at any time. If the student withdraws after 60% of the semester, the student will receive a grade of "F" in the course which is calculated into the GPA. Before the 60% mark, the student will receive a grade of "WP" withdraw pass or "WF" withdraw fail. These grades will not be calculated into the GPA; however, they will be reflected on the official transcript.
- At the end of every semester, the Registrar will notify the Financial Aid Office of any students who have received a grade of "F" in a course. A determination will be made within 30 days of the end of the payment period (semester) on whether or not the grade was earned or if the student dropped without notification.
- The Registrar will notify all appropriate staff of any student status change.

| Semester | Registration                                    | Billing                           | Add/Drop Full Semester  | Add/Drop Non-Standard Term                                |
|----------|---|-----------------------------------|---|---|
| Summer   | Begins: At least 4 weeks prior to the bill date | April 1st or first Mon in April   | <b>Begins:</b> One week prior to the start of course                    | <b>Begins:</b> One week prior to the start of course      |
| Fall     | Ends: 2 weeks prior to the bill date            | July 1st or the first Mon in July | <b>Ends:</b> End of business day on Fri of the first week of the course | <b>Ends:</b> End of business day of the 1st day of course |
| Spring   |   | Dec 1st or the first Mon in Dec   |   |   |

### Financial impact of withdrawing from a course or the college

In accordance with Federal regulations, financial assistance may be adjusted for any aid recipient whose status changes during the semester. A portion of her/her financial aid may be returned to the Title IV programs as required by using the U.S. Department of Education's methodology.

### PELL recalculation policy

Federal PELL Grant award amounts will be based upon enrollment status 14 days after the add/drop period ends. At that time, if the number of credits enrolled is different from the student's initial enrollment, the Federal PELL Grant will be adjusted from the original PELL grant award. No further adjustments to the Federal PELL Grant will be made after that point.

Federal PELL Grants awarded initially after the add/drop period will be based upon enrollment at the time the award is determined. No further adjustments to the Federal PELL Grant will be made after that point.

### Enrollment Status

#### Academic Year

Enrollment status for fall/spring/summer semesters is determined according to the following table.

| Credits    | Status              |
|------------|---------------------|
| 12 or more | Full-Time           |
| 9-11       | $\frac{3}{4}$ Time  |
| 6-8        | Half-time           |
| 1-5        | Less than half-time |

### Tuition Balances and Refunds

Tuition and fees are reduced in accordance with the following schedule when courses are dropped. Withdrawal in the first three weeks may result in a refund to the student. MCHP Scholarships will follow the same percentage chart for funds earned and eligible to keep by the student. Direct Subsidized and Unsubsidized loans and other Title IV funds may be returned as required by the Return of Title IV Funds calculation.

The Bursar's Office will send the student a detailed statement indicating any amounts due the College or amounts due the student as a refund. The statement will include the expected due date for any amount due back to the College for return to the Federal Programs (if applicable).

### Withdrawal from Course/College – Standard Courses Longer than 4-Weeks

|   |      |
|---|------|
| On or before the first week of classes  | 100% |
| On or before the second week of classes | 65%  |
| On or before the third week of classes  | 35%  |
| Thereafter                              | 0%   |

### Withdrawal from Course/College – Non-Standard Courses Less than 4 Weeks

|                                       |      |
|---------------------------------------|------|
| On or before the first day of course  | 100% |
| On or before the second day of course | 65%  |
| On or before the third day of courses | 35%  |
| Thereafter                            | 0%   |

For the purposes of calculating standard tuition adjustments, the attendance period begins on the opening day of scheduled campus courses per the official academic calendar, includes weekends, holidays, and snow days, and ends on the date the student notifies the Registrar that she/he is withdrawing.

For purposes of calculating non-standard tuition adjustments, the attendance period begins on the start date of the course as specified on the course schedule, including weekends, holidays, and snow days, and ends on the date the student notifies the Registrar that she/he is withdrawing.

## Scholastic Standards

### Numerical and Grade Point Equivalence

| Letter Grade | Numerical Grade | Grade Point Average |
|--------------|-----------------|---------------------|
| A            | 95–100          | 4.0                 |
| A-           | 90–94           | 3.7                 |
| B+           | 87 – 89         | 3.3                 |
| B            | 84 – 86         | 3.0                 |
| B-           | 80 – 83         | 2.7                 |
| C+           | 77 – 79         | 2.3                 |
| C            | 74 – 76         | 2.0                 |
| C-           | 70 – 73         | 1.7                 |
| D+           | 67 – 69         | 1.3                 |
| D            | 64 – 66         | 1.0                 |
| D-           | 60 – 63         | 0.7                 |
| F            | Below 60        | 0.0                 |

A student must achieve a cumulative grade point average of 2.0 and complete all program requirements for the program in which the student is enrolled to be awarded their degree.



A summary of academic progress (a grade report) is available to students at the end of each semester through the student information system.

In addition to scholastics, students are expected to meet the College standards, as defined in college publications, i.e., student handbooks, syllabi.

### **Audit Policy**

Persons wishing to attend credit courses, but not earn credit, may enroll as auditors with the permission of the involved Dean or General Education Coordinator and involved faculty member. Auditors are not counted as students in the enrollment census, do not have the course recorded on a transcript, and are not required to complete the assignments or take examinations. Clinical and lab courses may not be audited. Matriculated students auditing a course will be assessed a per credit audit fee. Tuition charges for audited courses for non-matriculated students are the same as for course(s) taken for credit. Once the involved Dean or General Education Coordinator and faculty member have granted approval, the interested person will contact the registrar.

### **Grade Report**

A student may access a summary of academic progress (a grade report) electronically at the end of each semester.

### **Honors**

Graduating students will receive the following designations based on their GPA:

**Honors:** 3.3 – 3.49

**High Honors:** 3.5 – 3.74

**Highest Honors:** 3.75 – 4.0

In order to qualify for the President's Award, the highest scholastic average (clinical and theory), a student must attend the College two (2) complete academic years.

### **Academic Warning for Clinical Based Programs**

#### **Criteria for Warning**

##### ***Didactic:***

A matriculated student whose grade is below C at the midpoint, in any course, will be placed on academic warning.

##### ***Clinical:***

A matriculated student who is not meeting clinical objectives at the midpoint, in any course, will be placed on academic warning.

At the midpoint of the course, the instructor will email the student, student's advisor, dean, and registrar of a course average of C- or lower to place the student on academic warning. A copy of the academic warning will be placed in the student's file.

#### **Criteria for Warning Removal**

At the end of the course(s), the student's performance will be evaluated:

##### ***Didactic:***

If the student's grade is C or above in the course, the warning status will be removed by the registrar.

##### ***Clinical:***

If the student's clinical performance meets the clinical objectives, the warning status will be removed by the registrar.

Failure to meet these objectives or failure to receive a grade of C or higher in any course will result in the student's being placed on academic probation.

A student may receive an academic warning more than once.

Note: The criteria for academic probation and student dismissal are outlined in the academic probation and student dismissal policies.

### **Academic Warning for Non-Clinical Based Programs**

#### **Criteria for Warning**

A matriculated student whose grade is below C at the midpoint, in any course, will be placed on academic warning.

At the midpoint of the course, the instructor will email the student, student's advisor, dean, and registrar of a course average of C- or lower to place the student on academic warning. A copy of the academic warning will be placed in the student's file.

#### **Criteria for Warning Removal**

At the end of the course(s), the student's performance will be evaluated.

If the student's cumulative grade point average is 2.0 or higher, the warning status will be removed by the registrar.

Failure to earn a cumulative grade point average of 2.0 or higher will result in the student being placed on academic probation.

A student may receive an academic warning more than once.

Note: The criteria for academic probation and student dismissal are outlined in the academic probation and student dismissal policies.

### Academic Probation Policy for Clinical Based Programs

In the event that a student receives a grade of C- or lower in any course(s) within one semester, the student will be placed on Academic Probation and must repeat the course(s). The course instructor will email the student, student's advisor, dean, and registrar of a grade of C- or lower when the final grades are submitted. A student may be placed on Academic Probation once during the program.

- A minimum grade of C (74) must be attained in any course required for the major.
- Students who fail to obtain a grade of C (74) in a course required for the major will not be permitted to enroll in any course for which that course is a prerequisite, until the C (74) grade requirement for the prerequisite course has been met.
- Students are permitted to repeat a failed course (grade below 74) required for the major only once. Failure to successfully complete the course on the second attempt will result in dismissal from the program.
- The program will extend beyond the published program length since most courses are taught only once per year.
- An Academic Probation Plan is required.
- Enrollment will be based on space availability in the class.
- If space is not available in the class, the student will work with the Dean to establish next steps.
- Probationary status is resolved upon successful completion with a grade of C or higher in all of the next semester's courses.
- While on Academic Probation, withdrawal from any course after the Add/Drop Period will result in student dismissal from the Program.

Academic Probation is designed to allow the individual to resolve barriers to success and improve academic skills and program knowledge. Academic Probation requires completion of an approved Academic Probation Plan. **Failure to comply with this requirement will result in immediate student dismissal from the Program.**

### Academic Probation Plan (APP)

The student must:

- Create a preliminary APP to present to their advisor.
- Meet with their Advisor to discuss learning needs, barriers to success, strengths, and recommendations to finalize and submit a complete APP prior to the end of the Add/Drop Period for the next academic semester.
- Must enroll in the semester approved by the Registrar and stated in the APP.
- Meet with the Registrar, Financial Aid Specialist, and Bursar to review their status with each.
- Submit the completed APP in person to the Dean or designee.
- Refer to the Academic Probation Plan Guidelines and the College Academic Calendar for the Add/Drop period.

### Academic Probation Policy for Non-Clinical Based Programs

Academic Probation is designed to allow the student to resolve barriers to success and improve academic skills and program knowledge. The course instructor will email the student, student's advisor, dean, and registrar of a grade of C- or lower when the final grades are submitted. The advisor will check the student's GPA to determine if the student is placed on academic probation.

Academic Probation occurs when a student earns a semester grade point average of less than 2.0. A student who is on Academic Probation will remain on Academic Probation until their cumulative GPA is above 2.0, which must be achieved within the next two enrolled semesters, or they will be dismissed from the College. While on Academic Probation, withdrawal from any course after the Add/Drop Period will result in student dismissal from the College.

A student may be placed on Academic Probation only once during their academic program. If the Academic Probation is resolved, the student must maintain a semester GPA of at least 2.0 or the student will be dismissed.

Academic Probation requires completion of an approved Academic Probation Plan (see below). Failure to comply with this requirement will result in immediate student dismissal from the College.

### **Academic Probation Plan**

The student must:

- Meet with their Advisor to discuss learning needs, barriers to success, strengths, and recommendations to develop and submit a complete Academic Probation Plan prior to the end of the Add/Drop Period for the next academic semester.
- Meet with the Registrar, Financial Aid Specialist, and Bursar to review their status with each.
- Submit the completed Academic Probation Plan in person to the Dean, Program Coordinator, or designee.
- Refer to the Academic Probation Plan Guidelines and the College Academic Calendar for the Add/Drop period.

### **Non-Academic Student Dismissal from the College**

Dismissal from the College for other than academic reasons may occur without warning. The decision to dismiss a student for other than academic reasons is made by the appropriate College administrator.

Dismissals for other than academic reasons may include:

- Breach of patient confidentiality.
- Concealment of errors made during clinical assignments.
- Performing skills outside of their current role.
- Illicit use, possession or distribution of drugs or alcohol on campus.
- Possession of weapons on campus.
- Failure to follow College policies and procedures.

Students who are dismissed from the College will be withdrawn from all registered courses. They will be responsible for any financial obligations according to the Add/Drop/Withdrawal and Refund Policy.

The student may appeal the dismissal by following the Student Grievance Policy and Procedure.

### **Transfer Credits**

Credits earned at regionally accredited colleges or universities will be considered for transfer to the Maine College of Health Professions at the time of student admission to the College. A student cannot transfer additional credits from other colleges or universities after admission and matriculation to the College. Matriculated students are those who have formally applied for acceptance into a degree or certificate program and have officially started the program.

Only those courses determined to be equivalent to the courses included in a specific program curriculum plan will be considered for transfer of credits. The grade received for an approved transfer course will be listed as “TR” on the College transcript and the grade will not be calculated into the student’s cumulative grade point average.

To transfer credits to the College, the student must:

- Request an official transcript be mailed directly from the institution where the credits were earned to the Registrar’s Office.
- Provide an official course description from the year the credits were earned. Check with the Registrar to determine the necessity of the course description.
- Receive a minimum grade of C in the course.

### **Associate of Applied Science Degree**

- Degree specific courses for transfer credits must have been successfully completed within 2 years of matriculating into a program of study at the College.
- A minimum of fifty percent (50%) of degree credit coursework must be completed through the College. Specific programs will require additional credits from the College.
- Exceptions will be reviewed on an individual basis by the Dean. These courses must be congruent with the course descriptions published in the College catalog.

### **Bachelor’s Degree**

- A minimum of twenty-five percent (25%) of degree credit coursework must be completed through the College. Specific programs may

require additional credits from the College.

- Some courses have changed substantially over time. There may be situations in which courses taken more than 10 years ago may not transfer into the College.
- Exceptions will be reviewed on an individual basis by the Dean. These courses must be congruent with the course descriptions published in the College catalog.

### Certificate Programs

- Transfer credits may be accepted for General Education Courses as stated in this policy.
- All program-specific courses must be taken at the College.
- Exceptions will be reviewed on an individual basis by the Dean. These courses must be congruent with the course descriptions published in the College catalog.

### Challenge Examinations

Applicants who wish to receive academic credit for knowledge and skills acquired prior to attending the College have the opportunity to do so through the College Level Examination Program (CLEP) challenge examinations. For Associates in Radiologic Technology, Associates in Nursing, and certificate programs, transfer credits for challenge exams must be completed and submitted to the Registrar prior to the add/drop period of the third semester. For all other programs, challenge exams must be completed and submitted to the Registrar before the student has 12 credits remaining in their degree program.

- Students who transfer credits for challenge exams prior to matriculation will not incur a fee.
- Students who transfer credits for challenge exams after matriculation will incur a fee according to the fee schedule.

The CLEP examinations for courses that are required by this College's curriculum may be taken at an authorized testing center of the student's choice.

Refer to the college website for a listing of accepted CLEP exams. The scores achieved on the above challenge examinations must meet the score required by the College. Passing scores may be obtained from the Registrar's Office. If you have any

questions about challenge exams and acceptable scores, please see the Registrar.

Students who wish to challenge general education credits should contact the Registrar's Office.

### Transcript Requests

Transcripts may be requested from the Registrar in writing for prior graduates and current students.

## Academic Programs

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### General Education

#### Associate in Health Sciences

##### About Our Program

The associate degree in Health Sciences will provide an entry point for students to complete an associate degree in healthcare without committing to a specific profession within healthcare.

The Health Sciences degree will also serve as an opportunity for students to prove their academic abilities to aspire into radiology or nursing programs. Students who complete the associates in Health Sciences degree can be employed as health information technologists, non-certified medical assistants, or pharmacy technicians.

##### Program Learning Outcomes

1. Examine the current and historical structure, policy, and trends of the field of health sciences.
2. Demonstrate a working knowledge of the terminology in health sciences.
3. Demonstrate concepts integral to the student's development in the role of a healthcare professional, such as effective communication, positive attitudes, cultural sensitivity, and ethical behaviors.
4. Design a plan for professional development and growth.
5. Investigate the aspects of traditional business and healthcare related practices.

##### Curriculum Plan

###### First Semester

| Course                                     | Credit Hours |
|--|--------------|
| ENG 101 College Writing                    | 3            |
| MAT 140 College Algebra                    | 3            |
| BIO 111 Human Anatomy & Physiology         | 3            |
| BIO 111-L Human Anatomy & Physiology Lab   | 1            |
| HCS 101 Introduction to Healthcare Science | 3            |
| BUS 115 Microsoft Office Applications      | 3            |

### **Second Semester**

|   |   |
|---|---|
| BIO 112 Human Anatomy & Physiology II       | 3 |
| BIO 112-L Human Anatomy & Physiology II Lab | 1 |
| COM 102 Communications                      | 3 |
| SOC 101 Introduction to Sociology           | 3 |
| MAT 160 Introduction to Statistics          | 3 |
| MET 111 Medical Terminology                 | 3 |

### **Third Semester**

|   |   |
|---|---|
| BIO 214 Microbiology with Lab   | 4 |
| PHI 206 Ethics in Healthcare  | 3 |
| ENG 110 Introduction to Literature  | 3 |
| PSY 101 Introduction to Psychology  | 3 |
| HIS 210 The Healthcare Environment: A Look at the Healthcare System – Past, Today, Future | 3 |

### **Fourth Semester**

|                                      |           |
|--------------------------------------|-----------|
| HUM 220 Topics in Multiculturalism   | 3         |
| BUS 210 Healthcare Finance           | 3         |
| General Education Elective           | 3         |
| BUS 215 Healthcare Law               | 3         |
| BUS 220 Healthcare Internship        | 1         |
| <b>Total Credits upon Graduation</b> | <b>61</b> |

### **Career Opportunities**

The Health Science degree will enable students to seek employment in a variety of entry-level positions, such as health information technologists, non-certified medical assistants, or pharmacy technicians.

### **Medical Imaging**

#### **Radiologic Technology - Associate of Applied Science Degree**

##### **About Our Program**

The Clark F. Miller Radiologic Technology Program at the Maine College of Health Professions offers a challenging and rewarding career educational opportunity. The College's two-year associate of applied science degree program provides instruction and clinical experience through a blend of classroom and clinical education.

The Program begins in August each year. Students attend the College on a full-time basis, attending classes an average of two days a week and training in a clinical environment three days a week in medical imaging departments throughout Central and Southern Maine. Students complete clinical training in all areas of diagnostic radiography and are introduced to medical imaging specialties. Program graduates are eligible to apply for the American

Registry of Radiologic Technologist examination and obtain Maine Licensing.

##### **Mission**

The mission of the Clark F. Miller Radiologic Technology Program is to:

- Encourage motivated individuals who are dedicated to pursuing excellence in Radiologic Technology;
- Educate individuals to be competent technologists who demonstrate critical thinking and effective communication skills, highlighting interprofessional collaboration;
- Provide an outstanding Radiologic Science education including all modalities of Medical Imaging with a primary focus on Diagnostic Radiography; and
- Offer educational experiences in the classroom, the campus laboratory, and in a variety of clinical settings with emphasis on exceptional patient care.

##### **Program Learning Outcomes**

1. Execute effective communication in the medical imaging department to provide quality patient care.
2. Demonstrate problem solving and critical thinking skills to evaluate and address a variety of situations in radiologic technology.
3. Demonstrate competency in performing radiographic procedures.
4. Devise a plan for professional development and growth

##### **Program Goals**

1. Graduates will achieve national certification in radiography.
2. Graduates will become employed in radiologic technology within twelve months of program completion.

##### **Curriculum Plan**

###### **First Semester (Fall)**

| <b>Course</b>                              | <b>Credit Hours</b> |
|--|---------------------|
| CLP 100(R) Intro to Clinical Practice –RAD | 1                   |
| RAD 100 Radiographic Procedures I          | 3                   |
| RAD 110 Applied Physics                    | 2                   |
| RAD 120 Intro to Rad Fundamentals          | 1                   |
| BIO 111 Human A&P I                        | 3                   |
| BIO 111L Human A&P I Lab                   | 1                   |



|   |           |
|---|-----------|
| ENG 101 College Writing                     | 3         |
| RAD 135 Radiology Clinical I                | 2         |
| <b>Second Semester (Spring)</b>             |           |
| RAD 140 Radiographic Procedures II          | 3         |
| RAD 150 Princ of Rad Exposure & Physics I   | 3         |
| BIO 112 Human A&P II                        | 3         |
| BIO 112L Human A&P II Lab                   | 1         |
| RAD 160 Radiology Clinical II               | 4         |
| COM 102 Communications                      | 3         |
| <b>Third Semester (Summer)</b>              |           |
| MAT 140 College Algebra                     | 3         |
| RAD 170 Radiographic Pathology              | 1         |
| RAD 220 Adv Patient Care in Radiography     | 1         |
| RAD 230 Rad Supplemental Modalities         | 2         |
| RAD 180 Radiology Clinical III              | 6         |
| <b>Fourth Semester (Fall)</b>               |           |
| RAD 200 Radiographic Procedures III         | 3         |
| RAD 210 Princ of Rad Exposure & Physics II  | 3         |
| PSY 101 Intro to Psychology                 | 3         |
| RAD 245 Radiology Clinical IV               | 8         |
| <b>Fifth Semester (Spring)</b>              |           |
| RAD 250 Radiographic Quality Assurance      | 1         |
| RAD 260 Radiation Protection & Radiobiology | 2         |
| RAD 270 Graduation/Registry Preparation     | 1         |
| Humanities or Social Science Elective       | 3         |
| RAD 280 Radiology Clinical Practicum V      | 6         |
| <b>Total Credits upon Graduation</b>        | <b>76</b> |

The curriculum plan is subject to change.

The curriculum plan with specific courses required for graduation will be distributed upon acceptance.

#### **Distribution of AAS Credit Hour**

Communication, Arts & Humanities, and Social Science (16%)

ENG 101, COM 102, PSY 101, Humanities, or Social Science Elective

Sciences and Math (15%)

BIO 111, BIO 112, MAT 140

Concentration (69%)

CLP 100(R), RAD 100, RAD 110, RAD 120, RAD 135, RAD 140, RAD 150, RAD 160, RAD 170, RAD 180, RAD 200, RAD 210, RAD 220, RAD 230, RAD 245, RAD 250, RAD 260, RAD 270, RAD 280

#### **Qualifications for Licensure**

The Maine Radiologic Technology Board of Examiners requirements for licensure are:

- Completion of an approved high school diploma or its equivalent; and
- Completion of a course of study in radiologic technology and an examination that is approved by the board.

#### **Career Opportunities**

A radiologic technologist is educated in the “art and science” of creating images of the body using ionizing radiation. Radiologic technologists work closely with physicians, particularly physicians who specialize in radiology, and play an important role as part of professional healthcare teams.

Radiologic technologists work in hospital medical imaging departments, clinics, doctors’ offices, and imaging centers.

Due to the strong demand for radiologic technologists, a career in the field can take many forms. Specialized areas of medical imaging include computed tomography (CT), mammography, magnetic resonance imaging (MRI), vascular-interventional radiography, sonography, nuclear medicine, and radiation therapy. Technologists may earn a bachelor’s degree in pursuit of a career in education, management, or research. Career options in medical imaging continue to grow, providing job opportunities with competitive salaries and benefits.

#### **Bachelor of Science in Medical Imaging (BS MI) Computed Tomography Track**

##### **About Our Program**

The Bachelor’s Degree Program in Medical Imaging, Computed Tomography Track, will provide a pathway of professional growth for radiographers, radiation therapists, or nuclear medicine technologists to advance their studies in medical imaging. The program will provide the knowledge, skills, and abilities in leadership and computed tomography for graduates to work as leaders within medical imaging and function as vital members of the healthcare team.

##### **Student Learning Outcomes**

1. Develop the skills necessary to become a leader within a diverse healthcare setting.
2. Apply evidence-based research to contribute to excellence in healthcare.
3. Comply with advanced, current, and emerging practices and technologies in a healthcare setting.

4. Use knowledge that supports advanced certification in medical imaging.

### Curriculum Plan

#### Credits Awarded Prior to Program Start

|  |    |
|--|----|
| Credential ARRT or NMTCB certification | 45 |
| General Education Courses              | 23 |
| Total Credits Awarded Prior to Start   | 68 |

#### Program Courses Credit Hours

|   |            |
|---|------------|
| ENG 210 English Literature                      | 3          |
| HUM 2XX Humanities Elective                     | 3          |
| MAT 160 Intro to Statistics                     | 3          |
| PHI Ethics Elective                             | 3          |
| SSC Social Science Elective                     | 3          |
| GEN General Elective                            | 3          |
| GEN General Elective                            | 3          |
| HCA 401 Healthcare Informatics and Technology   | 3          |
| IPE 411 Interprofessional Education (IPE)       | 3          |
| HCA 401 Healthcare Compliance and Accreditation | 3          |
| HCA 420 Research Methods & Information Literacy | 3          |
| HCA 430 Healthcare Delivery Models              | 3          |
| CT 300 Multiplanar Anatomy                      | 3          |
| CT 310 Patient Care and Radiation Safety        | 2          |
| CT 320 CT Procedures                            | 3          |
| CT 330 CT Physics and Instrumentation           | 2          |
| CT 340 CT Clinical Practicum I*                 | 4          |
| CT 350 CT Clinical Practicum II*                | 4          |
| <b>Total Program Credits</b>                    | <b>54</b>  |
| <b>Total Credits upon Graduation</b>            | <b>122</b> |

\*CT 340 & CT 350 can be replaced by CT 360 CT 340 & CT 350 can be replaced with any 400 level HCA course (total credits upon graduation to 120).

Note: Qualified students may enter the BS MI program at any point and do not necessarily need to take courses in a prescribed sequence.

**BS MI Course Prerequisites:** In order to enroll in all BS MI courses, students must be accepted into the BS MI Program or receive permission from the Dean. Note: Select courses may have additional prerequisites.

### Bachelor of Science in Medical Imaging (BS MI) Mammography Track

#### About Our Program

The Bachelor's Degree Program in Medical Imaging, Mammography Track, will provide a pathway of professional growth for radiographers to advance their studies in medical imaging. The program will provide the knowledge, skills, and abilities in

leadership and mammography for graduates to work as leaders within medical imaging and function as vital members of the healthcare team.

#### Student Learning Outcomes

1. Develop the skills necessary to become a leader within a diverse healthcare setting.
2. Apply evidence-based research to contribute to excellence in healthcare.
3. Comply with advanced, current, and emerging practices and technologies in a healthcare setting.
4. Use knowledge that supports advanced certification in medical imaging.

### Curriculum Plan

#### Credits Awarded Prior to Program Start

|  |    |
|--|----|
| Credential ARRT or NMTCB certification | 45 |
| General Education Courses              | 23 |
| Total Credits Awarded Prior to Start   | 68 |

#### Course Credit Hours

|  |            |
|--|------------|
| ENG 210 English Literature                               | 3          |
| HUM 2XX Humanities Elective                              | 3          |
| MAT 160 Intro to Statistics                              | 3          |
| PHI Ethics Elective                                      | 3          |
| SSC Social Science Elective                              | 3          |
| GEN General Elective                                     | 3          |
| GEN General Elective                                     | 3          |
| HCA 401 Healthcare Informatics and Technology            | 3          |
| IPE 411 Interprofessional Education (IPE)                | 3          |
| HCA 410 Healthcare Compliance and Accreditation          | 3          |
| HCA 420 Research Methods & Information Literacy          | 3          |
| HCA 430 Healthcare Delivery Models                       | 3          |
| MAM 300 Patient Care in Mammography                      | 2          |
| MAM 310 Image Production in Mammography                  | 3          |
| MAM 320 Anatomy, Physiology, and Pathology of the Breast | 2          |
| MAM 330 Mammography Procedures                           | 3          |
| MAM 340 Mammography Clinical Practicum †                 | 6          |
| <b>Total Program Credits</b>                             | <b>52</b>  |
| <b>Total Credits upon Graduation</b>                     | <b>120</b> |

† MAM 340 can be replaced with any two 400 level HCA courses

Note: Qualified students may enter the BS MI program at any point and do not necessarily need to take courses in a prescribed sequence.

**BS MI Course Prerequisites:** In order to enroll in all BS MI courses, students must be accepted into the BS MI Program or receive permission from the Dean.

Note: Select courses may have additional prerequisites.

## **Bachelor of Science in Medical Imaging (BS MI) Sonography Track**

### **About Our Program**

The Bachelor's Degree Program in Medical Imaging, Diagnostic Medical Sonography Track, will provide a pathway of professional growth for individuals with an Associate Degree or higher in an allied health profession to advance their studies in sonography. The program will provide the knowledge, skills, and abilities in leadership and sonography for graduates to work as leaders within medical imaging and function as vital members of the healthcare team.

### **Student Learning Outcomes**

1. Develop the skills necessary to become a leader within a diverse healthcare setting.
2. Apply evidence-based research to contribute to excellence in healthcare.
3. Comply with advanced, current, and emerging practices and technologies in a healthcare setting.
4. Use knowledge that supports advanced certification in medical imaging.

### **Curriculum Plan**

#### **Credits Awarded Prior to Program Start**

|                                      |    |
|--------------------------------------|----|
| Professional certification           | 45 |
| General Education Courses            | 23 |
| Total Credits Awarded Prior to Start | 68 |

| <b>Course</b>   | <b>Credit Hours</b> |
|---|---------------------|
| ENG 210 English Literature                                      | 3                   |
| SSC/HUM Humanities/Social Science Elective                      | 3                   |
| MAT 160 Intro to Statistics                                     | 3                   |
| PHI Ethics Elective   | 3                   |
| IPE 411 Interprofessional Education (IPE)                       | 3                   |
| HCA 410 Healthcare Compliance and Accreditation                 | 3                   |
| HCA 420 Research Methods & Information Literacy                 | 3                   |
| HCA 430 Healthcare Delivery Models                              | 3                   |
| DMS 301 Introduction to Sonography                              | 3                   |
| DMS 311 Sonography of the Abdomen                               | 4                   |
| DMS 320 Obstetrical and Gynecological Sonography I              | 3                   |
| DMS 330 Sonography Lab I (180 hours)                            | 3                   |
| DMS 340 Sonography Physics & Instrumentation                    | 3                   |
| DMS 355 Sonography of Superficial Structures & Other Procedures | 3                   |
| DMS 360 Obstetrical and Gynecological Sonography II             | 3                   |

|   |            |
|---|------------|
| DMS 370 Sonography Lab II (120 hours)                 | 2          |
| DMS 380 Sonography Clinical Practicum I (240 hours)   | 4          |
| DMS 390 Sonography Clinical Practicum II (480 hours)  | 8          |
| DMS 400 Sonography Seminar & Review                   | 3          |
| DMS 410 Sonography Clinical Practicum III (360 hours) | 6          |
| <b>Total Credits upon Graduation</b>                  | <b>137</b> |

## **Bachelor of Science in Medical Imaging (BS MI) Accelerated Track**

### **About Our Program**

The Bachelor's Degree Program in Medical Imaging, accelerated track, will provide a pathway of professional growth for radiographers, radiation therapists, or nuclear medicine technologists that have post-primary certifications to advance their studies in medical imaging. The program will provide graduates the knowledge, skills, and abilities to work as leaders within medical imaging and function as vital members of the healthcare team.

### **Student Learning Outcomes**

1. Develop the skills necessary to become a leader within a diverse healthcare setting.
2. Apply evidence-based research to contribute to excellence in healthcare.
3. Comply with advanced, current, and emerging practices and technologies in a healthcare setting.
4. Use knowledge that supports advanced certification in medical imaging.

### **Curriculum Plan**

|   |           |
|---|-----------|
| Credits Awarded Prior to Program Start      |           |
| Credential ARRT or NMTCB certification      | 45        |
| General Education Courses                   | 23        |
| Prior Learning Credits                      | 18        |
| <b>Total Credits Awarded Prior to Start</b> | <b>86</b> |

### **The following prior learning credits will be awarded for post-primary or additional primary certifications:**

|  |    |
|--|----|
| ARRT CERTIFICATION (BD, CT, CI, VI, MRI, M, NM, T, S, BS, VS)  | 18 |
| ARDMS CERTIFICATION (AB, BR, AE, OB/GYN, VT, PE, MSKS, FE, PS) | 18 |
| NMTCB CERTIFICATION (CT, PET, NCT, Radiation Safety)           | 18 |



\*Two additional 400 level HCA courses needed for degree completion.

| Course  | Credit Hours |
|---|--------------|
| ENG 210 English Literature                        | 3            |
| HUM 2XX Humanities Elective                       | 3            |
| MAT 160 Intro to Statistics                       | 3            |
| PHI Ethics Elective                               | 3            |
| SSC Social Science Elective                       | 3            |
| GEN General Elective                              | 3            |
| GEN General Elective                              | 3            |
| HCA 401 Healthcare Informatics and Technology     | 3            |
| IPE 411 Interprofessional Education (IPE)         | 3            |
| HCA 410 Healthcare Compliance and Accreditation   | 3            |
| HCA 420 Research Methods and Information Literacy | 3            |
| HCA 430 Healthcare Delivery Models                | 3            |
| <b>Total Program Credits</b>                      | <b>36</b>    |
| <b>Total Credits upon Graduation</b>              | <b>122</b>   |

Note: Qualified students may enter the BS MI program at any point and do not necessarily need to take courses in a prescribed sequence.

**BS MI Course Prerequisites:** In order to enroll in all BS MI courses, students must be accepted into the BS MI Program or receive permission from the Dean. Select courses may have additional prerequisites.

## Computed Tomography – Advanced Certificate Program

### About Our Program

The Maine College of Health Professions offers a challenging and rewarding career opportunity for the motivated Radiologic Technologist including Radiographers, Nuclear Medicine Technologists, and Radiation Therapists in the field of Computed Tomography (CT). The College offers a program of advanced studies in CT. The program will include academic and clinical courses and will be tailored to meet the needs of the student. Part-time and full-time options are available. Graduates will obtain the didactic information and clinical procedures required to apply to take the American Registry of Radiologic Technologists post primary certification examination in CT.

### Mission

The mission of the Computed Tomography Program is to:

1. Encourage motivated individuals who are dedicated to pursuing excellence in Computed Tomography;

2. Educate individuals to be competent computed tomography technologists who demonstrate critical thinking and effective communication skills, highlighting interprofessional collaboration;
3. Provide an outstanding education in Computed Tomography; and
4. Offer educational experiences in the classroom and in a variety of clinical settings with emphasis on exceptional patient care.

### Program Learning Outcomes

1. Execute effective communication in the medical imaging department to provide quality patient care.
2. Demonstrate problem solving and critical thinking skills to evaluate and address a variety of situations in CT.
3. Demonstrate competency in performing CT procedures.
4. Devise a plan for professional development and growth.

### Program Goals

1. Graduates will achieve national certification in CT.
2. Graduates will become employed in CT within six months of program completion.

### Curriculum

| Course  | Credit Hours |
|---|--------------|
| CT 300 Multiplanar Anatomy                            | 3            |
| CT 310 Patient Care & Radiation Safety in CT Scanning | 2            |
| CT 320 CT Procedures                                  | 3            |
| CT 330 CT Physics & Instrumentation                   | 2            |
| CT 360 CT Clinical Practicum FT*                      | 8            |
| <b>Total Credits upon Graduation</b>                  | <b>18</b>    |

\*CT 360 – Clinical practicum may be completed on a part-time basis by taking CT 340 and CT 360 in 2 semesters.

The curriculum plan is subject to change.

The curriculum plan with specific courses required for graduation will be distributed upon acceptance.

Students currently working in CT may enroll in the didactic portion of the curriculum only.

### Qualifications for Licensure

The Maine Radiologic Technology Board of Examiners requirements for licensure are:

- Completion of an approved high school diploma

or its equivalent; and

- Completion of a course of study in radiologic technology and an examination that is approved by the board.

### **Career Opportunities**

A certified CT technologist is educated in the “art and science” of creating computerized images of the body using ionizing radiation. CT technologists work closely with physicians, particularly physicians who specialize in radiology, and play an important role as part of professional healthcare teams.

CT technologists work in hospital medical imaging departments, clinics, doctors’ offices, and imaging centers. CT technologists are often vital members of the trauma team in the hospital setting.

Due to the strong demand for CT technologists, a career in the field can lead in many directions. CT Technologists may earn a bachelor’s degree in pursuit of a career in education, management, or research. Career options in medical imaging continue to grow, providing job opportunities with competitive salaries and benefits.

### **Diagnostic Medical Sonography – Advanced Certificate Program**

#### **About Our Program**

The Advanced Certificate Program in Diagnostic Medical Sonography will provide a pathway of professional growth for radiographers, radiation therapists, or nuclear medicine technologists to advance their studies in medical imaging. The program will provide the knowledge, skills, and abilities in sonography for graduates to work as sonographers and function as vital members of the healthcare team.

Upon successful completion of the Diagnostic Medical Sonography program of study at MCHP, the student will have obtained the didactic and clinical prerequisites required to take the physics, abdomen, and obstetrical & gynecological exams through the American Registry for Diagnostic Medical Sonography (ARDMS).

#### **Mission**

The mission of the Diagnostic Medical Sonography Program is to:

- Encourage motivated individuals who are dedicated to pursuing excellence in Diagnostic Medical Sonography;

- Educate individuals to be competent sonographers who demonstrate critical thinking and effective communication skills, highlighting interprofessional collaboration;
- Provide an outstanding education in Diagnostic Medical Sonography; and
- Offer educational experiences in the classroom, the campus laboratory, and in a variety of clinical settings with emphasis on exceptional patient care.

### **Program Learning Outcomes**

1. Execute effective communication in the medical imaging department to provide quality patient care.
2. Demonstrate problem solving and critical thinking skills to evaluate and address a variety of situations in sonography.
3. Demonstrate competency in performing sonography procedures.
4. Devise a plan for professional development and growth.

### **Program Goals**

1. Graduates will achieve national certification in sonography.
2. Graduates will become employed in sonography within six months of graduation.

### **Curriculum Plan**

#### **First Semester**

| <b>Course</b>                                      | <b>Credit Hours</b> |
|--|---------------------|
| DMS 301 Introduction to Sonography                 | 3                   |
| DMS 311 Sonography of the Abdomen                  | 4                   |
| DMS 320 Obstetrical and Gynecological Sonography I | 3                   |
| DMS 330 Sonography Lab I                           | 3                   |

#### **Second Semester**

|   |   |
|---|---|
| DMS 340 Sonography Physics & Instrumentation                | 3 |
| DMS 355 Sonography of the Abdomen and Additional Procedures | 3 |
| DMS 360 Obstetrical and Gynecological Sonography II         | 3 |
| DMS 370 Sonography Lab II                                   | 2 |
| DMS 380 Sonography Clinical Practicum I                     | 4 |

#### **Third Semester**

|  |   |
|--|---|
| DMS 390 Sonography Clinical Practicum II | 8 |
|--|---|

#### **Fourth Semester**

|   |           |
|---|-----------|
| DMS 400 Sonography Seminar & Review       | 3         |
| DMS 410 Sonography Clinical Practicum III | 6         |
| <b>Total Credits upon Graduation</b>      | <b>45</b> |

#### **Career Opportunities**

A certified Medical Sonographer (Ultrasound Technologist) is educated in the “art and science” of creating medical images of internal structures using high frequency sound waves. Medical Sonographers work closely with physicians and play an important role as part of professional healthcare teams.

Medical Sonographers work in hospitals, imaging centers, and doctor’s offices. Sonographers often play a vital part in diagnosing a variety of conditions and diseases as well fetal monitoring.

There is a strong demand for Medical Sonographers and a career in the field can lead in many directions. Medical Sonographers may earn a bachelor’s degree in pursuit of a career in education, management, or research. The demand for sonographers exceeds the supply, which positively affects job opportunities and salaries.

#### **Qualifications for Licensure**

Individuals may become nationally certified by passing the examination offered by the American Registry for Diagnostic Medical Sonography.

#### **Mammography – Advanced Certificate Program**

##### **About Our Program**

The Advanced Certificate Program in Mammography will provide a pathway of professional growth for radiographers to advance their studies in medical imaging. The program will provide the knowledge, skills, and abilities in mammography for graduates to work as mammographers and function as vital members of the healthcare team. The program will include academic and clinical courses and will be tailored to meet the needs of the working technologist. Graduates will obtain the didactic information and clinical procedures required to apply to take the American Registry of Radiologic Technologists post primary certification examination in Mammography.

##### **Mission**

The mission of the Mammography Program is to:

- Encourage motivated individuals who are dedicated to pursuing excellence in Mammography;

- Educate individuals to be competent mammographers who demonstrate critical thinking and effective communication skills, highlighting interprofessional collaboration;
- Provide an outstanding education in Mammography; and
- Offer educational experiences in the classroom and in a variety of clinical settings with emphasis on exceptional patient care.

#### **Program Learning Outcomes**

1. Execute effective communication in the medical imaging department to provide quality patient care.
2. Demonstrate problem solving and critical thinking skills to evaluate and address a variety of situations in mammography.
3. Demonstrate competency in performing mammography procedures.
4. Devise a plan for professional development and growth.

#### **Program Goals**

1. Graduates will achieve national certification in mammography.
2. Graduates will become employed in mammography within six months of program completion.

#### **Curriculum**

| <b>Course</b>  | <b>Credit Hours</b> |
|--|---------------------|
| MAM 300 Patient Care in Mammography                      | 2                   |
| MAM 310 Image Production in Mammography                  | 3                   |
| MAM 320 Anatomy, Physiology, and Pathology of the Breast | 2                   |
| MAM 330 Mammography Procedures                           | 3                   |
| MAM 340 Mammography Clinical Practicum                   | 6                   |
| <b>Total Credits upon Graduation</b>                     | <b>16</b>           |

The curriculum plan is subject to change.

The curriculum plan with specific courses required for graduation will be distributed upon acceptance.

Students currently working in Mammography may enroll in the didactic portion of the curriculum only.

#### **Qualifications for Licensure**

The Maine Radiologic Technology Board of Examiners requirements for licensure are:

Completion of an approved high school diploma or its equivalent; and

Completion of a course of study in radiologic technology and an examination that is approved by the board.

### **Career Opportunities**

A certified Mammographer is educated in the “art and science” of creating x-ray images of the breast used to look for early signs of breast cancer. Mammography is the “gold standard” for early detection of breast cancer. Mammographers work closely with physicians, particularly physicians who specialize in radiology, and play an important role as part of professional healthcare teams.

Mammographers work in hospital medical imaging departments, clinics, doctors’ offices, and imaging centers. Mammographers are often vital members of the healthcare team in women’s health.

Due to the strong demand for Mammographers, a career in the field can lead in many directions. Mammographers may earn a bachelor’s degree in pursuit of a career in education, management, or research. Career options in medical imaging continue to grow, providing job opportunities with competitive salaries and benefits.

## **Nursing**

### **Nursing - Associate of Applied Science Degree**

#### **About Our Program**

Nursing students attend classes and take care of patients of all ages in a variety of settings. Before they care for patients, nursing students spend time in the campus laboratory learning and practicing the skills needed to provide safe care. Maine College of Health Professions students may have experiences in the following areas: maternity, long-term care, pediatrics, surgery, critical care, rehabilitation, mental health, cardiac care, and post-surgery. The College’s state of the art simulation laboratory provides a realistic clinical experience

#### **Nursing School Mission**

The mission of the Nursing school is to educate individuals to be competent, knowledgeable, and capable nurses who enhance positive patient outcomes; offer education opportunities that meet the needs of individuals and communities; guide individuals in the development of critical thinking skills; kindle an ongoing desire to learn; and strengthen students’ capacity to reason and make effective decisions as members of healthcare teams.

### **End of Program Student Learning Outcomes**

1. Apply sound clinical judgment to provide high-quality, safe, compassionate, patient-centered care across the lifespan.
2. Communicate therapeutically with clients, families, and healthcare team members to assist in the achievement of desired healthcare outcomes.
3. Educate culturally diverse patients and the community about health promotion, disease prevention, illness management, and adaptation.
4. Operate effectively across healthcare disciplines and within the context of a healthcare system.
5. Demonstrate professional nursing attributes and accountability.
6. Integrate evidence-based information and technology to communicate, manage knowledge, mitigate error, and support decision making.

### **End of Program Outcomes**

1. Eligible to take the Registered Nurse Licensing Examination (NCLEX-RN). Graduates of MCHP nursing program will achieve at least an 80% first time pass-rate on the NCLEX examination.
2. At least 70% of the nursing students in a program cohort will complete the program in 150% of the standard time for completion.
3. Qualified for employment in the rapidly changing healthcare environment. 95% of the graduates will be employed in the area in which they are trained within 6-months of graduation.

### **Bridge to ADN Program**

The Bridge Course allows students with a background in health care to complete the educational requirements for an associate degree of nursing in three semesters instead of the usual four semesters. The paraprofessional is given opportunities to challenge didactic and clinical experiences normally covered in the first semester of the nursing program (NUR 110, NUR 120, NUR 115).

The Bridge Program is an accelerated program, which allows experienced licensed practical nurses (LPN) and paramedics to advance their knowledge base with the goal of becoming Registered Nurses (RN). Bridge students bypass the first semester nursing curriculum and join the second year of the Associate Degree Nursing Program. After

successfully completing the NUR 130, NUR 131, and NUR 125 courses and the senior year of the Associate Degree Nursing Program, students are eligible to sit for the NCLEX-RN examination. Having an RN license will vastly expand the employment opportunities for these individuals.

## Curriculum Plan

### First Semester

| Course                                       | Credit Hours |
|--|--------------|
| MET 105 Medical Terminology & Studying Tech. | 1            |
| NUR 110 Health Assessment                    | 2            |
| NUR 115 Foundations of Clinical Practice     | 4            |
| NUR 120 Fundamentals in Nursing              | 2            |
| ENG 101 College Writing                      | 3            |
| PSY 101 Introduction to Psychology           | 3            |
| BIO 111 Human Anatomy & Physiology I         | 4            |

### Second Semester

|  |   |
|--|---|
| NUR 130 Medical Surgical Nursing           | 3 |
| NUR 131 Medical Surgical Nursing Clinical  | 3 |
| NUR 125 Pathophysiology/Pharmacology Pt. 1 | 3 |
| PSY 201 Developmental Psychology           | 3 |
| BIO 112 Human Anatomy & Physiology II      | 4 |

### Third Semester

|  |   |
|--|---|
| NUR 220 Medical Surgical Nursing II          | 3 |
| NUR 221 Medical Surgical Nursing II Clinical | 3 |
| NUR 212 Mental Health Nursing                | 3 |
| NUR 213 Mental Health Nursing Clinical       | 1 |
| NUR 225 Pathophysiology/Pharmacology Pt. 2   | 3 |
| BIO 214 Microbiology with Lab                | 4 |

### Fourth Semester

|   |           |
|---|-----------|
| NUR 250 Medical Surgical Nursing III          | 3         |
| NUR 251 Medical Surgical Nursing III Clinical | 3         |
| NUR 240 Maternal and Child Nursing            | 3         |
| NUR 241 Maternal and Child Nursing Clinical   | 1         |
| NUR 261 Transition to Professional Practice   | 2         |
| HUM Arts and Humanities Elective              | 3         |
| Social Science Elective                       | 3         |
| <b>Total Credits upon Graduation</b>          | <b>70</b> |

The curriculum plan is subject to change.

The curriculum plan with specific courses required for graduation will be distributed upon acceptance.

### Distribution of AAS Credit Hour

Communication, Arts & Humanities, and Social Science (22%)

ENG 101, PSY 101, PSY 201, Humanities Elective, Social Science Elective

Sciences and Math (22%)

BIO 111, BIO 112, BIO 214, PHM 201

Concentration (56%)

NUR 110, NUR 115, NUR 120, NUR 130, NUR 131, NUR 125, NUR 225, NUR 212, NUR 213, NUR 220, NUR 221, NUR 230, NUR 240, NUR 241, NUR 250, NUR 251, and NUR 261

### Qualifications for Licensure

Please refer to the Maine State Board of Nursing requirements for licensure posted on the website <https://www.maine.gov/boardofnursing/licensing/>

**Note:** Students under the advanced placement program must complete one year on this campus for graduation.

### Career Opportunities

Nursing is a long-respected profession concerned with the health and wellness of people of all ages. Nurses are needed in a growing variety of roles in hospitals, the military, public health, long-term care industry, and numerous other settings. Nurses take care of patients by administering medications and treatments, teaching patients and families, and collaborating with doctors and other healthcare team members. Equally important, nurses help those in need. Nursing career options offer exciting job opportunities with very competitive salaries and benefits.

### Bachelor of Science in Nursing Degree (RN to BSN)

#### About Our Program

The addition of a Bachelor of Science in Nursing program increases the preparedness of nurses for patient care and provides the opportunity for nurses to advance in their career toward management or advanced practice positions. The program accepts new students who have earned their Associate degree in nursing and hold a current RN license (nursing and qualifying credits are transferable).

#### Program Learning Outcomes

1. Synthesize theories and concepts from a variety of disciplines to inform decision-making and ensure excellence in nursing practice. Develop a process of lifelong learning.
2. Apply quality improvement processes to effectively implement initiatives when caring for individuals, families, groups, communities, populations, and other members of the healthcare team.



3. Integrate research evidence, clinical judgment, interprofessional perspectives, and patient preferences to determine best practices.
4. Manage and evaluate information from all relevant sources, and utilize technology to inform the delivery of care.
5. Use leadership skills to examine the roles and responsibilities of the regulatory agencies and their effect on patient care quality, workplace safety, and the scope of nursing and other health professionals' practice.
6. Demonstrate effective inter-and intra-professional communication and collaborative skills to deliver evidence based, patient centered care.
7. Apply principles of clinical prevention and population-focused interventions with attention to effectiveness, efficiency, cost effectiveness, and equity.
8. Demonstrate the professional standards of moral, ethical, and legal conduct.
9. Integrate nursing care based on evidence that contributes to safe and high-quality patient outcomes within healthcare microsystems.

### Curriculum Plan

**Note:** Qualified students may enter the RN to BSN program at any point and do not necessarily need to take courses in a prescribed sequence.

RN (ADN) Credits awarded, upon acceptance, to program 45

General Education Courses Credits required prior to acceptance into the program 27

**RN-BSN Course Prerequisites:** In order to enroll in all RN-BSN courses, students must be accepted into the RN-BSN Program or receive permission from the Dean. Note: Select courses may have additional prerequisites.

| Course   | Credit Hours |
|--|--------------|
| COM 102 Intro to Communication                     | 3            |
| ENG 210 English Literature                         | 3            |
| HUM 2XX Fine Arts/Humanities Elective              | 3            |
| MAT 160 Intro to Statistics                        | 3            |
| PHI Ethics/Philosophy/Theology Elective            | 3            |
| IPE 411 Interprofessional Education (IPE)          | 3            |
| NUR 370 Nursing Theory                             | 3            |
| NUR 390 Nutrition                                  | 3            |
| NUR 401 Information Technology: Apps in Healthcare | 3            |

|   |            |
|---|------------|
| NUR 420 Assessment Through the Lifespan | 3          |
| NUR 430 Nursing Research                | 3          |
| NUR 440 Diseases of the Human Body      | 3          |
| NUR 470 Community Health (Local)        | 3          |
| NUR 480 Nursing Leadership              | 3          |
| NUR 495 Capstone Project                | 6          |
| <b>Total Credits upon Graduation</b>    | <b>120</b> |

### Licensed Practical Nurse Certificate (LPN)

#### About the Program

Licensed practical nurse (LPN) students attend a variety of classes and take care of patients of diverse ages and cultures. Prior to caring for patients in the clinical setting, LPN students first attend laboratory and simulated classes to learn how to provide safe and effective care. MCHP LPN students may have clinical opportunities in the following areas: long-term care, acute care, rehabilitation, mental health, and maternity.

#### End of Program Student Learning Outcomes

1. Synthesize clinical judgment with consideration of cultural, cognitive, and physical needs to provide safe care to patients and their families across the lifespan.
2. Evaluate personal practices that promote self-fulfillment, professionalism, and accountability.
3. Evaluate patient care collaboratively as a member of the interprofessional healthcare team to justify the unique contributions of the LPN to a robust nursing workforce.
4. Evaluate diverse therapeutic communication techniques amongst patients, their families, and healthcare professionals.
5. Support dignity, integrity, self-determination, and personal growth of diverse patients, their families, and oneself to provide individualized, culturally appropriate, relationship-centered nursing care.

#### End of Program Outcomes

1. Eligible to take the Practical Nurse Licensing Examination (NCLEX-PN). Graduates of MCHP nursing program will achieve at least an 80% first time pass-rate on the NCLEX-PN examination.
2. At least 70% of the practical nursing students in a program cohort will complete the program in 150% of the standard time for completion.
3. Qualified for employment in the rapidly changing

healthcare environment-95% of the practical nursing graduates will be employed in the area in which they are trained within 6-months of graduation.

**Career Opportunities**

Based upon the current healthcare environment and emerging practice demands, the National League of Nursing (NLN) encourages the medical community to establish inclusive methods to support and collaborate with Licensed Practical Nurses (LPN’s). LPN’s are licensed professionals who are committed to providing safe, quality, cost-effective care. LPN’s work under the supervision of registered nurses (RN) and the LPN’s practice is grounded in the values that define the nursing profession. LPN’s fill healthcare needs of older adults and other population clusters that need long-term, community-based care.

The LPN Program may be the first step on the academic ladder, but it does not have to be the last. LPN’s may become Intravenous (IV) Certified through the IV certification course at MCHP to increase the LPN’s scope of practice. MCHP also offers an RN-Bridge; a unique program for LPN’s, to earn an Associate Degree in Nursing (ADN) and become eligible to sit for the NCLEX-RN in one year. After earning an ADN, students can apply for the post-licensure RN-BSN Program.

**Curriculum Plan**

***Semester One Session One***

|  |   |
|--|---|
| BIO 105 General Anatomy and Physiology<br>(15-week course) | 4 |
| LPN 110 Concepts of Practical Nursing                      | 3 |
| LPN 115 Concepts of Practical Nursing Lab                  | 2 |

***Session Two***

|   |   |
|---|---|
| BIO 105 General Anatomy and Physiology(cont.) |   |
| LPN 108 Math for Healthcare Professional      | 3 |
| PSY 101 Introduction to Psychology            | 3 |

***Semester Two Session Three***

|  |   |
|--|---|
| LPN 120 Concepts of Practical Nursing Lifespan I | 3 |
| LPN 125 Concepts of Practical Nursing Clinical   | 3 |
| ENG 101 College Composition                      | 3 |

***Session Four***

|   |   |
|---|---|
| LPN 130 Concepts of Practical Nursing Lifespan II | 3 |
| LPN 135 Concepts of Practical Nursing Clinical    | 3 |

***Semester Three Session Five***

|   |           |
|---|-----------|
| LPN 140 Practical Nursing-Mental Health | 2         |
| LPN 145 Practical Nursing Preceptorship | 1         |
| LPN 150 NCLEX-PN Preparation Course     | 2         |
| <b>Total Credits upon Graduation</b>    | <b>35</b> |

The curriculum plan is subject to change.

Courses distribution required for graduation will be as follows:

Communication and Social Sciences (17%)  
 PSY 101 and ENG 101  
 Sciences and Math (17%)  
 BIO 105  
 Concentration (66%)  
 LPN 108, LPN 110, LPN, 115, LPN, 120, LPN 125, LPN 130, LPN 135, LPN 140, LPN 145, LPN 150

**Qualifications for Licensure**

Please refer to the Maine State Board of Nursing requirements for licensure posted on the website <https://www.maine.gov/boardofnursing/licensing/>

## Non-credit Training

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### Certified Nursing Assistant (CNA)

The Maine College of Health Professions offers a challenging and rewarding career opportunity for individuals who wish to enter the healthcare profession as a Certified Nursing Assistant (CNA).

The CNA curriculum at MCHP aligns with the prescribed curriculum of nursing assistant training programs approved by the Maine State Board of Nursing in September of 2018

(<http://www.maine.gov/boardofnursing/docs/CNA-Basic-Curriculum-10-2008.pdf>). MCHP's program

exceeds the State of Maine minimum hours of:

|                   |                  |
|-------------------|------------------|
| Theory            | 90 hours         |
| Skills laboratory | 20 hours         |
| Clinical          | 70 hours         |
| <b>Total</b>      | <b>180 hours</b> |

Training leads to qualification to sit for the State of Maine CNA exam.

### Medical Assistant (MA)

The Maine College of Health Professions offers a challenging and rewarding career opportunity for individuals who wish to enter the healthcare profession as a Medical Assistant (MA).

The MA curriculum at MCHP aligns with the prescribed curriculum of the American Medical Technologists (AMT association  
(<https://www.americanmedtech.org/>).

MCHP's program meets the AMT's minimum hours of:

|              |                  |
|--------------|------------------|
| Theory/Lab   | 560 hours        |
| Externship   | 160 hours        |
| <b>Total</b> | <b>720 hours</b> |

Training leads to qualification to sit for the Registered Medical Assistant (RMA) industry certification.



## Academic Courses

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### **BIO 105 General Anatomy & Physiology with Lab** **4 Credits**

This course covers the fundamental anatomy and physiology of the human body, including foundations of human anatomy & physiology (language of anatomy, organization of the body, chemistry concepts, homeostasis, & metabolism), as well as the structures and functions of each of the eleven body systems. In addition, common diseases of each system are introduced. The accompanying lab component to this course focuses primarily on the structures of the body, whereas the lecture component focuses mainly on physiology. Please contact Registrar for prerequisites.

### **BIO 111 Human Anatomy and Physiology I** **3 Credits**

This is the first course of a two-semester sequence in human anatomy and physiology, and it is accompanied by a one-credit lab course. This course emphasizes human physiology, and the accompanying laboratory course emphasizes human anatomy. Students explore the structures and functions of the human organism at the chemical, cellular, tissue, organ, and systems levels, and learn terminology that is necessary to comprehend and appropriately communicate biological concepts. Common diseases in certain systems are explored. Please contact the Registrar for prerequisites.

### **BIO 111L Human Anatomy and Physiology I Lab** **1 Credit**

This is the first course in a two-semester sequence in human anatomy and physiology. This laboratory course is designed to complement the lecture course BIO 111 and will emphasize anatomy. Students explore the structures of the human organism at the chemical, cellular, tissue, organ, and systems levels, and learn terminology that is necessary to comprehend and appropriately communicate biological concepts. Please contact the Registrar for prerequisites.

### **BIO 112 Human Anatomy & Physiology II** **3 Credits**

BIO 112 is the continuation of BIO 111, covering human anatomy and physiology and it is accompanied by a one-credit lab course. This course emphasizes human physiology, and the accompanying laboratory course emphasizes human

anatomy. Anatomy & Physiology II continues the study of the structure and function of organ systems, as well as fluid & electrolyte balance, acid-base balance, and early development. Common diseases in certain systems are explored. Students continue to learn terminology that is necessary to comprehend and appropriately communicate biological concepts. Prerequisites: BIO 111 and BIO 111L

### **BIO 112L Anatomy and Physiology II Lab** **1 Credit**

BIO 112L is the continuation of BIO 111L, covering human anatomy. This laboratory course is designed to complement the lecture course (BIO 112) and will emphasize the anatomy and functions of particular structures and organs in the following systems: endocrine system, cardiovascular system, lymphatic system, respiratory system, digestive system, the urinary system, reproductive systems. Students also study heredity, and structures involved in growth and development. Prerequisites: BIO 111 and BIO 111L

### **BIO 214 Microbiology with Lab** **4 Credits**

This is a lecture course designed to run concurrently with its complementary laboratory component. The lecture provides a survey of the microbial world including bacteria, yeast, molds, fungi, and viruses. The primary focus of the course is on the relationship between humans and microbes ranging from the various forms of parasitism to disease to immunity. Students who successfully complete this course will develop an understanding of prokaryotic cell structure, bacterial genetics and metabolism, control of microbial growth, how microbes cause specific disease, and various public health and medical interventions to combat microbial disease. Prerequisites: BIO 112 and BIO 112L.

### **BUS 115 Microsoft Office Applications** **3 Credits**

This course will introduce students to concepts and use of the Microsoft Office Suite. Students will complete projects at the basic and intermediate skill level, which will benefit the student as they progress through college and beyond.

### **BUS 210 Healthcare Finance** **3 Credits**

This finance course introduces financial management in the healthcare industry. Specific attention is given to revenue cycle management, supply chain management, capital budgeting and forecasting, human capital management, and understanding the reimbursement processes and compliance. Prerequisite: HCS 101

#### **BUS 215 Healthcare Law**

##### **3 Credits**

This course introduces the concepts of emerging healthcare law, changing policies, and HIPAA compliance issues in various healthcare settings. Prerequisite: HCS 101

#### **BUS 220 Healthcare Internship**

##### **1 Credit**

This course enables students to explore various careers and career ladders in healthcare. Students will intern in career areas they wish to learn more about. Students will create a portfolio based upon their experiences and aspirations.

#### **CLP 100 Introduction to Clinical Practice**

##### **1 Clinical Credit**

The course will familiarize health profession students with the College policies, healthcare procedures, and technology. In addition, the course will facilitate the students' transition from the classroom to the clinical area. Emphasis will be placed on introducing the student to equipment and practices specific to the enrolled field of study. Prerequisite: Acceptance into Program

#### **COM 102 Communications**

##### **3 Credits**

The importance of good communication skills can never be over-emphasized. In all professions including healthcare, we are asked to: send clear messages, to be able to receive and interpret messages accurately, and respond appropriately. Although most of us will never become professional public speakers, we are always expected to be able to understand the basic elements of good communication. To that end, this course will cover verbal and non-verbal communication skills, listening, writing messages/notes/memos, and public speaking.

#### **CT 300 Multiplanar Anatomy**

##### **3 Credits**

This multiplanar anatomy course covers cross-sectional anatomy to include the head, neck, chest, abdomen, pelvis, spine, and extremities. Axial,

sagittal, and coronal views of these areas with major bones, organs, and vascular structures identified are included. In addition, pathology is studied as it relates to its presentation on axial images.

Prerequisite: BIO 112,

#### **CT 310 Patient Care & Radiation Safety in CT Scanning**

##### **2 Credits**

This course includes the patient preparation instructions that are necessary to perform CT scans. IV procedures, assessment, and monitoring of the patient are reviewed. Contrast types, special considerations regarding the use of contrast, and the adverse reactions related to contrast administration are covered. Technical factors related to radiation safety and ways to minimize the patient dose are discussed. CT scans under special circumstances such as pediatric and pregnant patients are also included. Prerequisite: Acceptance into the CT program or permission by the Dean.

#### **CT 320 CT Procedures**

##### **3 Credits**

This course gives an in-depth evaluation of CT procedures and associated abnormal and pathological conditions as seen on CT imaging. Patient positioning, equipment setup, and technical considerations of image acquisition are included. Image reconstruction and special CT procedures are studied. Prerequisites: CT 300, CT 310

#### **CT 330 CT Physics and Instrumentation**

##### **2 Credits**

This course reviews the basics of x-ray production, the nature of x-rays and x-ray interactions with matter. Students study the construction of the CT scanner and the evolution from the early CT units to modern day units. Image acquisition, processing, and display along with quality control of the CT scanner are explored. Patient dose considerations and radiation safety issues will be investigated. Prerequisite: Acceptance into the CT program or permission by the Dean.

#### **CT 340 CT Clinical Practicum I**

##### **4 Credits**

The purpose of clinical practicum is to apply knowledge and techniques acquired in the program. The student's computed tomography technique and patient rapport will be evaluated. Students will work one-on-one with a registered radiographer at designated clinical settings. The student will begin in

the observation phase, move to more hands-on positioning, and demonstrate the independent performance of exams throughout the course. The student will complete a minimum of 40% of the 125 independent repetitions (50 repetitions) of computed tomography procedures as outlined in the American Registry of Radiologic Technologists (ARRT) clinical experience requirements. Prerequisites CT 300, CT 310, Corequisite: CT 320

#### **CT 350 CT Clinical Practicum II**

##### **4 Credits**

The purpose of clinical practicum is to apply knowledge and techniques acquired in the program. The student's computed tomography technique and patient rapport will be evaluated. Students will work one-on-one with a registered radiographer at designated clinical settings. As a continuation of CT 340, the student will perform most exams independently. The student will complete the remaining minimum of 125 independent repetitions of computed tomography procedures as outlined in the American Registry of Radiologic Technologists (ARRT) clinical experience requirements. Prerequisite: CT 340

#### **CT 360 CT Clinical Practicum**

##### **8 Credits**

The purpose of clinical practicum is to apply knowledge and techniques acquired in the program. The student's computed tomography technique and patient rapport will be evaluated. Students will work one-on-one with a registered radiographer at designated clinical settings. The student will begin in the observation phase, move to more hands-on positioning, and demonstrate the independent performance of exams throughout the course. The student will complete a minimum of 125 independent repetitions of computed tomography procedures as outlined in the American Registry of Radiologic Technologists (ARRT) clinical experience requirements. Prerequisites CT 300, CT 310, Corequisite: CT 320

#### **DMS 301 Introduction to Sonography**

##### **3 Credits**

An introduction to sonography will be presented including the sonographer's role in healthcare delivery. Principles, practices, and professional responsibilities will be covered including assessment, medical emergencies, communication, ergonomics, and knobology. A foundation of ethics and law related to the scope of practice of sonography will

be explored. Prerequisite: Acceptance into the DMS Program or by permission of the Dean.

#### **DMS 311 Sonography of the Abdomen**

##### **4 Credits**

This course gives an in-depth evaluation of the abdomen and associated abnormal and pathological conditions as seen on sonographic imaging. Sonographic technique and image evaluation of the abdomen, including organs and vasculature will be studied. Prerequisite: Acceptance into the DMS Program or by permission of the Dean. Pre/Corequisite: DMS 301

#### **DMS 320 Obstetrical and Gynecological Sonography I**

##### **3 Credits**

This course is an in-depth study of the female reproductive system through sonographic technique and evaluation and includes abnormal and pathological conditions. An introduction to sonographic technique used in obstetrics with focus on the first trimester will be included. Prerequisite: Acceptance into the DMS Program or by permission of the Dean. Pre/Corequisite: DMS 301

#### **DMS 330 Sonography Lab I**

##### **3 Credits**

This course introduces the student to the practical portion of the sonography program, reinforcing the concepts covered in the first-semester courses. The student will observe and perform hands-on scanning in the sonography lab setting, as well as computerized simulation. Prerequisite: Acceptance into the DMS Program or by permission of the Dean. Corequisite: DMS 311, DMS 320, Pre/Corequisite: DMS 301

#### **DMS 340 Sonography Physics & Instrumentation**

##### **3 Credits**

The focus of this course is to provide the student with an introduction and overview of the concepts of sonography physics and instrumentation. This course will include the study of sound waves, transducers, instrumentation, and image processing as well as an investigation of Doppler physics. The basic principles of patient safety and performance testing in sonography are explored. Prerequisite: DMS 301

#### **DMS 355 Sonography of the Abdomen and Additional Procedures**

##### **3 Credits**

As a continuation of DMS 311, this course gives an in-depth evaluation of the abdomen, superficial

structures, additional sonographic procedures, and associated abnormal and pathological conditions as seen on sonographic imaging. Sonographic technique and image evaluation of the abdomen, superficial structures, and additional sonographic procedures will be studied. Prerequisite: DMS 311, Corequisite: DMS 370, DMS 380

### **DMS 360 Obstetrical and Gynecological Sonography II**

#### **3 Credits**

As a continuation of DMS 320, this course is an in-depth study of obstetric sonography. Sonographic technique and image evaluation of the developing second and third trimester fetus and related disorders will be covered. Prerequisite: DMS 320, Corequisite: DMS 370

### **DMS 370 Sonography Lab II**

#### **2 Credits**

As a continuation of DMS 330, this course will practically reinforce the concepts covered in the second-semester courses. The student will observe and perform hands-on scanning in the sonography lab setting, as well as computerized simulation. Prerequisite: DMS 330

### **DMS 380 Sonography Clinical Practicum I**

#### **4 Credits**

The purpose of clinical practicum is to apply the knowledge and techniques learned thus far in the program. Evaluation of the student's sonographic technique, ergonomics, and patient rapport are included. The student will work one-on-one with a sonographer at designated clinical settings beginning in the observation phase and moving to more hands-on scanning throughout the course. Sonographic competency evaluations will be completed on select procedures. Prerequisite: DMS 330, Pre/Corequisite: DMS 355, DMS 360, DMS 370

### **DMS 390 Sonography Clinical Practicum II**

#### **8 Credits**

The purpose of clinical practicum is to apply the knowledge and techniques learned thus far in the program. Evaluation of the student's sonographic technique, ergonomics, and patient rapport are included. The student will work one-on-one with a sonographer at designated clinical settings. As a continuation of DMS 380, the student will move towards more hands-on scanning throughout the course in order to increase skill in eye-hand coordination. Sonographic competency evaluations

will be completed on select procedures.

Prerequisite: DMS 380

### **DMS 400 Sonography Seminar and Review**

#### **3 Credits**

This capstone experience is a comprehensive approach to combining clinical history, diagnostic test results, and clinical findings to integrate a multitude of data in a case study presentation. Students will use information gained throughout their program along with additional clinical experiences in the final semester. This capstone project, with additional registry preparation activities, will prepare the student to take the national certification examination in diagnostic medical sonography. Prerequisite: DMS 390

### **DMS 410 Sonography Clinical Practicum III**

#### **6 Credits**

The purpose of clinical practicum is to apply the knowledge and techniques learned thus far in the program. Evaluation of the student's sonographic technique, ergonomics, and patient rapport are included. The student will work one-on-one with a sonographer at designated clinical settings. As a continuation of DMS 390, the student will perform most exams independently. The student will modify scanning protocol based upon clinical findings and differential diagnosis. Sonographic competency evaluations will be completed on remaining procedures. Prerequisite: DMS 390

### **ENG 101 College Writing**

#### **3 Credits**

College Writing is a required course, which develops the student's ability to write clearly and effectively. The course introduces the student to academic writing, APA citation style, research-based exposition, and the fundamentals of academic research. The course introduces students to the development and synthesizing of argumentation in the writing process. Revision and editing will be introduced to help students develop skills to consistently improve their writing skills. Practice in expository writing – specifically informative, persuasive, analytical, and journalistic – will be the focus. Please contact the Registrar for Prerequisites.

### **ENG 110 Introduction to Literature**

#### **3 Credits**

This course introduces students to genres of fiction, drama, and poetry. By studying important works by writers of culturally diverse backgrounds, students

gain experience in reading, analyzing, interpreting, and writing about literature. This course establishes connections between literature and other areas of arts and communications. Prerequisite: ENG 101

### **ENG 210 English Literature**

#### **3 Credits**

English Literature explores various genres of literature. Students will read select passages and literary works as they explore various styles, themes, and modalities of writing. Prerequisite: ENG 101

### **HCA 300 Healthcare Marketing**

#### **3 Credits**

This course will introduce students to marketing concepts and components used within healthcare organizations. Special attention is given to how community relations impact healthcare marketing. The course will also explore the role that current marketing issues and trends play in the strategic planning process. Prerequisite: Admission to BS in MI or BS in HCA program or permission of the Dean

### **HCA 310 Human Resource Management in Healthcare**

#### **3 Credits**

This course focuses on applying human resource management concepts within the healthcare setting. Students will explore legal, behavioral, and administrative requirements necessary to optimize organizational performance. Prerequisite: Admission to BS in MI or BS in HCA program or permission of the Dean

### **HCA 320 Healthcare Administration Preceptorship I**

#### **3 Credits**

This course offers students an opportunity to gain, hone, and apply administrative knowledge and skills while completing an approved work experience within a healthcare environment. This course meets online weekly for a total of 15 hours. Students are additionally required to complete a total of 120 hours in the internship environment. Students must source and secure faculty approval for internship sites. Prerequisite: IPE 411, HCA 430, Ethics elective, ENG 101, COM 101, PSY 101

### **HCA 401 Healthcare Informatics and Technology**

#### **3 Credits**

The focus of this course is to explore patient care technologies, information systems, telecommunication technologies, and communication devices that support the healthcare environment. Students will gain an understanding of

the impact these information management systems have on the healthcare team, delivery of care, efficiency and productivity, patient safety and health outcomes. Prerequisite: Admission to BS in MI or BS in HCA program or permission of the Dean

### **HCA 410 Healthcare Compliance and Accreditation**

#### **3 Credits**

This course introduces healthcare compliance as an industry. Students will explore the federal and state laws that regulate the delivery and reimbursement practices of the U.S. healthcare system. Students will investigate federal, state, and voluntary compliance programs in healthcare settings. Prerequisite: Admission to BS in MI or BS in HCA program or permission of the Dean.

### **HCA 420 Research Methods and Information Literacy**

#### **3 Credits**

Research methods and information literacy will be the focus of this course. Topics will include research terminology, literature searching, and literature evaluation. This content is geared to increase and disseminate intellectual inquiry, information literacy and the use of scholarly research methods. Prerequisite: MAT 160, Admission to BS in MI or BS in HCA program or permission of the Dean.

### **HCA 430 Healthcare Delivery Models**

#### **3 Credits**

In this course students will focus on various methods of healthcare delivery in the United States. Students will discover barriers related to cost, quality, and access to healthcare. They will compare characteristics of healthcare in the U.S. with healthcare systems in other countries. Students also investigate current and future issues and trends in healthcare reform. Prerequisite: Admission to BS in MI or BS in HCA program or permission of the Dean.

### **HCA 440 Financial Management in Healthcare**

#### **3 Credits**

This course will engage students in the foundations of financial management in delivery of healthcare services. Topics will include the purpose and methods of financial reporting in addition to financial risk, variances, and an overview of payer-mix models. Students also explore the financial, political, and economic aspects of healthcare finance. Prerequisite: Admission to BS in MI or BS in HCA program or permission of the Dean.



### **HCA 450 Risk Management in Healthcare**

#### **3 Credits**

This course focuses on the complex issues and concerns of healthcare administration as they apply to risk management. Students will explore the diverse tools, techniques, and theories as related to various stakeholders in a healthcare environment.

Prerequisite: Admission to BS in MI or BS in HCA program or permission of the Dean.

### **HCA 460 Leadership in Healthcare Administration**

#### **3 Credits**

Students in this course will focus on why/how leadership, teambuilding, and change management are vital components of all health care organizations. To promote an effective team, the healthcare professional must be able to lead within an interdisciplinary team. Students will also focus on leadership principles to help create positive culture and manage change. Prerequisite: Admission to BS in MI or BS in HCA program or permission of the Dean.

### **HCA 470 Healthcare Strategy and Policy**

#### **3 Credits**

This course offers a broad overview of healthcare strategy and policy with focus on how economic forces, political trends, and changing social priorities influence policy development. Students will explore how policy initiatives impact stakeholders.

Prerequisite: Admission to BS in MI or BS in HCA program or permission of the Dean.

### **HCA 480 Healthcare Administration Preceptorship II**

#### **3 Credits**

This course offers students an opportunity to gain, hone, and apply administrative knowledge and skills while completing an approved work experience within a healthcare environment. This course meets online weekly for a total of 15 hours. Students are additionally required to complete a total of 120 hours in the internship environment. Students must source and secure faculty approval for internship sites. Prerequisite: HCA 320

### **HCS 101 Introduction to Healthcare Science**

#### **3 Credits**

This course is designed as an introductory exploration of the healthcare sciences for entry-level students who are interested in pursuing a career in various health-related professions. This course will serve as a solid foundation for students entering a variety of health occupation programs. Core competencies shared by all health professionals such

as communication, infection control, and professionalism are provided as an exposure to the reality of practice. This course assists students in acquiring the basic knowledge and professional behaviors required to work and interact with patients in a healthcare setting. Please contact the Registrar for Prerequisites.

### **HIS 210 History of the Healthcare Environment**

#### **3 Credits**

This course will provide an introduction to the U.S. healthcare system, the history, its problems, and possible solutions. Discussion will include the definition of health, identification of the healthcare workforce and their function as part of the US healthcare system. The role of Hospitals, Primary Care, Ambulatory Care, Federal and State Government in the U.S. healthcare system will be described. An investigation of U.S. healthcare finance and the need for healthcare reform will be included. Prerequisite: HCS 101

### **HUM 220 Topics in Multiculturalism**

#### **3 Credits**

This course will examine the issues of multiculturalism, societal diversity, and the histories of the people that comprise our communities. Discussion of diverse populations will cover groups of color and race, nationality, faith, indigenouness, and immigration, LGBTQTI, and ability. Students will locate their own perspectives and analyze how one's own experiences shape the way they tell the story of what they see happening in the world. Additionally, students will analyze how the experiences of people different from themselves will affect the perspectives of others in a multicultural society.

### **HUM 350 Integrative Health**

#### **3 Credits**

The focus of this course is Integrative Health. Students will investigate a variety of modalities in the Integrative Health field. Students will explore the research, how consumers use integrative modalities in addition to Western Bio-Medicine, and how integrative modalities align with healthcare systems.

### **HUM 360 World Religions**

#### **3 Credits**

This course examines major religions of the world and their potential influence on healthcare decisions. The scope of religious investigations includes but is not limited to the nature of religion, Indigenous Religions, Judaism, Hinduism, Buddhism,



Christianity, Islam, and other religious beliefs. Each is examined in its cultural context, how basic human concerns are addressed, how healthcare decisions may be impacted, and the uniqueness of religious practice.

### **IPE 411 Interprofessional Education (IPE)**

#### **3 Credits**

The focus of this course is to examine the nurse's role as a member of the interprofessional healthcare team. Students will analyze current research to describe the prevalence and outcomes of fragmented healthcare and the benefits of interprofessional healthcare. Students will learn about the roles of other members of the healthcare team and will develop knowledge and skills in interprofessional collaboration that can be used to improve patient safety and healthcare outcomes. Prerequisite: Admission to a BS program or permission of the Dean.

### **LPN 108 Math for Healthcare Professions**

#### **3 Credits**

This course will introduce the science of pharmacology and the role of the licensed practical nurse in the preparation, management, and administration of medications. Emphasis will be placed on the action, general uses, potential complications, and nursing monitor techniques and expected outcomes from medication administration. Laboratory values and nursing implications related to medication therapy will be highlighted. In addition, students will learn a wide variety of mathematical skills that they will utilize in the healthcare profession.

### **LPN 110 Concepts of Practical Nursing**

#### **3 Credits**

This course provides a broad overview of the fundamentals of nursing which includes education and training about nursing concepts, communication, nursing process, legal, ethical, and professional responsibilities related to clinical practice, wellness/illness concepts, health promotion and wellness across the lifespan and identifying client needs. Students learn methods for promoting the dignity, integrity, self-determination, and personal growth of diverse patients and their families providing individualized, culturally appropriate, relationship-centered nursing care. Corequisite: LPN 115

### **LPN 115 Concepts of Practical Nursing Lab**

#### **2 Credits**

This course builds on the concepts learned in LPN 110. Students practice techniques for assuming responsibility and accountability for the quality of nursing care provided to patients and their families in a variety of healthcare settings; functioning to the full scope of safe nursing practice, as dictated by state practical nursing regulation. The collaborative role of the LPN is demonstrated through role-play and simulation exercises in the classroom laboratory and students learn methods for becoming vital members of the interprofessional healthcare team. There is an emphasis on patient safety and the maintenance of high-quality individualized plans of care that address the needs of a diverse patient population. Students demonstrate medication administration proficiency through validation of these skills in the laboratory and are required to score 100% on a dosage and calculation examination. Corequisite: LPN 110

### **LPN 120 Concepts of Practical Nursing Lifespan I**

#### **3 Credits**

This course builds on the concepts learned in LPN 110 and LPN 115. The student acquires the knowledge and is introduced to the practical nursing skills that are necessary to care for patients with circulatory, musculoskeletal, respiratory, gastrointestinal, integumentary, and neurological disorders. The client with cancer is integrated throughout the unit. Course topics are presented in conjunction with lifespan considerations. Prerequisites: LPN 108, LPN 110, LPN 115 and BIO 105 or BIO 111/111L and BIO 112/112L Corequisite: LPN 125

### **LPN 125 Concepts of Practical Nursing Lifespan I Clinical**

#### **3 Credits**

This course builds on the concepts learned in LPN 120 and consists of clinical experiences at selected hospitals or community healthcare facilities. Students provide client care under the direct supervision of clinical instructors. Prerequisites: LPN 108, LPN 110, LPN 115 and BIO 105 or BIO 111/111L and BIO 112/112L Corequisite: LPN 120

### **LPN 130 Concepts of Practical Nursing lifespan II**

#### **3 Credits**

This course builds on the concepts learned in LPN 120 and LPN 125. The student acquires the knowledge and is introduced to the practical nursing skills that are necessary to care for patients with disorders related to: endocrine, hematology,

lymphatics, urinary, anti/intra/postpartum, and newborn care, reproduction, immunity and neurosensory. The client with cancer is integrated throughout the unit. Course topics are presented in conjunction with lifespan considerations.

Prerequisites: LPN 120 and LPN 125 Corequisite: LPN 135

### **LPN 135 Concepts of Practical Nursing Lifespan II Clinical**

#### **3 credits**

This course builds on the concepts learned in LPN 130 and consists of clinical experiences at selected hospital and community healthcare facilities. Students provide client care under the direct supervision of clinical instructors. Prerequisites: LPN 120 and LPN 125 Corequisite: LPN 130

### **LPN 140 Concepts of Practical Nursing for Mental Health**

#### **2 Credits**

This course covers a broad range of emotional and psychological mental health issues pertaining to the well-being of patients within the scope of practice for the LPN. Course content includes, material related to accidents, communicable diseases, cognitive impairment, child/elder abuse recognition and prevention, postpartum depression, and the emotional aspects of the family. Students gain comprehensive knowledge about nursing care for the geriatric patient. Grief, death, and dying concepts are incorporated into the total patient care. Prerequisites: LPN 120 and LPN 125

### **LPN 145 Practical Nursing Preceptorship**

#### **1 credit**

This course provides students with opportunities to apply the knowledge and skills covered in LPN 140. The course offers clinical experiences at selected hospitals and community healthcare facilities. Students provide hands-on patient care under the direct supervision of clinical instructors. Prerequisites: LPN 130, 135 and LPN 140 Corequisite: LPN 150

### **LPN 150 NCLEX-PN Prep Course**

#### **2 Credits**

This course aids the student in preparing for the NCLEX-PN licensure examination and entry into the LPN profession. This course will provide a personalized review plan for students to test and remediate on areas of safe and effective care environment, health promotion and maintenance,

psychosocial integrity, physiological integrity, pharmacology, developmental stages, patient monitoring, and test-taking strategies. Prerequisites: LPN 130, 135 and LPN 140 Corequisite: LPN 145

### **MAM 300 Patient Care in Mammography**

#### **2 Credits**

This course will address patient assessment, communication, and education in mammography. Breast examination, taking medical history, identifying risk factors, and effective documentation will be studied in detail. Staging of breast cancer and treatment options will be explored. Prerequisite: Acceptance into the Mammography Program or by permission of the Dean.

### **MAM 310 Image Production in Mammography**

#### **3 Credits**

This course will provide an in-depth study of mammography equipment operation and quality assurance. Mammography tube design, radiographic exposure factors, and ancillary equipment will be analyzed to determine their effect on image production. Digital acquisition, display, and informatics in mammography will be included. Quality assurance and the US Mammography Quality Standards Act will be studied. Prerequisite: Acceptance into the Mammography Program or by permission of the Dean.

### **MAM 320 Anatomy, Physiology, and Pathology of the Breast**

#### **2 Credits**

This course will provide an in-depth study of the anatomy, physiology, and pathology of the breast. Internal anatomy, external anatomy, histology, and cytology of the breast will be studied. The physiology of the breast will be investigated to include vascular circulation, lymphatic drainage, hormone fluctuation, and lactation. Discussion of benign, malignant, and high-risk conditions and their appearance in mammography will be included. Prerequisite: Acceptance into the Mammography Program or by permission of the Dean.

### **MAM 330 Mammography Procedures**

#### **3 Credits**

This course will include Mammographic positioning related to routine screening as well as diagnostic testing of the breasts. Special patient situations such as anatomical deformities, augmentation, and post-surgical alterations of the breast will also be evaluated. Additional interventional and imaging

modalities of the breast will be included in this course. Prerequisites: MAM 300, Pre/Corequisite: MAM 320

### **MAM 340 Mammography Clinical Practicum**

#### **6 Credits**

The purpose of clinical practicum is to apply the knowledge and techniques learned in the program. Evaluation of the student's mammographic technique and patient rapport are included. Students will work one-on-one with a mammographer at designated clinical settings. The student will begin in the observation phase, move to more hands-on positioning, and demonstrate the independent performance of exams throughout the course. The student will complete all the necessary clinical experience requirements to take the American Registry of Radiologic Technologists (ARRT) post-primary examination in mammography. Prerequisite: MAM 300, Pre/Corequisite: MAM 310, MAM 320, MAM 330

### **MAT 140 College Algebra**

#### **3 Credits**

This course is designed to provide you with an understanding of fundamental algebraic skills and techniques as well as to train you in applying those skills in professional, personal, and academic situations. We will review standard college-level algebra topics including linear, quadratic, rational, exponential, and logarithmic functions; the study of inequalities; graphical analysis; polynomials; systems of equations; and more. Throughout the course, focus will include the application of these topics to real problems. Please contact the Registrar for Prerequisites.

### **MAT 160 Intro to Statistics**

#### **3 Credits**

This course is designed to provide students with an introduction to foundational elements in the study of statistics. Topics will include the study of sampling and data collection, descriptive and inferential statistics, probability, discrete and continuous random variables, hypothesis testing, linear regression and correlation, and analysis of variance.

### **MET 105 Medical Terminology & Study Techniques**

#### **1 Credit**

This course will provide an introduction to the medical language. Students will gain a basic knowledge of medical terms, rules of breaking down and analyzing medical terms, and how medical terms

are associated with the human body. Students will utilize the systems approach to interpret, define, pronounce medical terms of clinical procedures, diagnoses, and the body structure and functions. There will also be an emphasis on common medical abbreviations associated with the medical field. Students will also be introduced to effective studying techniques specific for the college student.

### **MET 111 Medical Terminology**

#### **3 Credits**

This course is designed to assist the student to develop a medical terminology vocabulary, utilizing a body systems approach that will facilitate communication of medical information in a medical office or hospital environment. The student will learn and practice the principles of medical word formation, including the basic rules of building medical words, identifying suffixes, prefixes, and combining forms related to the structure and function of the associated systems of the body.

### **NUR 110 Health Assessment**

#### **2 Credits**

The focus of this course is nursing assessment, including a comprehensive health assessment using interviewing and physical assessment techniques; inspection, palpation, percussion, and auscultation; expected and common unexpected findings; differences based on age, ethnicity, and culture; identification of risk factors; and client education. The course will also include professional verbal and written communication of interview and assessment findings. Corequisite: NUR 115 and NUR 120

### **NUR 115 Foundations of Clinical Practice**

#### **4 Credits**

The focus of this course is to provide students with the knowledge needed to perform a comprehensive health assessment including history taking and physical examination using evidence-based communication and interview techniques, as well as inspection, palpation, percussion, and auscultation. Expected assessment findings and common unexpected findings will be discussed, as well as differences based on age, ethnicity, and culture. Students will utilize components of the nursing process to plan and provide safe patient centered holistic care using fundamental nursing skills. Identification of risk factors and related client education needs will be included. Professional verbal and written communication of interview and

assessment findings will be addressed. Corequisite: NUR 110 and NUR 120

### **NUR 120 Fundamentals of Nursing**

#### **2 Credits**

The focus of this course is to introduce the nursing process as the organizing framework for the planning and delivery of care across the lifespan. The student will gain an understanding of the concepts of assessment, communication, professional behavior, while meeting the nursing needs of patients. Corequisite: NUR 110 and NUR 115

### **NUR 125 Pathophysiology/Pharmacology Pt. 1**

#### **3 Credits**

This course will introduce the concept of Pathophysiology and Pharmacokinetics as they relate to the nursing process. Emphasis will be placed on the action, general uses, potential complications, and nursing implications. Knowledge of the interaction between pharmacology and pathological pathways will facilitate in planning care of the client and promoting optimal outcomes. Prerequisites: NUR 110, NUR 115, NUR 120, BIO 111 and BIO 111L

### **NUR 130 Medical-Surgical Nursing I**

#### **3 Credits**

The focus of NUR 130 is clinical inquiry, therapeutic interventions, and a system review approach that will emphasize the utilization of the nursing process for the safe delivery of care of adults and children. Holistic healthcare needs of individuals are an integral component of the course, along with common health problems encountered in each age group. The course will apply concepts of nursing care for the following body systems: hematological, gastrointestinal, hepatic, musculoskeletal, neurological, and immunological systems. Prerequisites: NUR 110, NUR 115, NUR 120, BIO 111, BIO 111L. Corequisite: NUR 131

### **NUR 131 Medical-Surgical Nursing I Clinical**

#### **3 Credits**

The focus of Nursing 131 is to apply the knowledge and skills acquired in previous course. Students will utilize the nursing process to initiate analysis, interpretation, and application of theoretical concepts in the clinical setting to achieve optimal patient outcomes. Prerequisites: NUR 110, NUR 115, NUR 120, BIO 111, BIO 111L. Corequisite: NUR 130

### **NUR 212 Mental Health Nursing**

#### **3 Credits**

This course evaluates the mental health needs and treatments of individuals, families, and groups. Emphasis is placed on the need for holistic care. Historical perspectives, theories concerning mental illness, signs and symptoms of disorders and the development of treatment modalities will be discussed. The role of the nurse in contemporary care is examined. Prerequisites: NUR 130, NUR 131, NUR 125, BIO 112, and BIO 112L. Corequisite: NUR 213

### **NUR 213 Mental Health Clinical**

#### **1 Credit**

This clinical experience provides the opportunity to integrate psychiatric nursing theory to practice. Emphasis will be placed on utilization of effective therapeutic communication techniques, crisis intervention strategies, safe medication administration, and evidence-based practice. Prerequisites: NUR 130, NUR 131, NUR 125, BIO 112, and BIO 112L. Corequisite: NUR 212

### **NUR 220 Medical-Surgical Nursing II**

#### **3 Credits**

The focus of NUR 220 will be on clinical decision-making, clinical inquiry, therapeutic interventions, and components of evidence-based care that will emphasize the utilization of the nursing process for the delivery of care of adults and children. The holistic healthcare needs of individuals are an integral component of the course, along with common health problems encountered in each age group. The course will reinforce nursing concepts for the following body systems: Lower gastrointestinal, respiratory, endocrine, cardiovascular, and the renal system. Prerequisites: NUR 130, NUR 131, NUR 125, BIO 112, BIO 112L. Corequisite: NUR 221

### **NUR 221 Medical-Surgical Nursing II Clinical**

#### **3 Credits**

The focus of Nursing 221 is to apply the knowledge and skills acquired in previous courses. Students will utilize the nursing process to demonstrate the ability to analyze, interpret, and apply concepts in the clinical setting to achieve optimal patient outcomes. Prerequisites: NUR 130, NUR 131, NUR 125, BIO 112, BIO 112L. Corequisite: NUR 220

### **NUR 225 Pathophysiology/Pharmacology Pt. 2**

#### **3 Credits**

This course will provide an in-depth study of Pathophysiology and Pharmacokinetics as they relate to the nursing process. Emphasis will be

placed on analyzing the interactions, adverse reactions, potential complications, and associated nursing implications. Knowledge on the interaction between pharmacology and pathological pathways will facilitate in evaluating care of the client and recommend changes to the care plan to promote optimal outcomes. Prerequisites: NUR 125, NUR 130, NUR 131, BIO 112, and BIO 112L

### **NUR 240 Maternal/Child Nursing**

#### **3 credits**

The focus of NUR 240 is to introduce the student to the application of the nursing process in delivering care to the childbearing family and neonate. Topics will include prenatal care, labor and delivery, newborn care, care of the high-risk pregnancy, and postpartum complications. The student will develop a foundation of nursing knowledge in the care of the childbearing family. Prerequisites: NUR 130, NUR 131, NUR 125, BIO 112, and BIO 112L Corequisite: NUR 241

### **NUR 241 Maternal/Child Nursing Clinical**

#### **1 Credit**

The focus of NUR 241 is to provide an opportunity for students to apply concepts learned in the classroom to the clinical setting for the care of the childbearing family and neonate. The student will care for children in various settings, as available. Prerequisites: NUR 130, NUR 131, NUR 125, BIO 112 and BIO 112L Corequisite: NUR 240

### **NUR 250 Medical-Surgical Nursing III**

#### **3 Credits**

The focus of Nursing 250 is the application of knowledge obtained in NUR 130 and NUR 220. Students will demonstrate the ability to analyze and apply concepts which will lead to the ability to recognize factors that would lead to optimal patient outcomes for the patient with high acuity needs. The course will reinforce nursing concepts for the cardiovascular, neurological systems, shock, and critical care. Prerequisites: NUR 220, NUR 221, NUR 225. Corequisite: NUR 251

### **NUR 251 Medical-Surgical Nursing III Clinical**

#### **3 Credits**

The focus of Nursing 251 is to apply the knowledge and skills acquired in previous courses. Students will utilize the nursing process to demonstrate mastery in the ability to analyze, interpret, and apply concepts in the clinical setting to achieve optimal

patient outcomes. Prerequisites: NUR 220, NUR 221, NUR 225, Corequisite: NUR 250

### **NUR 261 Transition to Professional Practice**

#### **2 Credits**

The focus of this course is to prepare the graduating nursing student to the role of registered nurse (RN). Students will examine and explore various factors that influence professionalism, professional practice, and professional development. Prerequisites: NUR 220, NUR 221, NUR 225.

### **NUR 360 Concepts of Professional Nursing**

#### **3 Credits**

The focus of this course is to provide a greater understanding to the concepts, values, and behaviors necessary for transitioning to the professional nursing role. In this course, the student will review the ethical, legal, legislative, and political processes that affect the practice of professional nursing in contemporary healthcare. Students will review how historical, political, and societal factors influence the identity of the professional nurse. Prerequisite: Admission to RN-BSN Program or permission of the Dean.

### **NUR 370 Nursing Theory**

#### **3 Credits**

The focus of this course is to provide the student with an introduction and overview to the concepts of nursing theory. The course will include the development of nursing theory and an introduction to the works of selected eminent theorists as well as investigate the application of theory to professional nursing practice. Prerequisite: Admission to RN-BSN Program or permission of the Dean.

### **NUR 380 Population Health (Global)**

#### **3 Credits**

The focus of this course is the health of populations across the globe. We will examine the relationship of population groups with families, healthcare team, healthcare system, communities, the environment and infrastructure, and other populations. Major components include assessment, planning, intervention, and evaluation of health-related issues in various populations. Prerequisite: Admission to RN-BSN Program or permission of the Dean.

### **NUR 390 Nutrition**

#### **3 Credits**

The focus of this course is the science of human nutrition as it relates to public health in the United States and globally. Topics include nutritional



requirements related to changing individual and family needs, food choices, health behaviors, food safety, and prevention and management of common chronic diseases. Prerequisite: Admission to RN-BSN Program or permission of the Dean.

**NUR 401 Information Tech: Apps in Healthcare**  
**3 Credits**

The focus of this course is to explore patient care technologies, information systems, telecommunication technologies, and communication devices that support evidenced-based nursing practice. Students will gain an understanding of the impact these information management systems have on the healthcare team, delivery of care, efficiency and productivity, patient safety and health outcomes. Prerequisite: Admission to RN-BSN Program or permission of the Dean.

**NUR 420 Assessment Through the Lifespan**  
**3 Credits**

The focus of this course is to expand upon knowledge needed to perform a more in-depth health assessment. Expected assessment findings and common unexpected findings will be analyzed, as well as differences based on age, ethnicity, and culture. Risk factors and related client education, professional verbal and written communication will be addressed. Prerequisite: Admission to RN-BSN Program or permission of the Dean.

**NUR 425 Assessment Through the Lifespan Lab**  
**1 Credit**

The focus of this course is to apply critical thinking to perform a more in-depth patient focused health assessment. Expected assessment findings and common unexpected findings will be analyzed to determine patient care needs based on age, ethnicity, and culture. Risk factors and related client education, professional verbal and written communication will be addressed. Prerequisite: Admission to RN-BSN Program or permission of the Dean.

**NUR 430 Nursing Research**  
**3 Credits**

The focus of this course is to provide a comprehensive review of nursing research with an emphasis on qualitative and quantitative methodologies. This course focuses on the development of the students' experience with the research process and evidence-based practice. Additionally, the student will review the role of the

scholar practitioner to identify clinical research problems and determine the quality of research as it applies to clinical decision making. Prerequisite: MAT 160, Admission to RN-BSN Program or permission of the Dean.

**NUR 440 Diseases of the Human Body**  
**3 Credits**

The focus of this course is to provide a comprehensive review of human pathophysiology with an emphasis on alterations on homeostasis. The course will review metabolic, chemical, and physiological pathways related to cellular biology and biochemistry. Knowledge of the pathways encourages the course participant to introduce higher-level pathophysiological concepts into their clinical practice. Prerequisite: Admission to RN-BSN Program or permission of the Dean.

**NUR 450 Pharmacology for RNs**  
**3 Credits**

The focus of this course is to provide information leading to a greater understanding of pharmacokinetics, pharmacotherapeutics, pharmacoeconomics, and toxicology. Students will advance their knowledge regarding the impact of common medications used to treat various medical problems across the lifespan. The nursing process will be used to analyze the ramifications of drug therapy and apply critical thinking to improve safety and quality of care in the clinical setting and the community. Prerequisite: Admission to RN-BSN Program or permission of the Dean.

**NUR 460 Policy, Law, Ethics, and Regulations**  
**3 Credits**

The focus of this course is to provide opportunities for the student to assess ethical and legal issues important to nurses and other healthcare team members. The student will identify and analyze the aspects of legal and ethical concepts impacting nursing practice. The nurse will investigate concepts, theories, and values applied in the ethical decision-making process related to a variety of ethical dilemmas in nursing. Emphasis will be placed on analysis of legal and ethical cases as well as evidence-based interventions that correspond with dilemmas in nursing practice. Prerequisite: Admission to RN-BSN Program or permission of the Dean.

**NUR 470 Community Health (Local)**  
**3 Credits**



The focus of this course is the client living with health-related issues in the community. We will examine the relationship of the client to family, healthcare team, healthcare system, environment, and the community. Major components include assessment, planning, intervention, and evaluation of people living with multiple chronic conditions in the community. Prerequisite: Admission to RN-BSN Program or permission of the Dean.

#### **NUR 480 Nursing Leadership**

##### **3 Credits**

The focus of this course is to apply theoretical and empirical concepts of leadership, management roles, and ethical decision-making process of the professional nurse in diverse multicultural settings. The student will use critical thinking strategies to study the coordinating role of the professional nurse within the healthcare delivery system with an emphasis on synthesis of this knowledge to develop innovative and creative approaches to nursing practice. This will lead to an understanding of the concept of leadership theories and roles, problem solving and the decision-making process for a professional nurse in a leadership position. Prerequisite: Admission to RN-BSN Program or permission of the Dean.

#### **NUR 490 Capstone Project**

##### **5 Credits**

The focus of this course is the analysis and clinical application of nursing care of the client living with health-related issues. The student will construct new knowledge based on clinical experiences. Major components include assessment, planning, intervention, and evaluation of the client living with health-related issues. The student will utilize evidence-based resources and public health competencies to analyze how a health-related issue and nursing interventions affect the health of the client. The course integrates prior clinical and classroom concepts with new clinical experiences with the intention of establishing a deeper level of understanding of nursing care. Prerequisite: Must be within 12 credits of graduation with BSN.

#### **NUR 495 Capstone Project**

##### **6 Credits**

The focus of this course is the analysis and clinical application of nursing care of the client living with health-related issues. The student will construct new knowledge based on clinical experiences. Major

components include assessment, planning, intervention, and evaluation of the client living with health-related issues. The student will utilize evidence-based resources and public health competencies to analyze how a health-related issue and nursing interventions affect the health of the client. The course integrates prior clinical and classroom concepts with new clinical experiences with the intention of establishing a deeper level of understanding of nursing care. Pre-req: Must be within 12 credits of graduation for BSN.

#### **PHI 206 Ethics in Healthcare (Philosophy/Theology)**

##### **3 Credits**

This course introduces students to ethical and bio-ethical issues confronting the healthcare professionals within the practice setting. This course will introduce the student to the language of ethics and to the decision-making process. Using cases, students will learn to apply ethical decision-making principles to practical dilemmas. The course will familiarize students with ethical and legal considerations, patient-provider relationships, and the concepts of moral judgment and prudence.

#### **PHL 100 Phlebotomy**

##### **2 Credits**

This course is designed to provide students with the knowledge and clinical skills to become a phlebotomist. This course includes study of the role of the phlebotomist, the function of each clinical laboratory section and the functions of personnel employed in the clinical laboratory. This course will focus on laboratory safety, basic anatomy of the circulatory system, venipuncture equipment and techniques, dermal puncture equipment and techniques, as well as complications associated with phlebotomy and legal issues associated with phlebotomy.

#### **PSY 101 Introduction to Psychology**

##### **3 Credits**

This course studies psychology as an applied science and explores the genetic and environmental factors, which influence behavior and affect the quality of life. The course begins with a brief history of the development of psychology as a science of human behavior and covers such topics as: psychology of learning, social psychology, human sexuality, stress, and coping, as well as abnormal behavior and treatments. Through assigned readings and projects, students will become more aware of the factors that

affect human behaviors; theirs and that of others. Please contact the Registrar for Prerequisites

### **PSY 201 Developmental Psychology**

#### **3 Credits**

This course provides the student with a multi-disciplinary study of life span development from prenatal stages through infancy, childhood, adolescence, adulthood, old age, and death. Topics covered include discussions of genetic, environmental, psychological, and sociological influences on the development of and changes in physical, cognitive and language, and psychosocial domains of individuals. Prerequisite: PSY 101

### **RAD 100 Radiographic Procedures I**

#### **3 Credits**

This course offers the student the fundamentals of radiographic positioning and related terminology. It incorporates the application of anatomy and physiology essential to the practice of radiologic technology. Radiographic procedures of the chest, abdomen, extremities, and the upper gastrointestinal system are discussed. Image evaluation and critique of these procedures are covered. Demonstrations and practical testing are conducted in the positioning lab. Prerequisite: CLP 100(R), Corequisite: RAD 135

### **RAD 110 Applied Physics**

#### **2 Credits**

This course includes the study of atomic theory, principles associated with matter, energy, basic electricity, magnetism, and electromagnetism. Students develop basic electrical circuits and calculate the relationship between potential difference, current, and resistance. Emphasis is placed on the construction and principles of generators, transformers, rectifiers, and controlling components. The basic schematic x-ray circuit is studied in detail. The construction of x-ray tubes, tube rating, and measures used to extend x-ray tube life are included. Prerequisite: Accuplacer QAS score of 250 or higher or by permission of the Dean.

### **RAD 120 Introduction to Radiation Fundamentals**

#### **1 Credit**

As an introduction to the practice of radiologic technology, this course provides a foundation of patient care topics encountered by radiographers. Discussions include principles, practices, and professional responsibilities to deliver optimal patient care related to medical imaging.

Prerequisite: Accuplacer Reading & Writing scores of 250 or higher or by permission of the Dean.

### **RAD 135 Radiology Clinical I**

#### **2 Credits**

This course introduces students to the clinical environment including, patient care, radiographic equipment, and procedures. Students begin in the simulation lab exploring the skills necessary to enter the clinical environment. Additionally, midway through the course, observation rotations at clinical affiliates allow students to observe and assist with radiographic procedures. Prerequisite: CLP 100(R), Corequisite: RAD 100, Pre/Corequisite: BIO 111, BIO 111L

### **RAD 140 Radiographic Procedures II**

#### **3 Credits**

This course incorporates radiographic procedures of the femur, hip/pelvic girdle, vertebral column, anterior neck, bony thorax, and specialty chest and abdomen. In addition, select radiographic procedures of the lower gastrointestinal systems are covered. Image evaluation and critique of these procedures are discussed. Demonstrations and clinical testing will be conducted in the positioning lab. Prerequisite: RAD 100, Corequisite: RAD 160

### **RAD 150 Principles of Rad. Exposure & Physics I**

#### **3 Credits**

This course includes the study of the production of the x-ray beam and x-ray interactions with matter. Through discussion and experimentation on energized x-ray units, the student investigates the prime exposure factors and their effects on the radiographic image. Radiation protection for patients and personnel is included. The student explores how beam restriction, filtration, patient considerations, radiographic grids, and image processing will alter the radiographic image. A thorough discussion of digital imaging and computed radiography is included. Prerequisite: RAD 110, Corequisite: RAD 160

### **RAD 160 Radiology Clinical II**

#### **4 Credits**

Building on the foundation of RAD 135, students enhance their exposure to the clinical environment primarily under direct supervision of radiologic technologists. Students observe, assist, and perform a variety of radiographic procedures in diverse settings. As students gain confidence, they demonstrate competency on a minimum of six (6)

but no more than ten (10) ARRT clinical competency requirements. In the simulation lab, students will continue to apply knowledge of radiographic procedures to unique situations and settings. Prerequisite: RAD 135, Corequisite: RAD 140, pre/Corequisite: BIO 112, BIO 112L

### **RAD 170 Radiographic Pathology**

#### **1 Credit**

This course includes a study of terminology, symptoms, and diagnosis of diseases and conditions of the body. Emphasis is placed on those diseases and conditions, which are diagnosed through medical imaging procedures. Prerequisite: RAD 140, BIO 112, BIO 112L

### **RAD 180 Radiology Clinical III**

#### **6 Credits**

As a continuation of RAD 160, students will be immersed in the clinical environment. Working directly and indirectly under the supervision of radiologic technologists, students observe, assist, and perform a variety of radiographic procedures in diverse settings. Students continue to perform previously validated procedures, gain confidence with new procedures, and work towards demonstrating competency on a minimum of 10 but no more than 15 ARRT clinical competency requirements. Additionally, students will complete six ARRT general patient care exams for vital signs and venipuncture in the simulated environment. Prerequisite: RAD 160

### **RAD 200 Radiographic Procedures III**

#### **3 Credits**

This course includes radiographic procedures of the skull, facial bones, and sinuses. Image evaluation and critique of these procedures are covered. Demonstrations and practical testing are conducted in the positioning lab. Additional radiographic procedures of the digestive, nervous, urinary, and reproductive systems are also covered. Special considerations of pediatric and geriatric imaging are discussed. This course also incorporates a thorough discussion and practice of image analysis. Prerequisite: RAD 140, Corequisite: RAD 245

### **RAD 210 Principles of Rad. Exposure & Physics II**

#### **3 Credits**

In this course, through discussion and lab assignments, the student analyzes the factors that affect the radiographic image. Special imaging techniques including automatic exposure control,

mobile radiography, and fluoroscopy are investigated. The student creates radiographic exposure charts and solves exposure conversion problems. A discussion of data management and PACS in medical imaging is included. Prerequisite: RAD 150, MAT 140, Corequisite: RAD 245

### **RAD 220 Advanced Patient Care in Radiography**

#### **1 Credit**

This course provides an in-depth study of patient care topics encountered by radiographers to include pharmacology & venipuncture, patient monitoring, ethical and legal issues, interpersonal communication, infection control, and medical emergencies. Students relate the concepts presented to the role of a radiographer in the healthcare environment. Prerequisite: RAD 120, ENG 101

### **RAD 230 Radiographic Supplemental Modalities**

#### **2 Credits**

This course is designed as the introduction to the supplemental radiologic sciences of radiation therapy, nuclear medicine, sonography, computed tomography, magnetic resonance imaging, mammography, and absorptiometry. A discussion of the basic principles, terminology, and equipment used in these fields is included. The student learns clinical applications of each modality from technologists working in the field. Prerequisite: RAD 150

### **RAD 240 Radiology Clinical Practicum IV**

#### **6 Credits**

In this course, the student works in the clinical environment and uses radiographic equipment to perform procedures. The student works more independently under indirect supervision of a technologist. The student will observe, assist, and perform radiographic procedures. The student continues to perform previously validated procedures, gain confidence with new procedures, and work towards demonstrating clinical competency on at least an additional 15 competency exams. Prerequisite: RAD 180, Corequisite: RAD 200

### **RAD 245 Radiology Clinical IV**

#### **8 Credits**

As a continuation of RAD 180, students will be immersed in the clinical environment, working more independently under the indirect supervision of radiologic technologists. Students will observe, assist, perform, and critically evaluate radiographic

procedures in diverse settings. Students continue to perform previously validated procedures, gain confidence with new procedures, and demonstrate competency on a minimum of 15 but no more than 20 procedures ARRT clinical competency requirements. Additionally, students will complete three ARRT general patient care procedures for sterile and medical aseptic technique, assisted patient transfer, and care of patient medical equipment in the clinical environment. Prerequisite: RAD 180, Corequisite: RAD 200

### **RAD 250 Radiographic Quality Assurance**

#### **1 Credit**

This course includes the study of the components of a radiographic quality assurance program and evaluation of minor equipment malfunctions. Formulating and charting radiographic techniques are included. Students perform equipment quality control checks in the clinical area. Prerequisite: RAD 210

### **RAD 260 Radiation Protection & Radiobiology**

#### **2 Credits**

This course includes a study of radiobiology with special attention to cellular effects and early effects vs. late effects of radiation. Discussions on radiochemistry, cell sensitivity, organ effects, and radiation risk estimates are included. A study of the advanced radiographic principles of radiation protection, measurement, and shielding is presented. Protection of patient, radiographer, and others in radiology, nuclear medicine, and radiation therapy are emphasized. ALARA and patient education to minimize radiation exposure are discussed. Prerequisite: RAD 210

### **RAD 270 Graduation/Registry Preparation**

#### **1 Credit**

This course is designed to prepare students for ARRT examination and employment in the field of radiology. Students take mock registry examinations and develop study guides in preparation for the ARRT exam. Emphasis is placed on professionalism, professional growth, initial certification, and continuing education requirements. Prerequisite: RAD 240/245

### **RAD 280 Radiology Clinical V**

#### **6 Credits**

As a continuation of RAD 245, students will be immersed in the clinical environment, working more independently under indirect supervision of radiologic technologists. Students will observe, assist, perform, and critically evaluate radiographic procedures in diverse settings. Students perform previously validated procedures with consistency, gain confidence with all procedures, and demonstrate competency on the remaining ARRT clinical competency requirements. Additionally, students will demonstrate final competency, which indicates skills required as an entry-level radiographer. Prerequisite: RAD 240/245

### **SOC 101 Introduction to Sociology**

#### **3 Credits**

This course is an introduction to the study of human society. The course stresses the learned nature of human behavior as seen in the ongoing interactions between individuals, groups, and society. The course examines aspects of social life, social factors, and social problems present in contemporary society. More specifically the course presents basic concepts and theories and explores topics including sociology as science, culture, socialization, social groups, social organization, class, race and ethnicity, gender, age, family, and social change.

### **SOC 400 Diversity, Equity, Inclusion, and Belonging**

#### **3 Credits**

This course provides a safe platform for students to explore the topics of diversity, equity, inclusion, and belonging through political, artistic, social, economic, and other lenses. Students will deconstruct personal and scholarly biases by evaluating the issues from historical, contemporary, and future perspectives. Additionally, the tools to empathize and connect with patients on a deeper level are investigated. At the end of this course, students will provide a better patient experience by understanding the unique needs, perspectives, and potential of all patients.

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