

# Catalog 2023-2024

Volume 12, Issue 11

2/22/2024



# MOUNT EAGLE COLLEGE



Mount Eagle College  
4025 University Parkway #100  
Winston Salem, NC 27106  
Phone: 336-776-0357

**Fax: 336-499-2002**  
<http://www.mounteag.com>



**TABLE OF CONTENTS**

ALTHOUGH EVERY EFFORT IS MADE TO ENSURE THE ACCURACY OF INFORMATION IN THIS CATALOG, NO RESPONSIBILITY IS ASSUMED BY MOUNT EAGLE COLLEGE FOR CLERICAL, EDITORIAL, OR PRINTING ERRORS. AT THE TIME OF PREPARATION FOR PRINTING, MOUNT EAGLE COLLEGE HAS ATTEMPTED TO PRESENT WHAT MOST ACCURATELY DESCRIBES THE RULES, POLICIES, FEES, COURSE OFFERINGS AND OTHER MATTERS. HOWEVER, THE COLLEGE RESERVES THE RIGHT TO CHANGE OR MODIFY POLICIES GOVERNING ADMISSIONS, TUITION AND LEARNING RESOURCE FEES, COURSE, AND PROGRAM OFFERINGS, AND ACADEMIC OR BEHAVIOR CODES. THESE CHANGES OR MODIFICATIONS MAY BE EXECUTED AS THE COLLEGE DEEMS THEM ADVISABLE AND WILL BE COMPLETED IN ACCORDANCE WITH ALL UNITED STATES DEPARTMENT OF EDUCATION GUIDELINES. IT IS THE RESPONSIBILITY OF THE STUDENT TO EDUCATE HIMSELF OR HERSELF OF THE INFORMATION CONTAINED IN THE CATALOG AND ANY AMENDMENTS THERETO. FAILURE TO FAMILIARIZE ONESELF WITH THE CATALOG WILL NOT EXEMPT STUDENTS FROM PENALTIES THAT MAY OCCUR. ....7

LICENSE AND GOVERNING BODIES .....7

NONDISCRIMINATION POLICY .....7

FACILITY DESCRIPTION .....8

STATE OF LEGAL CONTROL .....8

MISSION STATEMENT .....8

SCHOOL HISTORY .....8

FACULTY & STAFF .....9

STAFF DIRECTORY .....9

ADVISORY BOARD .....9

SCHOOL DIRECTORS .....9

ADMINISTRATIVE STAFF .....9

ARTISHA HUGHES.....

ADMINISTRATIVE ASSISTANT/STUDENT SERVICES .....9

INSTRUCTORS .....9

EQUIPMENT AND CLASSROOMS .....10

ATTENDANCE POLICY.....10

CLASS HOURS .....10

CLASSROOM ABSENCES .....10

NURSE AIDE I .....10

OTHER CLASSES .....10

CLINICAL ABSENCE.....10

TARDINESS.....10

MAKE UP WORK .....11

LEAVE OF ABSENCE (LOA).....11

REQUEST FOR A LEAVE OF ABSENCE (LOA) .....11

CLOSING OF SCHOOL DUE TO INCLEMENT WEATHER .....12

ADMISSION STANDARDS .....12

APPLICATION PROCEDURES .....12

ENGLISH PROFICIENCY .....13

ORIENTATION .....13

PROGRAM SPECIFIC ADMISSION INFORMATION.....13

NURSE AIDE I/ HYBRID ONLINE NURSE AIDE I/ PCA .....13

PHARMACY TECHNICIAN, EKG, MEDICAL BILLING AND CODING .....13

MEDICATION ADMINISTRATION (MED AIDE) .....13

NURSE AIDE II & NURSE AIDE II COMPETENCY ASSESSMENT.....13

PHLEBOTOMY TECHNICIAN/ HYBRID PHLEBOTOMY TECHNICIAN/ MEDICAL ASSISTANT .....14



CPR AND FIRST AID- CPR IS REQUIRED FOR ALL PROGRAMS. ....	14
<b>FINANCIAL INFORMATION</b> .....	<b>14</b>
<b>REFUND POLICY FOR HEALTH CARE PROGRAMS</b> .....	<b>15</b>
THE INSTITUTION’S REFUND POLICY IS AS FOLLOWS: .....	15
<b>REFUNDS ARE PROCESSED UNDER THE NORTH CAROLINA COMMUNITY COLLEGE SYSTEM (STATE) REFUND POLICY. A SUMMARY OF THE POLICY IS LOCATED BELOW.</b> .....	<b>15</b>
<b>SPECIFIC PROGRAM INFORMATION</b> .....	<b>15</b>
NURSE AIDE 1 (NA-1) .....	15
EKG .....	16
MEDICATION ADMINISTRATION (MED AIDE) .....	16
MEDICAL ASSISTANT (MA) .....	17
NURSE AIDE II .....	17
<b>CERTIFICATE AND DIPLOMA PROGRAMS DESCRIPTION AND CONTENT</b> .....	<b>18</b>
NURSE AIDE I (CNAI 1000) AND HYBRID ONLINE NURSE AIDE I (CNAI 1001) .....	18
ELECTROCARDIOGRAM (EKG 1000) .....	21
MEDICAL BILLING AND CODING .....	21
MEDICATION ADMINISTRATION (MEDS 1100) .....	24
PHARMACY TECHNICIAN (PHTC 1500) .....	24
NURSE AIDE II (CNA II 1200) .....	24
NURSE AIDE II COMPETENCY ASSESSMENT (CNAII 0200) .....	25
CPR AND FIRST AID (CNT 108) .....	25
MEDICAL ASSISTANT .....	25
PHLEBOTOMY TECHNICIAN (PHLT 1100) .....	28
PHLEBOTOMY TECHNICIAN HYBRID (PHLT 1101) .....	29
<b>GUARANTY BOND</b> .....	<b>29</b>
<b>FINANCIAL STANDING</b> .....	<b>29</b>
<b>ACADEMIC INFORMATION</b> .....	<b>29</b>
GRADE POINTS RANK INTERPRETATION .....	30
<b>TRANSFER OF CREDITS (T) AND ADVANCED PLACEMENT POLICY</b> .....	<b>31</b>
<b>STANDARDS FOR GRADING FOR NA I STUDENTS ONLY</b> .....	<b>31</b>
<b>STUDENT GRADING/PROFICIENCY POLICY (NA 1)</b> .....	<b>32</b>
<b>ACADEMIC STANDING AND PROBATION</b> .....	<b>32</b>
<b>CALCULATING GRADE POINT AVERAGE (GPA)</b> .....	<b>32</b>
<b>INCOMPLETE GRADES (I)</b> .....	<b>33</b>
<b>REPEATING A COURSE</b> .....	<b>33</b>
<b>CHANGE OF PROGRAM</b> .....	<b>33</b>
<b>COURSE SUBSTITUTION POLICY</b> .....	<b>33</b>
<b>INDEPENDENT STUDY COURSE POLICY</b> .....	<b>34</b>
<b>EXTERNSHIP AND PRACTICUM REQUIREMENTS</b> .....	<b>34</b>
<b>GRADE POINT AVERAGE FOR COMPLETION</b> .....	<b>34</b>
<b>GRADUATION/COMPLETION REQUIREMENTS</b> .....	<b>34</b>
<b>CLASSROOM AND PROGRESS POLICY</b> .....	<b>35</b>
<b>CLINICAL AND LAB</b> .....	<b>35</b>



CERTIFICATE/COMPLETE REQUIREMENTS..... 35

ACADEMIC HOURS..... 36

STUDENT SERVICES ASSISTANCE..... 36

PART-TIME WORK..... 36

RESOURCE CENTER/LIBRARY..... 36

CAMPUS SAFETY & SECURITY..... 36

DRUG PREVENTION PROGRAM & POLICY..... 37

BACKGROUND CHECK & DRUG TEST..... 37

ADDITIONAL ADMISSION REQUIREMENTS FOR ALLIED HEALTH STUDENTS..... 38

ADMISSION FOR APPLICANTS WITH DISABILITIES..... 38

READMISSION..... 38

SATISFACTORY ACADEMIC PROGRESS (SAP)..... 39

DEFINITION OF SAP STATUS..... 39

APPEAL FOR PROBATIONARY PERIOD..... 39

STUDENT/INSTRUCTOR RATIO..... 40

STUDENT RECORDS POLICY

PRIVACY OF EDUCATION RECORDS..... 40

    NOTICE OF POLICY..... 40

ACCESS TO STUDENT RECORDS..... 40

    CONSENT FOR RELEASE GENERALLY REQUIRED..... 40

    RELEASE WITHOUT CONSENT..... 40

    “SCHOOL OFFICIALS” WITH A “LEGITIMATE EDUCATIONAL INTEREST”..... 41

    RECORD OF REQUESTS FOR DISCLOSURE..... 41

NOTICE TO STUDENTS ABOUT DIRECTORY INFORMATION..... 42

ACCESS TO EDUCATIONAL RECORDS BY STUDENT..... 42

CHALLENGE TO RECORD..... 42

COPYRIGHT RESTRICTION & FILE BACKUP..... 42

STUDENT COMPLAINT/GRIEVANCE PROCEDURE..... 43

DISPOSITION OF RECORDS..... 44

    STORAGE..... 44

ADVISING..... 44

ATTIRE/DRESS CODES FOR STUDENTS..... 44

PROGRAM DRESS CODES..... 44

STUDENT CODE OF CONDUCT: PART I..... 45

STUDENT CODE OF CONDUCT: PART II..... 45

CLASSROOM CONDUCT

ALL RULES APPLY TO BOTH STUDENTS AND STAFF..... 46

SEXUAL HARASSMENT POLICY..... 47



Although every effort is made to ensure the accuracy of information in this catalog, no responsibility is assumed by Mount Eagle College for clerical, editorial, or printing errors. At the time of preparation for printing, Mount Eagle College has attempted to present what most accurately describes the rules, policies, fees, course offerings and other matters. However, the College reserves the right to change or modify policies governing admissions, tuition and learning resource fees, course, and program offerings, and academic or behavior codes. These changes or modifications may be executed as the College deems them advisable and will be completed in accordance with all United States Department of Education guidelines. It is the responsibility of the student to educate himself or herself of the information contained in the Catalog and any amendments thereto. Failure to familiarize oneself with the Catalog will not exempt students from penalties that may occur.

## **License and Governing Bodies**

The North Carolina Community Colleges System licenses Mount Eagle College. The North Carolina Community Colleges System is not an accrediting agency.

North Carolina Community College System  
200 West Jones Street  
Raleigh, NC 27603-1379  
Telephone: (919) 807-7148

North Carolina Department of Health and Human Services, Division of Health Service Regulation, Health Care Personnel Registry Section, Center for Aide Regulation and Education, has approved the Nurse Aide I (NA I) curriculum.

2001 Mail Service Center  
Raleigh, NC 27699-2001  
Telephone: (919) 733-4534

North Carolina Board of Nursing has approved the Nurse Aide 2 (NA II) curriculum.

North Carolina Board of Nursing  
4516 Lake Boone Trail  
Raleigh, NC 27607  
Telephone: (919) 782-3211

## **Nondiscrimination Policy**

Mount Eagle College recognizes the inherent human dignity of all members of the human family. It is committed to the principle of equal opportunity and does not discriminate based on age, race, color, religion, sex, national origin, ancestry, disability, or political affiliation in any educational opportunity.



This principle applies to, but is not limited to, education programs, admissions, clinics, employment practices, and financial assistance. Enrollment at the College implies the acceptance of these conditions concerning all matters and failure to read this catalog does not excuse students from the requirements and policies required within.

### **Smoke Free Facility**

All areas of the College are smoke-free without exception. Smoking is not permitted anywhere in the college, including all indoor facilities and company vehicles. Smoking is not permitted in private enclosed offices, conference and meeting rooms, cafeterias, lunchrooms, or employee lounges. No ashtrays are permitted in any indoor area. Compliance with the smoke-free workplace policy is mandatory for all employees, students, and persons visiting the College, with no exceptions.

## **Facility Description**

### **Facilities and Space**

Mount Eagle College campus is located at 4025 University Parkway #100 - Winston-Salem, NC 27106, on an easily accessed route. The complex provides ample on-site parking. The site is comprised of approximately 3000 square foot space of classrooms, clinical lab space, faculty, and administrative offices. A Resource Center, student break area, and admissions offices complete this attractive learning environment. Classrooms are computer networked and equipment at the campus is appropriate for the programs offered and classroom instruction. Equipment includes but is not limited to computers, microscopes, laboratory items, tables, whiteboards, and display aids. Access is allowed to the facility during classroom designated hours for students, and office hours for administrative staff and faculty. Mount Eagle College provides the required equipment, materials, and supplies as required by each program. The equipment, materials, and supplies will be available in working order for students to utilize.

## **State of Legal Control**

Mount Eagle College is a proprietary, non-sectarian, educational institution owned and controlled by Mount Eagle Institute, a Limited Liability Company that operates under the ownership of company officers, Dorothy Mmanywa Edwards Shallua, Executive Director, and Lucas Shallua, Director of Operations. The company officers can be contacted at (336) 776-0357.

## **Mission Statement**

Mount Eagle College is committed to offering quality education that meets the needs of its students and assisting them to pursue their professional and educational goals. The College aims to provide motivated students with the opportunity to transform their lives through educational programs in a quality learning environment. Their educational endeavors provide the skills to embark on their journey toward rewarding careers, to continue their learning path throughout their lives and to become ethical and responsible adults in a changing world.

## **School History**

Mount Eagle College has established itself as a pioneering institution in advancing career development in select Allied Health professional arenas. In 2009, the founders of the college, who are educators, wanted to establish a quality training center for medical and health related programs. Therefore, Mount Eagle College was incorporated as a limited liability company eligible to do business to fulfill their vision. In February 2010, Mount Eagle College was licensed and approved by The North Carolina Community College System (NCCCS) as a proprietary postsecondary institution eligible to offer courses, certificate, and diploma programs, within the state of North Carolina. NCCCS is





not an accrediting agency. Still today, the same innovating spirit is being attributed to the field of Allied Health. The College's educational programs reflect the needs of a population interested in health and wellness. This positive approach to care giving is seen with the programs in this catalog.

## Faculty & Staff

The faculty is comprised of individuals who have the education and diversity of professional experience to provide a rich and thorough educational experience. Faculty members may freelance, consult to industry, and attend conferences, workshops, and seminars to remain current with the rapid educational and technological advances

## Staff Directory

### Advisory Board

Tim Flavin  
Michael Tytell, PhD  
George Waterhouse, PhD  
Dean R. Kenney, D.C  
Michael Johnson, LLB

### School Directors

Dr. Lucas Shallua, DVM, PhD	Planning and Organizing
Dorothy E. Mmanywa RN, MSN, DNP	College Executive Director
Denise A. Mathews BS, MHA	College Dean

### Administrative Staff

Artisha Hughes	Administrative Assistant/Student Services
Traci L. Ferris	Bookkeeper

### Instructors

- Denise Mathews  
Medical Assistant & Phlebotomy Instructor  
BS Winston - Salem State University, MHA Strayer University
- Dr. Lijun Tang  
Medical Assistant Instructor  
MD Hobei Medical University, MS, University of Glasgow, PhD, Ulster University
- Faye Tacket, AAPC  
Coding & Billing Instructor  
AAS, Guildford Technical Community College
- Alice Lindsay-Shavers, NRCPT, NRCMA  
Medical Assistant Instructor  
Diploma, Living Arts Institute, AAS, Ultimate Medical Academy
- Olga Silva, BSN  
CNAI, CNAII & Medication Administration Instructor  
BSN Winston-Salem State University



- Cheryl Easter, RN  
CNAI Instructor  
RN, Surry Community College

## **Equipment and Classrooms**

The labs are equipped with hospital beds, medical manikins, audio-visual equipment, centrifuges, massage tables and other relevant equipment required for training in the entry level clinical lab setup.

Classes will be taught at 4025 University Parkway, Winston-Salem, NC. This spacious 30,000 square foot facility will accommodate an average class of up to 16 people per classroom/lab.

## **Attendance Policy**

### **Class Hours**

Day classes are generally held Monday through Thursday from 9:00am to 1:30pm with occasional Friday and/or Saturday classes between 9:00am and 4:00pm,

Evening classes are generally held Tuesday through Thursday from 5:30pm to 10:00pm with occasional Friday and/or Saturday classes between 9:00am and 4:00pm.

### **Classroom Absences**

Regular class attendance is of prime importance. Recommendations to employers include attendance statements. Students are required to call the school on the day of an absence just as they would in any business situation. Failure to notify the school of absences could result in dismissal from school.

### **Nurse Aide I**

A student will be withdrawn from the course when absences exceed two classroom absences (consists of a total of 8 hours that is only applicable for lab and classroom hours). All classroom absences are made up in content and hours arranged by the instructor.

### **Other Classes**

Attendance probation shall occur if a student has more than three (3) days of absences. Termination from training for reasons of unsatisfactory attendance shall occur if the student, after being placed on probation, has two (2) days of absences.

### **Clinical Absence**

A student may be withdrawn from the program if, for whatever reason, he/she is absent or tardy more than 20% of clinical days.

### **Tardiness**

A classroom tardy is defined as entering a classroom 10 minutes after the class is scheduled to begin or leaving 10 minutes prior to the end of class. The course allows three classroom tardies. Three tardies in a class shall constitute an absence.



## **Make Up Work**

All make-up work/time is to be collected by your instructor, along with the appropriate documentation form. Make-up work/time is the student's responsibility. The student must arrange with the instructor a correct time and place to accomplish make-up work/time.

A student who has missed assignments due to absences will make up these assignments at the discretion of the individual instructor. However, if the student does not request assignments from the instructor within two (2) days after return to the College he/she forfeits the right to make up the missed work. If the instructor does not come to class or clinical site, the students are to sign a roll and leave after waiting 30 minutes. This class will be made up at no charge to the students. On the other hand, leaving the floor at the clinical site when an instructor is present constitutes cause for dismissal.

Students should make up all missed course work or complete an approved substitution assignment due to an absence, tardy or early departure, to ensure the best grade and educational experience possible in each class. Specific allowances for making up missed work will be identified on individual class syllabi.

All exams must be taken as scheduled unless prior approval is granted or unless certain bona fide emergencies arise, in which case approval must come from the Campus Director or Director of Education. All exams, course work, papers, etc., must be completed prior to taking final exams.

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

The College allows for leaves of absence for medical or unusual circumstances only. The request must be in writing, be accompanied with evidence/documentation of the reason for the request and submitted to the Campus Director. The request will be reviewed to consider the attendance record and pattern of conduct in addition to the evidence submitted with the request. The student must return to the first available academic term following the last day of the granted leave. Failure to do so will result in the student being dismissed from the College.

If a credit hour, standard term program, the student who has been approved for a LOA must resume training at the same point the student began the LOA.

If a clock hour program, the student must return to the first available academic term following the last day of the granted leave.

## **Request for a Leave of Absence (LOA)**

When unforeseen circumstances arise, a student may need to take a Leave of Absence (LOA) from Mount Eagle College. To take a Leave of Absence, the following must be submitted to the Registrar:

- A request in writing explaining why a LOA is needed. This letter must include the student's planned return date, signature, and current date.
- Official documentation supporting the LOA request. For example, a doctor's note, an obituary for a family member, a statement from a mechanic proving transportation problems,



or an eviction notice. If a student has questions about the type of documentation needed, he/she should see the Registrar as soon as possible.

- Once a LOA has been requested, the student will have 5 business days to furnish all of the documents necessary in order to approve the Leave of Absence. All questions and requests pertaining to Leave of Absences must be made to the Registrar. Requests to faculty and other staff members will not be processed and the student will be in danger of being withdrawn from school.
- If documentation has not been received within 5 days, the student will be withdrawn from school.
- Under no circumstances may a LOA exceed 180 days within a 12-month period. This includes weekends and scheduled breaks. If a student does not return to Mount Eagle College within 180 days, he/she will be dismissed from the College.

### **Closing of School Due to Inclement Weather**

The school will at times delay or cancel classes due to inclement weather. When these conditions appear, or are anticipated, the student should visit school website at [www.mounteag.com](http://www.mounteag.com) and the learning management system [mecu.populiweb.com](http://mecu.populiweb.com) and listen for announcements from the local radio and television stations. Mt. Eagle posts on WXII and FOX8. The school will also notify students via the student information line on the learning management system Populi.

The school will notify these stations listed and will begin this process by 6:00 a.m. for day classes and by 3:00 p.m. for the evening classes. If classes are delayed, all items scheduled after the delayed opening will be held at the next class session. Classes meeting before this time will be made up at the convenience of the instructor and students. The College reserves the right to use term breaks or days off to make-up these classes.

### **Admission Standards**

Programs at the College are intense and demand total commitment. All candidates for enrollment are reviewed and evaluated based on their previous education, background, interest and/or documented level of interest in the desired program of study. The College encourages prospective candidates for acceptance to visit the College for a Guided Interview and a visit to the laboratories. An Admissions Officer will conduct the Guided Interview as part of career planning service to help evaluate the potential value of the program of interest with the goals and expectations for graduation from the College. While students usually plan to work toward graduation, some students attend specific courses. Admission to a specific program may include program specific requirements in addition to those listed below. If additional requirements exist, they are noted in the detail for each program that follows in this catalog.

### **Application Procedures**

**The prospective student goes online to enroll or comes to the admission office to fill out an application.**

#### **All Applicants**

The applicant must submit the completed application to the college with a \$35 non-refundable registration and \$30 background check fee (*There cannot be any felony; a misdemeanor involving larceny, drugs, affray/assault, or abuse may influence clinical placement, DISCUSS WITH ADMISSION*).

*When enrolling, the students must bring a copy of their Driver's License, and a Social Security Card. An Official Transcript must be submitted to the admissions department in the original sealed envelope from the*



school.

## English Proficiency

If there is a question of your English Proficiency; MEC will require potential students to go to Forsyth Tech to take an English Proficiency test, to determine level of English and submit your test results. A level of high 2 or 3 needs to be achieved on the test to be accepted into programs at Mount Eagle College. Once a potential student is registered and taking English Proficiency classes, the admissions office will re-evaluate the student for acceptance into MEC.

## Orientation

All incoming students or students returning after a period of non-attendance greater than six months are required to attend an orientation session. This session is designed to review institutional policies and procedures in an effort to help the student prepare for his/her upcoming educational experience.

## Program Specific Admission Information

### Nurse Aide I/ Hybrid Online Nurse Aide I/ PCA

- A copy of a picture ID, or Driver's License
- Social Security Card
- High School Diploma and Transcript or GED Official Transcript mandatory
- A placement test is available to students that do not have a High School Diploma or GED to determine the students reading, math and writing skills.

**TB Test:** *Must have before clinical. If positive, must have a chest x-ray done at the health department or at your doctor's office.*

### Pharmacy Technician, EKG, Medical Billing and Coding

- A copy of a picture ID, or Driver's License
- Social Security Card
- High School Diploma and Transcript or GED Official Transcript
- *\*Hep B is Mandatory to complete clinical rotation. Hospital setting may require further immunizations, see program director.*

### Medication Administration (Med Aide)

Must be presently registered as a Nurse Assistant I with the North Carolina Division of Facility services Nurse Aide Registry.

- A copy of a picture ID, or Driver's License
- High School Diploma and Transcript or GED Official Transcript mandatory
- Social Security Card

**TB Test:** *Must have before clinical. If positive, must have a chest x-ray done at the health department or at your doctor's office.*

### Nurse Aide II & Nurse Aide II Competency Assessment

Must be presently registered as a Nurse Assistant I with the North Carolina Division of Facility services Nurse Aide Registry.

- A copy of a picture ID, or Driver's License
- High School Diploma and Transcript or GED Official Transcript mandatory



- Social Security

**TB Test:** *Must have before clinical. If positive, must have a chest x-ray done at the health department or at your doctor's office.*

**Phlebotomy Technician/ Hybrid Phlebotomy Technician/ Medical Assistant**

- A copy of a picture ID, or Driver's License
- Social Security Card
- High School Diploma and Transcript or GED Official Transcript mandatory
- **TB Test:** *Must have before clinical. If positive, must have a chest x-ray done at the health department or at your doctor's office.*
- **Hep B is Mandatory to complete clinical rotation. Hospital setting may require further immunizations, see program director.**

**CPR And First Aid- CPR is required for all programs.**

- A copy of a picture ID, or Driver's License
- A valid social security number

**Financial Information**

PROGRAMS	TOTAL COSTS	DEPOSIT AMT	DEPOSIT DUE	PAY WITH
Nurse Aide I	\$1414.99	\$200	1 week before orientation	Check, Cash, Credit Card, Money Order
Hybrid Nurse Aide I	\$1414.99	\$200	1 week before orientation	Check, Cash, Credit Card, Money Order
Phlebotomy Technician	\$1249.99	\$200	1 week before orientation	Check, Cash, Credit Card, Money Order
Phlebotomy Tech Hybrid	\$1249.99	\$200	1 week before orientation	Check, Cash, Credit Card, Money Order
Pharmacy Technician	\$1064.00	\$200	1 week before orientation	Check, Cash, Credit Card, Money Order
EKG Technician	\$719.00	\$200	1 week before orientation	Check, Cash, Credit Card, Money Order
Medication Administration	\$474.99	\$200	1 week before orientation	Check, Cash, Credit Card, Money Order
Medical Billing & Coding	\$2664.99	\$200	1 week before orientation	Check, Cash, Credit Card, Money Order
Medical Assistant	\$6,064.99	\$200	1 week before orientation	Check, Cash, Credit Card, Money Order



Nurse Aide II	\$1444.99	\$200	1 week before orientation	Check, Cash, Credit Card, Money Order
Nurse Aide II Comp Assess	\$984.99	\$200	1 week before orientation	Check, Cash, Credit Card, Money Order

**Completion: National Certified Application Forms:** - Phlebotomy, MA, EKG, Pharmacy Technician, Billing & Coding Programs. \$5.00

## Refund Policy for Health Care Programs

The institution's refund policy is as follows:

Refunds are processed under the North Carolina Community College System (state) refund policy. A summary of the policy is located below.

- *A 100% refund of tuition shall be made if the student officially withdraws from a contact hour class prior to the first day of class(es) as noted in the school calendar. A student is eligible for a 100% refund if the class(es) in which the student is officially registered is cancelled due to insufficient enrollment.*
- *A 75 percent refund shall be made if the student officially withdraws from a contact hour class within the first twenty-five percent (25%) of the period of enrollment for which the student was charged.*
- *Students completing more than 50% of the course will not be eligible for a refund.*
- *To comply with applicable federal regulations regarding refunds; federal regulations regarding refunds will supersede state refund regulations stated in this Rule.*
- *To receive a refund, if one is due, a student should fill out a withdrawal/refund form and turn it in to the college. Refunds will be made within 45 days of official withdrawal or 45 days of the date the institution determines the student has withdrawn in cases of unofficial withdrawal.*

A student may cancel the enrollment agreement by delivering or mailing a signed written notice to Mount Eagle College, 4025 University Parkway #100 Winston Salem, NC 27106. If the cancellation letter is delivered to the school by midnight of the 5th business day after the student receives the letter of acceptance, then a 100% tuition refund will be granted. If the student wishes to withdraw after the 5-business-day cancellation period as described above, a portion of the remaining tuition will be returned after a surcharge is given as is outlined in the REFUND section of the catalog.

## Specific Program Information

### Nurse Aide 1 (NA-1)



- **Employment Opportunities:** May work as a Nurse Aide in a doctor's office, a nursing home, a hospital, or a private home.
- **Length:** 10 weeks
- **Number of Students per class allowed:** 10
- **Required Text:** NC Nurse Aide 1 material from State Nursing Board Website. Books made and given to students as part of the state required text material.
- **Payment plan:** The balance minus the deposit is paid monthly & paid in full before the student goes on their clinical externship.
- **Uniform:** Scrub top and pants, black or brown nursing shoes or leather tennis shoes, worn during clinical as well as in class.
- **Credential:** Student will receive a certificate stating successful completion of 120 hours for the Nurse Aide I program.
- **Certification:** At the end of the class, the student is eligible for the State competency exam to be certified and added to the NCDHHS CNA I registry. The cost is \$140.
- **Other Supplies Needed:** Students are also provided a candidate handbook from the National Nurse Aid Assessment Program. Enclosed in this manual are how to register for the NNAAP exam, cancellation, and re-scheduling of the exam, what to expect exam day, tips on how to perform your lab/clinical skills for the skills portion of the test as well as sample question on the test. We also recommend that you purchase a blood pressure cuff and stethoscope; however, you may use the ones that we have in the lab for free.

### Phlebotomy Technician

- **Employment Opportunities:** May work in hospital inpatient or outpatient labs, physician's office labs as well as reference laboratories.
- **Length:** 17 weeks
- **Number of Students per class allowed:** 20
- **Required Text:** Phlebotomy Essentials, Fifth Edition, by Ruth E McCall and Cathee M. Tankersley with a workbook. ISBN 978-60547-637-7
- **Payment plan:** The balance minus the deposit is paid monthly & paid in full before the student goes on their clinical externship.
- **Uniform:** Scrub top and pants, black or brown nursing shoes or leather tennis shoes, worn during clinical as well as in class.
- **Certification:** At the end of the class, the student may choose to get certified with National Health Career Association (NHA), the cost is \$111.00, as well as the American Society of Clinical Pathologist exam (ASCP) the cost is \$135.00

### EKG

- **Employment Opportunities:** May work in hospitals, doctor's offices, and clinics.
- **Length:** 10 weeks
- **Number of Students per class allowed:** 20
- **Required Text:** EKG Essentials, Fourth Edition, by Ruth E McCall and Cathee M. Tankersley with a workbook.
- **Payment plan:** The balance minus the deposit is paid monthly & paid in full before the student goes on their clinical externship before the last week of class.
- **Uniform:** Scrub top and pants, black or brown nursing shoes or leather tennis shoes, worn during clinical as well as in class.
- **Credential Received Upon Completion:** Certificate of completion in EKG.
- **Certification:** At the end of the class, the student may choose to get certified with NHA. The cost is \$125.

### Medication Administration (Med Aide)





- **Employment Opportunities:** May work in nursing homes administering meds.
- **Length:** 6 weeks
- **Number of Students per class allowed:** 10
- **Required Text:** Med Aide Essentials, Fourth Edition, by Ruth E McCall and Cathee M. Tankersley with a workbook.
- **Payment plan:** The balance minus the deposit is paid monthly & paid in full before the student goes on their clinical externship.
- **Uniform:** Scrub top and pants, black or brown nursing shoes or leather tennis shoes, worn during clinical as well as in class
- Eligible to sit for state examination for Medication Administration for Adults

## Medical Assistant (MA)

- **Employment Opportunities:** May work in doctors' offices and clinics, insurance companies, etc.
- **Length:** 12-18 months
- **Number of Students per class allowed:** 20
- **Required Text:** Medical Assisting Administrative & Clinical Competencies, by Michelle Blesi, Barbara A. Wise and Cathy Kelley-Arney. ISBN 13: 978-1-111-13512-6, Clinical Medical Assisting a Professional, Field Smart Approach to the Workplace. Michelle E. Heller, Lynette M. Veach. ISBN13:978-4-4018-2718-2
- **Payment plan:** The balance minus the deposit is paid monthly & paid in full before the student goes on their clinical externship.
- **Uniform:** Scrub top and pants, black or brown nursing shoes or leather tennis shoes, worn during clinical as well as in class.
- **Credential Received Upon Completion:** Diploma in Medical Assistant
- **Certification:** At the end of the class, the student may choose to get certified with National Health Career Association (NHA), to sit for the Medical Assistant Certification (CCMA) the cost is \$160.00. Students can also sit for the National Certified Medical Assistant exam (NCMA) the cost is \$110.

## Medical Billing and Coding

- **Employment Opportunities:** May work in doctors' offices, clinics, and hospital billing departments.
- **Length:** 6-8 months
- **Number of Students per class allowed:** 20
- **Required Text:** Medical Billing and Coding Essentials, Fourth Edition, by Ruth E McCall and Cathee M. Tankersley with a workbook.
- **Payment plan:** The balance minus the deposit is paid monthly & paid in full before the student goes on their clinical externship.
- **Uniform:** Scrub top and pants, black or brown nursing shoes or leather tennis shoes, worn during clinical as well as in class.
- **Credential Received Upon Completion:** Certificate of completion in Medical Billing & Coding
- **Certification:** At the end of the class, the student may choose to get certified by the National Health Career Association (NHA), to sit for the Billing & Coding Specialist Certification (CBCS) the cost is \$125.00. Students can also be certified through American Academy of Professional Coders (AAPC) Certified Professional Billers (CPB) the cost is \$325.

## Nurse Aide II

- **Employment Opportunities:** May work as a Nurse Aide in a doctor's office, a nursing home, a hospital, or a private home.
- **Length:** 12 weeks



- **Number of Students per class allowed: 20**
- **Required Text:** NC Nurse Aide 1 material from State Nursing Board Website. Books made and given to students as part of the state required text material.
- **Payment plan:** The balance minus the deposit is paid monthly & paid in full before the student goes on their clinical externship.
- **Uniform:** Scrub top and pants, black or brown nursing shoes or leather tennis shoes, worn during clinical as well as in class.
- **Credential Received Upon Completion:** Certificate of completion in Certified Nursing Assistant II
- **Certification:** North Carolina State Certification for CNA II. Candidates name will be placed on the North Carolina Board of Nursing Registry

## Pharmacy Technician

- **Employment Opportunities:** May work in hospitals, retail pharmacies, drug stores, mail-order prescription pharmacies as well as long-term care facilities.
- **Length:** 17 weeks
- **Number of Students per class allowed: 16**
- **Required Text:** The Pharmacy Technician, Sixth Edition, by Perspective Press with a workbook. ISBN 978-1617314872
- **Payment plan:** The balance minus the deposit is paid monthly & paid in full before the student goes on their clinical externship.
- **Uniform:** Scrub top and pants, black or brown nursing shoes or leather tennis shoes, worn during clinical as well as in class.
- **Certification:** At the end of the class, the student may choose to get certified with National Health Career Association (NHA), the cost is \$125.00, for the pharmacy technician certification exam (CPhT).

## Certificate and Diploma Programs Description and Content

### Nurse Aide I (CNAI 1000) and Hybrid Online Nurse Aide I (CNAI 1001)

The Nurse Aide I competency based 120 clock hour course and Hybrid NA I based on 134 clock hours and is designed to prepare students to achieve certification as a nurse assistant in the State of North Carolina. The course is approved by the North Carolina Department of Health and Human Services, Department of Facility Services, and Health Care Personnel Registry Section. Prepares students to function as nursing assistants who assist licensed nurses to provide direct care to health care consumers across the lifespan in a variety of health care settings. After obtaining certification the candidate may work as a nurse assistant in an assisted living, hospital, doctor's office, in home care, or a private home. Course includes module A-W

**\*\* For the purpose of CNA curriculum, the state of NC designates topics as modules.**

#### Module A – The Nurse Aide I

Upon successful completion, the students will describe the role of the nurse aide, explain requires for initial listing on the North Carolina Nurse Aide Registry, describe the range of function of the Nurse Aide I, describe delegation, describe the types of skills performed, understand basic nursing skills, personal care skills, and interpersonal skills, describe important characteristics of a caring nurse aide, explain the differences between an effective team and an ineffective team.

#### Module AA - Measurement

Upon completion, the student will be able to identify the structure and function of the cardiovascular and respiratory system, define body temperature and associated terminology, list equipment needed to measure pulse, respirations, blood pressure, temperature, intake of fluids, output, height and weight., compare and contrast the various thermometers, label components of select equipment used to measure, compare and



contrast normal and abnormal findings, locates sites used to measure pulse, respirations, blood pressure and temperature, describe the NAI's role in the care of residents and fluid balance and dehydration, explain how to use equipment, differentiate units of measurement.

### **Module B – Infection Prevention**

Upon completion the student will be able to relate the chain of infection to the work of the nurse aide, explain the concept of breaking the chain of infection, compare standard precautions and transmission-based precautions, discuss the PPE, explain why residents in care facilities are at risk for infection.

### **Module C – The Resident's Environment: Safety and Emergency**

Upon completion the student will be able to explain why resident in long-term care facilities are at risk for injury, identify the role of the nurse aide in maintaining a safe environment for the resident, describe the role of the nurse aide in dealing with emergencies in a healthcare facility.

### **Module D - Communication**

Upon completion the student will be able to describe components of therapeutic and non-therapeutic communication, discuss the importance of appropriate communication skills, describe barriers to communication, explore how culture and religion impact communication, discuss the NAI's role and responsibilities for effectively communicating with a variety of individuals.

### **Module E – Law and Ethics**

Upon completion the student will be able to describe ethical conduct, describe a resident's rights in the nursing home, give example of abuse, neglect, and misappropriation of property, explain the role of the Health Care Personnel Registry, explain the role of the nurse aide in securing informed consent prior to providing care to the resident.

### **Module F - Dignity**

Upon completion the student will be able to identify caring behaviors consistent with treating a resident with dignity.

### **Module G – Basic Restorative Care**

Upon completion the student will be able to explain the role of the nurse aide in basic restorative care and describe the processes involved with bowel and bladder training.

### **Module H – Body System**

Upon completion the student will be able to identify the structure and function of the cell and the integumentary musculoskeletal, nervous cardiovascular, respiratory, digestive, urinary, reproductive, endocrine and immune systems, describe the NAI's role in the provision of care for a resident with cancer, discuss changes in the body systems, compare and contrast normal finding, describe common disorder of the body systems, describe the NAI's role related to a resident's body systems.

### **Module I – Body Mechanics**

Upon completion the student will be able to describe principles of body mechanics that help prevent injury, identify measures to safely assist a falling person to the floor, describe correct positioning of residents.

### **Module J - Nutrition**

Upon completion of the student will be able to describe nutrition and hydration requirements for the older adult, identify basic nutrients, explain the use of the USDA's MyPlate, identify special diets ordered for the older adult based on illnesses or conditions, discuss nurse aide responsibilities related to dysphagia and prevention, explain the nurse aide's role in enteral and parenteral nutrition.

### **Module K – Restraint Elimination, Reduction, Appropriate Use**

Upon completion the student will be able to discuss the use of different types of restraints used in healthcare,



explore risks encountered from the use of restraints, understand the need for restraints and laws that regulate their use, discuss Resident's Rights and the NAI's role.

### **Module L – Communicating with the Health Care Team**

Upon completion the student will be able to describe components of communication with the healthcare team, discuss the importance of reporting and recording accurately, define HIPAA and its impact on communication, explain conventional and military time, explore the NAI's role in reporting and recording objective and subjective data.

### **Module M – The Nursing Process and Nursing Care Plan**

Upon completion of the student will be able to define and discuss the Nursing Process, explain the importance of the nursing process and the role of the NAI, define, and discuss Maslow's Hierarchy of needs, define the Nursing Care Plan and discuss its importance, discuss the NAI's role in the nursing care plan.

### **Module N – Incident Report**

Upon completion the student will be able to define and describe the significance of an incident report, discuss the importance of accurate, detailed reporting and documentation, determine which incidents require a report and who is involved, provide guidelines for reporting and recording.

### **Module O – Critical Thinking**

Upon completion the student will be able to define and describe the importance of the nurse aide using critical thinking skills while performing resident care, discuss the importance of critical thinking, discuss five questions that nurse aides should ask in order to think critically.

### **Module P – Family and Family Support**

Upon completion the student will be able to describe the importance of family and family support to the resident. List measures that the nurse aide can do to support family members of residents.

### **Module Q – Person-centered Care**

Upon completion the student will be able to define person-centered care, describe the characteristics of a facility incorporating person-centered area.

### **Module R – Cognitive Changes Due to Aging**

Upon completion the student will be able to identify cognitive changes that occur due to aging, describe the importance of pacing and patience while delivering care to the older adult.

### **Module S – Psychological Effects of Aging**

Upon completion the student will be able to describe the psychological effect of aging, explain the nurse aide's role in meeting the basic needs of the resident, describe the nurse aide's role in caring for residents with a variety of responses such as the depressed resident, combative resident, and the agitated resident, describe the feelings and behaviors of older adults moving into a nursing home.

### **Module T – Dementia and Alzheimer's Disease**

Upon completion the student will be able to define the terms dementia, Alzheimer's disease, and delirium, describe the nurse aide's role in the care of the resident with Alzheimer's.

### **Module U – Mental Health and Mental Illness**

Upon completion the student will be able to explain the role of the nurse aide in the de-escalation of the resident who is agitated, describe anxiety disorders, and describe mood disorders.

### **Module V – Pain**

Upon completion of the student will be able to define pain, explain the role of the nurse aide in pain



management.

### **Module W – End of Life Care**

Upon completion the student will be able to describe the nurse aide's role in end-of-life care, describe cultural differences in dealing with end of life, examine own feelings about the end of life.

### **Electrocardiogram (EKGT 1000)**

This 45-clock hour course is designed to give the student an understanding of the basic anatomy of the heart and a case-based approach to EKG interpretation. The ECG/EKG course teaches students the basics of an EKG. Students learn the heart's electrical conduction system as well as its structure and function. They are instructed on waves and complexes, timing, paper speed, varieties of machines and troubleshooting techniques. Students will know the correct placement of the leads of the EKG and how to prepare the patient for the exam. They also learn to analyze the EKG tracings for normal rhythms or cardiac arrhythmias.

#### **Objectives**

- Identify basic normal EKG waveform morphology.
- Describe the normal physiology of cardiac conduction.
- Distinguish between basic dysrhythmias.
- Demonstrate the technique for calculating rates and measuring PR, QRS and QT intervals.
- Define the range of normal for the PR, QRS and QT intervals.
- Describe and recognize the features of normal sinus rhythms and abnormal rhythms on several ECG samples.
- Identify pacemaker functioning on several ECG samples.
- List treatment modalities for abnormal rhythms.
- Recognize the normal 12 lead EKG.
- Recognize and understand implications of right bundle branch block and left bundle branch block.

### **Medical Billing and Coding**

This 258-clock hour program thoroughly prepares students to correctly code patients' medical records and to optimize reimbursement for a full range of medical services. Students are introduced to several techniques for finding and applying the correct codes in today's standard coding systems and job assumed include Medical Billing Specialist, Medical Coder, and/or Medical Office Manager. Upon successful completion of the program graduates are eligible to register, prepare, and take the National Health Career Association (NHA)'s Certified Medical Biller and Coder (CMBC) certification examination.

#### **Objectives**

- Discuss an insurance company claim process.
- Discuss the process for obtaining authorization for additional treatment by a healthcare specialist.
- Discuss the authorization process for a patient requesting an initial appointment with a health care specialist.
- Discuss the difference between the terms "primary diagnosis" and "principal diagnosis".
- Identify and properly use specific terms, marks, abbreviations, and symbols used in ICD-9-CM coding system.
- Explain the format of the CPT system.
- Discuss the qualifications for a "preventative medicine visit".
- Define the following terms, phrases, and abbreviations: Medical necessity, Subjective, Objective Assessments, Plan, Operative report, OP notes.
- Code diagnoses and procedures from source documents to complete insurance information on the CMS-1500 claim form. (Formerly HCFA-1500)
- State the four processing steps that must occur before a completed form can be mailed to the insurance company.
- Explain function of National Blue Cross and Blue Shield Association.
- List six categories of persons eligible for Medicare coverage.  
List and define seven types of insurance programs that are primary to Medicare.



- State the deadline for filing Medicare claims.
- List Medicaid federal guidelines.
- List services covered under the federal portion of Medicaid assistance.
- Explain how to verify a patient's Medicaid eligibility.
- List Tricare eligibility categories: List six services that are not covered by Tricare.
- Demonstrate understanding of HIPAA Compliance, PHI, and Confidentiality
- List and define the levels of Tricare coverage.
- List the categories of workers covered by the federal compensation program.
- List and describe types of worker's compensation available at state level.
- Describe the correct billing procedures for worker's compensation cases.
- Describe how to set up a filing system for completed claim forms.

○ **BIO 0170 & 0171 – Anatomy & Physiology for the Health Profession • 80 hours**

This course provides an overview of the basic principles of anatomy and physiology of various systems of the human body. Medical specialties, diseases, treatments, and diagnostic testing pertaining to the various body systems along with the role and responsibilities of the medical assistant will be covered in this course. This course will define and use medical vocabulary including medical abbreviations and symbols through the study of the fundamentals of word construction and word analysis, with emphasis on spelling and pronunciation.

○ **DMAT 1100 – Medical Law & Ethics • 30 hours**

This course outlines the general ethical and legal principles involved in the medical profession, which include legal responsibilities, professional liability, licensing, contracts, confidentiality, HIPAA, risk management, and general application of the law in the medical field. Students will review and discuss the standard point of care for a patient. Discuss human relations and effective communication. Discussion will be done by giving scenarios for the students in areas concerning morals, advance directives, confidentiality, sexually transmitted diseases, reproductive services, birth control, blood transfusions, and religious beliefs.

○ **DMAT 1310 – Therapeutic Communication • 40 hours**

This course focuses on communication, learning theories, and practical application of therapeutic communication in a variety of patient situations. It also presents basic communication skills and approaches appropriate for all age groups. Topics covered will include stress, anger, suicide, depression, drug dependency, abuse, loss, and grief. Extensive practice exercises will be used to enhance learning and retention.

○ **DMAT 1315 - Administrative Medical Assisting Procedures • 40 hours**

The purpose of this course is to prepare the medical assistant to assume a professional role in front office procedures. Emphasis is placed on the development of communication, professionalism, managing patient records, banking, purchase procedures and interactive skills as they apply to screening telephone calls, and scheduling appointments. Proper documentation skills and patient education will be emphasized.

○ **DMAT 1320 – Introduction to Billing, Coding, and Insurance • 40 hours**

This course is designed to introduce the student to the basics of the medical billing process, including insurance terminology, electronic medical records, practice management systems, medical coding systems, government and private payers, healthcare claims, general insurance procedures and patient billing/collection.

○ **HLSC 0170 – Medical Terminology I • 40 hours**





This course will provide an understanding of the primary components of anatomical roots with an emphasis on understanding secondary components: combining forms, prefixes, suffixes, and homonyms. This will provide a student with a strong knowledge base of medical terminology which is essential to anyone entering the healthcare profession.

○ **HLSC 0171 – Medical Terminology II • 40 hours**

This course presents the student with logic, step-by-step method for building a medical vocabulary and picks up where Medical Terminology I left off. Students will learn to recognize and build medical terms after learning the meaning of word parts. The focus of this will be on the cardiovascular, respiratory, digestive, endocrine, immune, urinary, and reproductive systems. Additionally, the biochemistry of energy production and metabolism are discussed. Medical Vocabulary will be discussed to include abbreviations and symbols with an emphasis on word construction, word analysis, spelling, and pronunciation.

○ **PCDV 1100 – Professional Career Development • 30 hours**

Professional Career Development (PCD) is a course designed to give you a very early start in the process of career planning and development. The process involves thoughtful self-assessment, career exploration, planning and follow-through with preliminary employment strategies. The philosophy of the course is that this process is ongoing, systematic, and aimed toward a fulfilling work life, which is part of your overall plan for personal development. Engaging in this ongoing process should be challenging, interesting, and enjoyable. Taking advantage of the options in this PCD course will aid you in your transition from college student or professional employee and give you a more direct route to your long-term career goals by anticipating and acquiring the requisite skill sets, courses, and experiences for an entry-level job that will be the best starting point on your chosen career path.

○ **MDBC 2215 – Diagnostic Coding • 30 hours**

In this course students will gain the skills necessary to utilize the International Classification of Diseases (ICD-10-CM) to code diagnoses for inclusion on claim forms. These skills include an explanation of the purpose of each of the major divisions, the use of symbols, punctuation and abbreviations unique to the ICD-10-CM book. The application of medical terminology and knowledge of anatomy and physiology in assigning ICD-10-CM diagnostic codes to accurately code according to ICD-10-CM principles is also an integral part of this course.

○ **MDBC 2220 – Procedural and Ancillary Care Coding • 30 hours**

This course introduces the coding principles as identified by the Current Procedural Terminology (CPT) coding system. Procedural codes are used as a critical means of communication between health care professionals, patients, and third parties such as insurance plans. The codes are reflective of services performed in the care of patients in the U.S. The course also includes the introduction of Evaluation and Management (E/M) codes which identify encounters or visits in a variety of locations and are relevant for describing visits provided by health care professionals for the care of the patient.

○ **MDBC 2225 – Advanced Coding • 30 hours**

This course is designed to teach the student the advanced skills of CPT, HCPCS, and ICD-10-CM coding. The student will learn coding for medical necessity and how to code from case studies and patient records. The student will review patient records and will abstract information to select diagnoses, procedures and/or services to be coded. The student will code patient records according to ICD-10-CM, CPT, and HCPCS, sequence the principal (inpatient) and primary (outpatient) diagnosis, sequence principal procedures on inpatient cases, identify inpatient co-morbidities and complications to be coded, identify additional conditions to be coded on outpatient records and apply CPT coding rules for bundling codes.



### **Medication Administration (MEDS 1100)**

This 24-clock hour program is designed to prepare the participant to meet the requirements of the Medication Aide Act and to assume the role and responsibilities of a Medication Aide. The training is intended for the Medication Aide in an assisted living facility, nursing facility, or intermediate care facility for the mentally retarded. It may also be used to train Medication Aides in other settings. The Medication Aide training program covers the basic preparation for administration of medications by unlicensed persons in a skilled nursing facility setting. Students who complete this program will be eligible to take the North Carolina Board of Nursing Medication Aide Exam

#### **Objectives**

- Identify the general role of a medication Aide.
- Recognize legal implications medication administration errors.
- Demonstrate proficiency and safety in the preparation of medications.
- Demonstrate proficiency in reading medication labels.
- Demonstrate proficiency in the use of six rights to administer oral, topical, eye, ear, inhalant, vaginal, and rectal medications.
- Demonstrate proficiency in the practice of principles of infection control when administering medication.
- Demonstrate proficiency in preparing a clean, well-lit, and well supplied work area from which to safely administer medications.

### **Pharmacy Technician (PHTC 1500)**

This 120-clock hour course provides the student with skills that are important in assisting the pharmacist in preparing and dispensing medication. The student will be trained in medication order processing, inventories, compounding, packaging, and use of a prescription balance. It graduates for certification as a Certified Pharmacy Technician. Upon satisfactory completion of this course, the students are eligible to take the National Certification Exam.

#### **Objectives**

- Possess a working knowledge of basic pharmacology.
- Demonstrate an understanding of the duties and responsibilities of a pharmacy technician including law and ethical guidelines for practice.
- Possess a working knowledge of the classifications of drugs.
- Demonstrate a working knowledge of routes of administration, dosage forms, and drug dosages.
- Possess a working knowledge of the anatomy and physiology of the human body.
- Demonstrate the ability to perform essential functions relating to inventory control and purchasing.
- Possess a working knowledge of procedures and techniques relating to aseptic technique, compounding, and parenteral dosage preparation.
- Demonstrate the ability to distinguish between trade and generic names of drugs and abbreviations used in pharmacy practice.
- Demonstrate an understanding of the procedures and operations relating to the manufacturing, packaging, and labeling of drugs.

### **Nurse Aide II (CNA II 1200)**

In this 160 clock hour course participants will review various approaches to advance nursing assistant procedures. The human body and its function will be addressed as it relates to the course content. This course will include review of scope of practice for CNA II, emphasis is placed on sterile techniques, oxygen therapy, suctioning, tracheotomy, break up and removal of fecal impaction, sterile dressing change / wound irrigation, IV fluid assistance activities, elimination procedures, nutritional activities, and urinary catheters.





## Objectives

- Demonstrates knowledge of the legal and ethical role of the Nursing Assistant II as a member of the health team.
- Demonstrates knowledge of the scope of practice for the NA II
- Accepts responsibility for own actions.
- Provides safe, competent nursing care to clients.
- Demonstrates basic communication skills with others.
- Demonstrates respect for client individual/rights (culture, confidentiality, privacy.)
- Reports/documents information accurately.
- Maintains sterile technique when applicable.
- Verbalizes understanding of advanced NA II procedures.
- Verbalizes understanding of procedures.
- Organizes to complete procedures within allotted time.
- Reports errors/accidents promptly to appropriate personnel.

### **Nurse Aide II Competency Assessment (CNAII 0200)**

In this 80-clock hour 2-day refresher course participants will review various approaches to advance nursing assistant procedures. The human body and its function will be addressed as it relates to the course content. This course will include review of scope of practice for CNA II, emphasis is placed on sterile techniques, oxygen therapy, suctioning, tracheotomy, break up and removal of fecal impaction, sterile dressing change / wound irrigation, IV fluid assistance activities, elimination procedures, nutritional activities, and urinary catheters.

### **CPR and First Aid (CNT 108)**

This 6-clock hour class teaches CPR and choking management for infants, children, and adults. It also trains the student to act in situations such as bleeding, shock, burns of all degrees, wound care, head & spinal injuries, chest, abdominal, & pelvic injuries, splinting, fractures, sprains, poisoning, safety emergency situations.

### **Medical Assistant**

This program will include 776 clock hours' courses with 616 of supervised classroom and 160 clinical instructions. The MA program includes the following courses:

## Objectives

After successful completion of this course the student will be able to:

- Identify parts of the human body.
- Describe the basic function of each body system.
- Obtain the vital signs of a patient.
- Demonstrate the collection of specimens.
- Recognize legal implications medication administration errors.
- Demonstrate proficiency and safety in the preparation of medications.
- Demonstrate proficiency in reading medication labels.
- Demonstrate proficiency in the use of six rights to administer oral, topical, eye, ear, inhalant, vaginal, and rectal medications.
- Demonstrate proficiency in the practice of principles of infection control when administering medication.
- Demonstrate proficiency in preparing a clean, well-lit, and well supplied work area from which to safely administer medications.



- Upon graduation, students are qualified to work as an entry-level Medical Assistant, an Administrative Medical Assistant, a Medical Receptionist, and a Medical Records Specialist in physicians' offices, outpatient care centers, hospitals, chiropractors, nursing homes, and more.

- **BIO 0170 & 0171 Anatomy & Physiology for the Health Profession • 80 hours**

This course provides an overview of the basic principles of anatomy and physiology of various systems of the human body. Medical specialties, diseases, treatments, and diagnostic testing pertaining to the various body systems along with the role and responsibilities of the medical assistant will be covered in this course. This course will define and use medical vocabulary including medical abbreviations and symbols through the study of the fundamentals of word construction and word analysis, with emphasis on spelling and pronunciation.

- **DMAT 1100 Medical Law & Ethics • 30 hours**

This course outlines the general ethical and legal principles involved in the medical profession, which include legal responsibilities, professional liability, licensing, contracts, confidentiality, HIPAA, risk management, and general application of the law in the medical field. Students will review and discuss the standard point of care for a patient. Discuss human relations and effective communication. Discussion will be done by giving scenarios for the students in areas concerning morals, advance directives, confidentiality, sexually transmitted diseases, reproductive services, birth control, blood transfusions, and religious beliefs.

- **DMAT 1140 - Introduction to Pharmacology • 40 hours**

This course is designed to provide the student with knowledge of basic drugs, their uses and effects on the body, and their correct abbreviations and terminology. The interpretation of physician's medication orders is included. This course will review the anatomy, physiology, and terminology as it pertains to pharmacology, injections, immunizations, and medication administration.

- **DMAT 1310 – Therapeutic Communication • 40 hours**

This course focuses on communication, learning theories, and practical application of therapeutic communication in a variety of patient situations. It also presents basic communication skills and approaches appropriate for all age groups. Topics covered will include stress, anger, suicide, depression, drug dependency, abuse, loss, and grief. Extensive practice exercises will be used to enhance learning and retention.

- **DMAT 1315 - Administrative Medical Assisting Procedures • 40 hours**

The purpose of this course is to prepare the medical assistant to assume a professional role in front office procedures. Emphasis is placed on the development of communication, professionalism, managing patient records, banking, purchase procedures and interactive skills as they apply to screening telephone calls, and scheduling appointments. Proper documentation skills and patient education will be emphasized.

- **DMAT 1320 – Introduction to Billing, Coding, and Insurance • 40 hours**

This course is designed to introduce the student to the basics of the medical billing process, including insurance terminology, electronic medical records, practice management systems, medical coding systems, government and private payers, healthcare claims, general insurance procedures and patient billing/collection.

- **DMAT 1350 - Pharmacy Mathematics • 30 hours**



This course is designed to meet the needs of the Clinical Medical Assistant. Emphasis will be placed on accuracy and competency in calculating drug dosages and the preparation of a medication for administration in a clinical setting.

○ **DMAT 2100 – Foundation and Procedure I • 40 hours**

This course is designed to provide the student with the skills and knowledge needed to understand personal safety as it applies to the clinical setting. Focuses on the role of the Medical Assistant in assisting with gynecological and other special exams. Assist the pediatric patient with Well Child Check and Immunizations. Students will demonstrate fundamental clinical skills as obtaining a chief complaint and skills with documentation, recording vital signs, preparing rooms, setting up patients for special examinations, patient positioning, and draping. Patient education, quality care, and professional behavior are emphasized throughout this course. Quality care and professional behavior are emphasized through this course.

○ **DMAT 2150 – Foundation and Procedure II • 40 hours**

The purpose of this course is to allow the student to utilize knowledge obtained in the sciences as it pertains to the lab setting. This course is designed to polish and enhance the student's knowledge and skills in specific assisting procedures including specimen and blood collection (phlebotomy). Emphasis is placed upon competency and lab skills, patient education, hematology, diagnostic tests, urinalysis, and microbiology.

○ **DMAT 2200 – Foundation and Procedure III • 40 hours**

This course is designed to provide the student with the skills and knowledge in the sciences as it pertains to clinical and lab settings. This course is designed to polish and enhance the student's knowledge and skills in specific medical assisting procedures. The student will progress from general examination to the specific examination that identifies the course of presenting medical symptoms. The student will gain knowledge of sterile techniques and assist with surgery in the medical office. Care and operation of surgical instruments, post-surgical wound care. The student will be prepared to administer medications by specific routes as well as irrigating and medicating the eye and ear.

○ **DMAT 2225 – Foundation and Procedure IV • 40 hours**

This course introduces the history of medicine and focuses on the role of the Medical Assistant in assisting with exams. This course also includes procedures to perform (CPR) cardiopulmonary resuscitation, First Aid, emergency preparedness, law and ethics pertaining to emergency procedures, and medical office safety procedures. Students will demonstrate clinical skills in recording vital signs, preparing patients and electrocardiograph, and performing ECGs. Review and illustrate CPT and using a defibrillator in emergency situations. Review the basic concepts of radiology. Students will demonstrate the proper method of first aid for accidents and injuries. The student will learn the proper procedure for emergencies in the medical office. The student will have knowledge of rehabilitation, learning the proper body mechanics to educate patients about the use of crutches, walkers, canes and wheelchairs. This will also include patient education on nutrition, exercise and healthy living. Topics include OSHA guidelines, regulations, and basic concepts of the electrical conduction of the heart. Patient education, quality care, and professional behavior are emphasized throughout this course.

○ **DMAT 2300 – Medical Assistant Refresher Review • 40 hours**

This course is designed as a review tool for the Medical Assisting student in preparation for successful completion of credentialing examination, to aid students in discovery of content areas needing review, recalling administrative, clinical, and trans-disciplinary medical assisting principles, medical assisting guidelines, skills competency review, and practice of computer-based test-taking skills.



○ **DMAT 2400 – Medical Assistant Clinical Externship • 160 hours**

Present the theory and techniques required by the medical assistant to perform fundamental skills at intermediate and advanced levels. Procedure skills include those associated with Gastroenterology, Urology, Neurology, Obstetrics, Gynecology, Geriatrics, family medical practice, surgical, and specialty practices. Emphasis is placed on competency- based skills and techniques used in male and female catheterization, enemas, patient/client instructions for GI testing, pre-and postnatal exams, Pap smears, assisting with minor surgical procedures, assisting with technical diagnostic procedures, and technique.

○ **HLSC 0170 – Medical Terminology I • 40 hours**

This course will provide an understanding of the primary components of anatomical roots with an emphasis on understanding secondary components: combining forms, prefixes, suffixes, and homonyms. This will provide a student with a strong knowledge base of medical terminology which is essential to anyone entering the healthcare profession.

○ **HLSC 0171 – Medical Terminology II • 40 hours**

This course presents the student with logic, step-by-step method for building a medical vocabulary and picks up where Medical Terminology I left off. Students will learn to recognize and build medical terms after learning the meaning of word parts. The focus of this will be on the cardiovascular, respiratory, digestive, endocrine, immune, urinary, and reproductive systems. Additionally, the biochemistry of energy production and metabolism are discussed. Medical Vocabulary will be discussed to include abbreviations and symbols with an emphasis on word construction, word analysis, spelling, and pronunciation.

○ **PCDV 1100 – Professional Career Development • 30 hours**

Professional Career Development (PCD) is a course designed to give you a very early start on the process of career planning and development. The process involves thoughtful self-assessment, career exploration, planning and follow-through with preliminary employment strategies. The philosophy of the course is that this process is ongoing, systematic, and aimed toward a fulfilling work life, which is part of your overall plan for personal development. Engaging in this ongoing process should be challenging, interesting, and enjoyable. Taking advantage of the options in this PCD course will aid you in your transition from college student or professional employee and give you a more direct route to your long-term career goals by anticipating and acquiring the requisite skill sets, courses, and experiences for an entry-level job that will be the best starting point on your chosen career path.

○ **CNT 108 – CPR and First Aid • 6 hours**

This 6-clock hour class teaches CPR and choking management for infants, children, and adults. It also trains the student to act in situations such as bleeding, shock, burns of all degrees, wound care, head & spinal injuries, chest, abdominal, & pelvic injuries, splinting, fractures, sprains, poisoning, safety emergency situations.

**Phlebotomy Technician (PHLT 1100)**

This 240-clock-hour course provides instruction in the skills needed for the proper collection of blood and other specimens used for diagnostic testing. Emphasis is on ethics, legalities, medical terminology, safety and universal precautions, health care delivery systems, patient relations, anatomy and physiology, and specimen collection. Upon completion, students should be able to demonstrate competence in the theoretical comprehension of phlebotomy techniques.

**Course Objectives**



- Students will be able to describe hospital departments, major sections of the Clinical Lab, types of specimens, and test ordered.
- Students will be able to discuss Patient's Bill of Rights, effective communication skills. Explain the organization of personnel in the clinical laboratory.
- Students will be able to recognize major medical abbreviations and define terminology frequently used in the health profession.
- Students will be able to recognize, list, and describe all supplies and equipment used in the collection of blood/body fluids.
- Students will understand the following: Problems, disposition and treatments or problems a patient may encounter that may affect a blood specimen.
- Phlebotomists work in a doctor's office, Laboratories, nursing homes, or a hospital drawing patients' blood and preparing and processing it for testing. Other responsibilities may include maintaining patients' records, sterilizing equipment and explaining procedures to patients. Upon completion, they become competent in:
  1. Venipuncture
  2. Micro-collection
  3. Patient identification
  4. Patient, phlebotomy tech interaction
  5. Proper labeling

### **Phlebotomy Technician Hybrid (PHLT 1101)**

This 240-hour course provides instruction in the skills needed for the proper collection of blood and other specimens used for diagnostic testing. Emphasis is on ethics, legalities, medical terminology, safety and universal precautions, health care delivery systems, patient relations, anatomy and physiology, and specimen collection. Upon completion, students should be able to demonstrate competence in the theoretical comprehension of phlebotomy techniques.

### **Guaranty Bond**

As required under North Carolina General Statutes G.S. 115D-95, Mount Eagle College maintains, on file with the Clerk of Superior Court in the county where a campus is located, a guaranty bond. The guaranty bond is equal to or greater than the maximum amount of prepaid tuition held existing at any time during the most recent fiscal year. A copy of the guaranty bond is available for review by students and prospective students in the Financial Planning Office.

### **Financial Standing**

\*No student will be issued a certificate, diploma, a letter of recommendation, a transcript of credits, or provided job placement assistance, unless student's financial obligations to the College are satisfied.

Financial Planners are available to provide information relating to financing tuition and meeting ongoing personal expenses.

### **Academic Information**

**Academic Transcripts:** Transcripts are maintained for all students and contain a listing of classes attempted, grades earned, and the student's status (i.e. graduate, active, drop, etc.)



**Transcript Requests:** Current or past students, as well as graduates, may request, in writing, that a transcript of grades be sent to any party or institution. The College provides one transcript at no cost to each graduating student. All subsequent transcripts will be sent at a cost of \$5.00 each (see “Tuition and Fees”). Transcripts will not be provided for persons with outstanding financial obligations to the College. Upon receipt of properly authorized request and payment of transcript fee, transcripts will be sent by mail within 30 workdays.

Students may have copies of their educational records and this policy. Copies of records will be made at rates stated in the College’s copy charge policy.

**Official transcripts** will cost \$5.00 per transcript. To request a transcript, students will need to fill out Transcript Request Form. Please allow 2 weeks for the request to be processed by the Administration office.

Official copies of academic records or transcripts will not be released for students who have a delinquent financial obligation or financial "hold" at the College, unless otherwise required by law.

**Grading System:** A complete record of academic accomplishments is maintained for each student. A copy of the student academic progress is given to each student at the end of each term (module). This report contains the current term and cumulative grade point averages (CGPA). Transcripts and/or grade reports of the student’s progress may be mailed, posted, or given to the student. Students may also obtain a copy of their grades from the Registrar. If a student wishes to contest a final grade, the challenge must be submitted in writing to the Director of Education or the Campus Director within ten (10) days of the end of the term (module) in which the grade was earned. The challenge must include a detailed explanation of why the student believes the posted grade is incorrect. Documentation such as graded copies of assignments, tests, and quizzes may be submitted to support the claim of an inaccurate grade.

Students will receive a syllabus stating the basis for assessment/evaluation in each course. Grades are assigned and recorded at the end of each academic term. Grades of “W” or “F” are not considered passing and must be repeated. Grades of “I” are not considered passing and must be completed (see Incomplete Grades below). In the cases “F” repeats, the new grade replaces the old one in the CGPA calculation, but the “F” remains on the student transcript. Tuition is charged for repeated courses involving “W” or “F” grades.

The College uses a four-point grading system, and each letter grade has a numerical equivalent called GPA Value. The College also employs a ten (10) point grading system with grades determined as follows:

## Grade Points Rank Interpretation

### General Courses

**\*Grade Points Rank Interpretation For all Classes Except NA 1**

Point Range	Interpretation	Grade	Points
90 – 100	Excellent	A	4.0
80-89	Very Good	B	3.0
70 – 79	Average	C	2.0
60 – 69	Poor	D	1.0
Below 60	Failure	F	0



N/A	Withdrawal	W	0
N/A	Incomplete	I	0
N/A	Transfer	T	0
N/A	Repeat	R	0

A "W" will be given to a student who withdraws before the end of a unit. An "I" is defined as "Incomplete" A "C" or 70% is acceptable GPA for all classes except NA 1

## TRANSFER OF CREDITS (T) AND ADVANCED PLACEMENT POLICY

Transcripts of previously completed academic work are evaluated and credit may be transferred to meet existing coursework requirements. The College will accept transfer credit from applicable courses completed at other institutions, colleges or universities approved or accredited by an agency recognized by the US Department of Education or foreign equivalent. To be eligible for transfer credit, each course must be equivalent with a grade of "C" or better. Students have 20 days from the date of enrollment to transfer credit from other institutions, but course fees are still charged.

Students may receive transfer credit for up to 25% of total clock hours in the program of enrollment. Transfer of credit and/or advanced placement, are on case-to-case basis, and may be accepted in the form of an official transcript from an approved and/or accredited academic institution. Transfer credit accepted from study at other institution is recorded as "T", there is no academic value for the "T" grade, and it does not affect academic standing. Since transferring coursework credit to another institution is the option of the receiving institution, students should consult with the institutions to which they possibly wish to transfer credit before enrolling at Mount Eagle College.

## Standards for Grading for NAI Students Only

Point Range	Interpretation	Grade	Points
94 – 100	Excellent	A	4.0
85 – 93	Above Average	B	3.0
75 – 84	Average	C	2.0
69 – 74	Below Average	D	1.0
Below 60	Failure	F	0
N/A	Withdrawal/Passing	WP	0
N/A	Withdrawal/ Failing	WF	0
N/A	Incomplete	I	0





WP = Withdraw/Passing

WF =Withdraw/Failing

I = Incomplete

***Division of Facility Services requires an 80% grade average as a minimum requirement to become a Certified Nurse Aide***

## **Student Grading/Proficiency Policy (NA 1)**

- 1. A final classroom average grade of at least 75% on tests is required as course pass score.**
- 2. A final classroom exam grade of at least 75% is required as a course pass score.**
3. Proficient in demonstrating all the required sixty-nine (69) skills as documented in Appendix A. This practical portion of the course is graded by an evaluation of the instructional objectives performed in a competent and safe manner. A student will be required to be proficient in the laboratory setting prior to clinical experience.
4. Proficient in the practical portion is evaluated using performance steps/check sheets designed and attached on Appendix C. To evaluate proficiency of skills demonstrated, two evaluation criteria must be met that include:
5. A satisfactory pass of 100% in all critical elements. Critical elements are those steps that are identified as being bolded on each individual skill. And
6. On the remaining steps: A satisfactory completion of the number of steps as determined and indicated on each skill,

## **Academic Standing and Probation**

The student must have a 1.0 GPA at the end of 25% of a program, a 1.5 GPA at the program midpoint, and a 2.0 GPA upon completion of the classroom portion of a course and upon graduation.

If a student has not met the minimum acceptable standards for the above benchmarks, the student is placed on Academic Probation. The student must achieve the next benchmark or be dismissed from the program. A student may appeal dismissal based upon extenuating circumstances. The appeal must be made in writing to the Campus Director. If the appeal is accepted, the student may continue to pursue the program, but under no circumstance may a student continue once the student has attempted 150% of the program without successfully completing all coursework.

## **Calculating Grade Point Average (GPA)**

Student Grade Point Averages are computed at the end of each academic term. The credits earned for a course are multiplied by the grade's value earned in the course to produce the course's Quality Points. Quality Points for the term are added together and then divided by the total credits to yield the term GPA. For Example:

<b>Course</b>	<b>Credits</b>	<b>Grade</b>	<b>Points</b>	<b>Quality Points</b>
Course AA	2	B	3.0	6 (2 x 3)
Course BB	3	A	4.0	12 (3 x 4)





Course CC	4	C	2.0	8 (4 x 2)
<b>Totals</b>	<b>9</b>			<b>26</b>

GPA for this term would be 2.89 (26 total Quality Points divided by 9 total credits).

Note: Cumulative GPA (CGPA) is computed the same way involving all courses taken to date.

## Incomplete Grades (I)

An Incomplete “I” is awarded when work in a course is incomplete, but the instructor believes that a student can receive a passing grade with the completion of the missing requirements. To receive an “I”, an extension must have been granted by the instructor prior to the end of the term. A student who receives an “I” at the end of a course must submit the missing work by the first day of the next term, or in the time specified by the instructor (not to extend beyond the first day of the next term), or the “I” automatically becomes an “F”. If the “I” is received in a prerequisite; the student will not be able to begin the next course until the “I” has been changed to a passing grade. If the “I” occurs in a course for which there is supervised clinical practice, the student will not be permitted to participate in supervised clinical practice until all requirements of the course have been satisfied. Students are responsible for contacting their instructor and arranging for time to complete missed work or to take missed exams.

## Repeating a Course

Students must repeat a course in which a “W” or “F” grade was received. In cases of “F” grades, a repeated course’s passing grade replaces the “F”. If a student receives an “F” for the same course more than once, only the first “F” is replaced by the passing grade. While “W” grades have no impact on the GPA, they do remain on the transcript when repeated. Repeated courses (R) count as credits attempted during each module the student is enrolled in the course. Tuition is charged for repeated courses involving “W” or “F” grades. The last grade received for the repeated course becomes and will remain the grade of record. The Campus Director, in consultation with the Director of Education, may dismiss a student for failing the same course twice, regardless of GPA.

## Change of Program

When a student elects to change from one College program to another, the transcript is evaluated to determine which classes are applicable toward the new program. All classes attempted in the previous program that are also required in the new program will be used for determining the student’s GPA, credits earned, credits attempted and standards of satisfactory progress. Tuition adjustments will be made accordingly. There is a \$50 Change of Program fee (if applicable).

## Course Substitution Policy

The College reserves the right to substitute courses. Course substitutions must be requested in writing by the student, approved by the Director of Education or Program Director and at the ultimate discretion of the Campus Director. Course substitutions must be approved prior to the change being made and should enhance or fulfill the students’ educational experience.



## **Independent Study Course Policy**

Independent study involves a high level of independence and self-direction on the part of the student to read, conduct research, and complete written examinations, reports, research papers, and similar assignments designed to measure the student's grasp of the subject matter. Under the supervision of a faculty member, a learning contract shall be developed which outlines specific learning objectives, texts, supplemental readings, course requirements, evaluation criteria and examination dates. Because Independent Study classes are the exception and not the rule, the number of courses that a student will be allowed to take independently should be limited.

## **Externship and Practicum Requirements**

Permission of the Program Director, Director of Education, or Campus Director is required prior to starting any externship. Externships are generally offered during the day only and placement into a particular externship is based upon availability, therefore, there is no guarantee that the student's externship hours will be the same as their class hours. The exact time and number of externship hours to be completed weekly by a student will be determined by the externship site, Director of Education/Campus Director, and the number of externship hours required to be completed during the term. While it is preferred that all externship hours be completed within the term for which the student is scheduled, extensions may be granted with the permission of the Director of Education/Campus Director. Program completion dates may vary based upon the weekly hours in the externship and the ultimate completion of the externship hours.

Permission of the Program Director or Director of Education (DOE) is required prior to starting any practicum. Practicums are offered on campus at designated classroom locations. There is no guarantee that the student's practicum hours will be the same as regular class hours. The exact times and number of practicum hours to be completed weekly by a student will be determined by their progress, DOE/Program Director, and number of practicum hours required to be completed during the term. While it is preferred that all practicum hours be completed within the term for which the student is scheduled, extensions may be granted with the permission of the Director of Education/Campus Director.

## **Grade Point Average for Completion**

To be eligible for graduation and the awarding of a diploma/certificate, a student must have a cumulative GPA of at least 2.0 ("C") (see Graduation/Completion Requirements).

## **Graduation/Completion Requirements**

In all programs students must complete the required hours of class work, labs and clinicals. A minimum grade of 75% overall in Nursing courses: CNAI, CNAII, Medication Administration. In Allied Health courses: 75% or better on all courses within the program.

### **Nursing**

- CNAI
  - All students must complete 30 hours of course work, 60 hours of lab and 30 hours of clinical. A minimum grade of 75% is required.
- CNAII



- All students must complete 40 hours of course work, 80 hours of lab and 40 hours of clinical. A minimum grade of 75% is required.
- Medication Administration
  - Completion of 24 hours of course work and practical lab.

#### Allied Health

- Health Sciences
- Medical Coding and Billing
- Phlebotomy
- Pharmacy
- Medical Assisting

### **Classroom and Progress Policy**

- A student shall be placed on academic probation and will receive a written warning if at any time, they fail to maintain the proper grade. A student who is placed on probation shall have the next module or class during which to raise the cumulative grade point average to or above the minimum level. If the required grade level has not been reached during this probation period, that student shall be terminated from training for reasons of unsatisfactory progress. This will be considered academic suspension and will result in an F.
- In any event, a student must have earned at least an C average at the completion of the classroom phase of training before entering the clinical phase of training.
- A student must complete, with a passing grade, all the modules required. If not, they will be required to repeat and complete, with an acceptable passing grade, previously failed modules within that course of study. One chance will be given to bring the grade up. A student may not repeat more than two (2) previously failed, incomplete, or withdrawn courses.

### **Clinical and Lab**

Any clinical student who is unable to demonstrate competence in the clinical phase of training shall be required to repeat any portion of the classroom phase needed to reinforce those areas of weakness. Mount Eagle College will allow the students to wait until the next clinical session to complete their training. Otherwise, the student must pay an instructor \$20.00 per hour of private tutoring whenever the instructor is available. A grade of C is required to pass the clinical phase of training.

When a student enters academic probation during the classroom or clinical phase of training, they shall not be allowed to earn more than one incomplete. Any student earning more than one during the probationary period will be terminated for reasons of unsatisfactory progress.

Any clinical day missed; students will be required to make them up. The make-up schedule will be arranged at the convenience of the instructor. The student must pay \$20.00 per hour that the instructor must tutor the student. During the next scheduled clinical session, one make-up day will be given at no additional fee. Excused absences will be given for documented emergencies, such as death of immediate family member, or critical illness. In this case, appropriate documentation should be provided to the instructor.

### **Certificate/Complete Requirements**

The prescribed curriculum for each program as outlined in this catalog and the list below must be completed



before the student is eligible to receive a Mount Eagle College certificate or diploma.

- Grade point average that is satisfactory for your program (see grading scale)
- All required classes successfully completed.
- All financial obligations to the school satisfied.

## **Academic Hours**

50 minutes of classroom/clinical instruction constitutes a clock (contact) hour. The College takes great care to ensure that scheduled breaks are educationally appropriate. The cost of Student Learning Activity Packets, textbooks, and all other costs of materials are included in the programs' respective tuition.

## **Student Services Assistance**

Student Services seeks to support a variety of assistance needs outside of the classroom. Job search planning, advising and academic monitoring are just a few of the roles executed by this office. Student Services assists with all aspects of the job search process and career development; including, but not limited to, resume writing assistance and interviewing techniques. Placement services are always available for graduates in good standing should they suffer a job loss or would like further job search advice. Plan to visit the Student Services staff.

Disclaimer: Although Student Services offers the above assistance, the College specifically disclaims any guarantee of job placement for the student upon graduation.

## **Part-time Work**

Several students hold part-time jobs. Student Services will assist students in locating part-time employment on request. Such work is usually not in the field for which students are receiving educational training.

## **Resource Center/Library**

The resource center offers a range of media services. Students should regularly use the resource center to enhance the training received in class and to gain exposure to different methods of instruction. The resource center includes the College catalog and services such as the Internet and Resource Center Data Bases, which gives the student a direct route to massed intellectual resources. Other services and resources provided by the resource center include books, periodicals, information literacy instruction, magazine subscriptions, computer network access, and material on various media formats, including DVDs and CDs. Students are encouraged to suggest titles they would like to see added to the resource center. Theft or defacement of print and non-print resource center materials may result in disciplinary actions. Certain books/resources may be checked out for home use.

## **Campus Safety & Security**

Students should report any criminal activity to college officials who are responsible for reporting any criminal activity to the police or other appropriate authorities. The College has policies for securing the campus, its classrooms, and offices. These policies include securing the facility after the completion of classes and administrative operations and everyone has left the campus.

The College does not accept liability for a student's care, personal belongings, or safety while on campus or in parking lot and/or off-site locations. Students are expected to carry their own medical and personal property



insurance and to act accordingly to ensure their own safety.

## Drug Prevention Program & Policy

In compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act (Public Law 101-226) the College is committed to providing a workplace which is free from the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance (as defined in the Controlled Substance Act, 21 U.S.C. Sections 801, et seq.). The Drug-Free Schools and Communities Act requires that, as a condition of receiving any federal funds or form of financial assistance, that schools must certify, adopt, and implement a program to prevent the unlawful possession, use, or distribution of illegal drugs or alcohol.

The unlawful manufacture, distribution, dispensation, possession, or use of controlled substances and alcohol is prohibited on campus. It is the intent of the College to provide a drug-free, safe and secure work and learning environment for its employees and its students. No student will be allowed to report for class or an employee for work evidencing any effects of illegal drug or alcohol use.

Any violation of the above policy by a student may lead to the imposition of sanctions, up to and including suspension or expulsion. Any employee violating this policy is subject to disciplinary actions up to and including termination of employment. Employees and students may appeal against any such decisions to the Board of Directors of the College for review. In addition to sanctions imposed by the College, there are legal penalties under federal and state laws to which employees and students may be held accountable.

The College supports programs aimed at the prevention and treatment of substance abuse by college employees and students. Employees and students are encouraged to seek assistance for substance-dependency issues. Employee counseling and Leaves of Absence to attend rehabilitation programs are permitted and encouraged as appropriate means of dealing with these issues.

The College is designated a drug-free and smoke-free College. As such, the following activities are prohibited while the student is on the College premises or otherwise engaged in student activities:

- The manufacture, possession, use, sale, distribution, dispensation, receipt, or transportation of any controlled substances or illegal drugs. This includes all forms of narcotics, hallucinogens, depressants, stimulants, and other drugs whose use, possession, or transfer is restricted or prohibited by law.
- The consumption of alcoholic beverages.
- Being under the influence of alcohol, illegal drugs, or controlled substances in any matter during college hours whether or not consumed on college premises and whether or not consumed outside of college hours.
- Smoking in any building, facility, or vehicle owned or leased by the College on any grounds or property, including parking lots, owned, or leased by the College.
- At any college-sponsored or college-related event, on or off campus.

A student who engages in such behavior will be subject to disciplinary action up to and including dismissal from the College. **Exceptions: drugs prescribed by a physician, dentist, or other person licensed by the state or federal government to prescribe or dispense controlled substances or drugs, used in accordance with their instructions, are not subject to the restrictions of this policy.**

## Background Check & Drug Test

Students are required to authorize Mount Eagle College (MEC) to obtain background check and/or drug test(s). Students may be required by Mount Eagle College to obtain a background check and/or drug test or authorize, where appropriate, clinical training facilities to conduct the background check and/or drug test and to permit the results provided by the reporting agency to Mount Eagle College and/or to the clinical training facilities. If the background



check and/or drug test(s) reveal information of concern, which MEC may deem unfavorable, MEC will provide the enrolled student a copy of the report “A Summary of Your Rights Under the Fair Credit Reporting Act” and request the individual to provide a detailed written explanation of the information contained in the report along with appropriate documentation (e.g., police reports). This information must be returned to the College withing ten (10) business days of the date the communication is sent, or another date specified by MEC in its communication with the student.

If information received indicates that the student has provided false or misleading statements, has omitted required information, or in any way is unable to meet the requirements for completion of the program, then the admission may be denied or rescinded, the student may be disciplined or dismissed, or his/her enrollment terminated.

**Passing a drug test screening prior to an externship placement may be required.**

## **Additional Admission Requirements for Allied Health Students**

In addition to being in good health and physically able to perform the duties and techniques required for employment in the medical field, students are required to provide verification that their immunizations are current, including the Hepatitis B series, or sign an Acknowledgement, Release and Requisition/Declination Form attesting to their understanding that immunizations must be current before certain courses can be taken or activities be performed. The College does not pay for any fees associated with either receiving immunizations or their verification.

## **Admission for Applicants with Disabilities**

Mount Eagle College provides a few special facilities and services for handicapped individuals who are qualified for such services by meeting established academic and technical standards requisite to admission and participation in a program of study. The physical facilities available for handicapped students include handicapped student parking and convenient accessibility to classrooms, laboratories, the Resource Center/Library, student lounge, restrooms, and all support service areas at the College for those students confined to a wheelchair.

Students with a qualified impairment of sensory, manual, or speaking skills may be assisted with the provision of auxiliary educational aids within the limits of the College or outside agency resources. Auxiliary aids include interpreters or other effective methods of making orally delivered materials available to students with hearing or speaking impairments. The College expressly allows for third-party payment for auxiliary aids and services from agencies such as CMS, Rehabilitation Services and/or charitable organizations but does not or shall not provide any type of funding or payment for such services.

## **Readmission**

Students who have been suspended, terminated, or withdrawn from the College may seek re-admission “under certain circumstances” by submitting a new application, as well as by submitting a written essay describing the circumstances for his/her separation from the College and to explain why he/she feels re-admittance is appropriate. A re-admissions team, as designated by the Campus Director, will review the essay, meet with the student, and have final say as to whether re-admission is granted. Previous coursework taken at the College will be evaluated for decisions concerning placement in classes. The College may require additional documentation and is not obligated to re-admit a student. All re-entering students must pay a non-refundable re-admission fee and will enter at the prevailing tuition and fee rates and under all policies and program requirements current at the time of re-entrance. Any student returning after any period of non-attendance greater than six (6) months must attend another orientation session before starting classes.





## Satisfactory Academic Progress (SAP)

Students must be progressing toward program completion with a GPA that tracks toward the minimum GPA required for graduation (2.0 or “C”). The College has established certain benchmarks to be achieved along the way. Progress Reports are made available to students throughout their program. At a minimum, a student’s progress will be monitored at the evaluation points for SAP. These benchmarks assure that a student is tracking toward graduation and attempting less than 150% of the credits in the program. Percent completion rates reflect the rate at which students earn credit for courses attempted. If necessary, special tutoring sessions may be arranged and/or the student may be required to attend an additional section of the class if available.

In addition to maintaining an acceptable GPA, students must pursue the program at an acceptable pace. Continued enrollment is contingent on making satisfactory academic progress. Excessive failures or course withdrawals may lead to loss of good standing regardless of GPA. Under no circumstances may a student attempt more than 150% of the credits in credit hour or clock hour programs. In other words, the student must complete the program within 1.5 times the normal completion time required for the program in which he/she is enrolled. Students who exceed the 1.5 times requirement will be withdrawn from the College.

### Definition of SAP Status

- Satisfactory: Satisfactory status is achieved when all criteria explained above are met.
- Warning: Students (who are not currently on Warning Status) who do not have the required cumulative grade point average and/or who are not meeting the 150%-time frame, will be placed on Warning Status for the following academic term.
- Suspension: Students on Warning Status who have not met the 150%-time frame and/or earned the minimum required CGPA will be suspended at the conclusion of the Warning Status period. Students may appeal suspension by providing information on extenuating circumstances, indicating what has changed to allow successful academic progress. Documentation must be included with the appeal to support your appeal. Appeals must be submitted in writing to the Campus Director by the date specified by the Registrar.
- Probation: Probation status can be granted to a suspended student who has an approved SAP appeal due to extenuating circumstances. If SAP is not met at the end of the probation period, the student may be placed on an academic plan that will ensure SAP standards will be met.

### Appeal for Probationary Period

Students who fail to meet one or more of the requirements for SAP at the conclusion of their Warning period are in a SAP suspension status. This student may appeal this determination to the Campus Director. An appeal must be based on significant mitigating circumstances that seriously impacted academic performance (for example, serious illness or injury of the student, or death of a relative). In the SAP Appeal, a student is expected to demonstrate an understanding of what SAP measures failed and what has changed that will allow the student to meet SAP at the next SAP evaluation. Please note that merely filing a SAP appeal does not guarantee approval, as an appeal may be denied. Documentation must be attached that confirms your extenuating circumstance and the dates during which it occurred.

If an appeal for a probationary period is denied, the student will be notified in writing and the decision is final for that period. The student may re-establish satisfactory status by taking action that brings him/her into compliance with qualitative and quantitative components.

If a student’s appeal is approved, the student will be notified in writing and given probationary status. Repeated courses (R) count as credits attempted during each module the student is enrolled in the course. Course withdrawals (W) count as credits attempted does not affect CGPA. Incomplete (I) grades are temporarily assigned until the passing grade is received or replaced by an F and have no impact on SAP. Therefore, non-credit and remedial courses



have no impact on SAP.

## **Student/Instructor Ratio**

All programs: The maximum number of students in a lecture or computer class will not exceed 20. The maximum number in a laboratory or clinical instruction class for Allied Health programs will not exceed 16.

All classes: The student/instructor ratio and actual class size will be reasonable for the subject matter being taught, as well as the type of class involved. Normally the student/instructor ratio is 16:1. Instructor assistants will be added, if necessary, but class maximums will not be exceeded.

## **Student Records Policy**

### **Privacy of Education Records**

Mount Eagle College complies with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, 34 CFR 99; and other applicable laws and regulations concerning the handling of education records. The Family Education Rights and Privacy Act of 1974, a federal law, provides that students in postsecondary institutions be extended the right to inspect and review records, files, documents, and other materials which contain information directly related to them. The law specifically denies access to such confidential records to all other parties without the written consent of the student, except under limited and specific circumstances. The College is in full compliance with the federal law pertaining to student records. Accordingly, the Mount Eagle College adopts the following policy:

### **Notice of Policy**

Students are informed of their rights under federal and state privacy laws through an annual notice of rights and this policy, which is included in the student catalog.

## **Access to Student Records**

### **Consent for Release Generally Required**

Mount Eagle College will not permit access to, or the release of personally identifiable information contained in student educational records without the written consent of the student to any third party, except as authorized by FERPA or other applicable law.

A written consent is valid if it: -

- Specifies the records that may be disclosed.
- States the purpose of the disclosure.
- Identifies the party or class of parties to whom the disclosure may be made; and
- Is signed and dated by the student.

If the release is for disclosure to an insurer or its representative, the release must also include an expiration date no later than one year from the original authorization, or two years for a life insurance application. If the student requests, the school shall provide him or her with a copy of the records released pursuant to the informed consent.

### **Release Without Consent**





As allowed by FERPA, Mount Eagle College will release student records *without consent* as follows:

- To appropriate school officials who require access to educational records to perform their legitimate educational duties “legitimate educational interest” (see explanation below).
- To officials of other schools in which the student seeks or intends to enroll, upon request of these officials, and upon the condition that the student be notified, if applicable; receives a copy of the record if requested; and has an opportunity for a hearing to amend the record as required by law.
- To federal, state, or local officials or agencies authorized by law.
- About a student's application for, or receipt of, financial aid.
- To accrediting organizations or organizations conducting educational studies, provided that these organizations do not release personally identifiable data and destroy such data when it is no longer needed for the purpose it was obtained.
- Optionally, upon adequate proof, to the parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1954.
- In compliance with a judicial order or subpoena, provided a reasonable effort is made to notify the student in advance unless such subpoena specifically directs the institution not to disclose the existence of a subpoena.
- To appropriate persons in an emergency if the information is necessary to protect the health or safety of the students or other persons; or
- To an alleged victim of a crime of violence (as defined in 18 U.S.C. Sect 16) or non-forcible sex offense, the conclusive results of the alleged student perpetrator's disciplinary proceeding may be released.
- To another educational agency or institution, if requested by the agency or institution, where a student is enrolled or receives services while the student is also in attendance at the college or College, provided that the student is notified where applicable; receives a copy of the record, if requested; and has an opportunity for a hearing to amend the record, as required by law.

### **“School Officials” with a “legitimate educational interest”**

Mount Eagle College will release information in student education records to appropriate school officials as indicated in (1) above when there is a legitimate educational interest. *“A school official is a person employed by Mount Eagle College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility.”*

### **Record of Requests for Disclosure**

Where required by law, a record of requests for disclosure and such disclosure of personally identifiable information from student education records shall be maintained by Office of Registrar for each student and will also be made available for inspection pursuant to this policy. If the institution discovers that a third party who has received student records from the institution has released or failed to destroy such records in violation of this policy, it will prohibit access to educational records for five (5) years. Records of requests for disclosure no longer subject to audit nor presently under request for access will be maintained according to the school’s applicable records retention policy.



## Notice to Students About Directory Information

Students may direct that any or all the above-listed Directory Information be withheld from public disclosure by notifying the Office of the Registrar in writing 14 days after enrollment with the College.

## Access to Educational Records by Student

Upon written request, the College shall provide a student with access to his or her educational records. There is no charge for viewing the records even if the College is required to make a copy of the data to provide access. Responses to requests by students to review their educational records shall be made within ten business days. Upon request, the meaning of educational data shall be explained to the student by Mount Eagle College personnel assigned to, and designated by, the appropriate office. Students have the right to review only their own records. When a record contains confidential information about other student(s), disclosure cannot include information regarding the other student(s). Specific records can be obtained upon a written request to Administration Office through Administrative Assistant.

## Challenge to Record

Students may challenge the accuracy or completeness of their educational records. *Note:* the right to challenge a grade does not apply under this policy unless the grade assigned was allegedly inaccurately recorded. Other challenges to grades shall be according to Mount Eagle College academic policy and evaluation. Students who believe that their educational records contain information that is inaccurate, misleading, incomplete or is otherwise in violation of their privacy rights may challenge the record by discussing his or her problems informally with Office of Registrar. If agreement is reached with respect to the student's request, the appropriate records will be amended, and a reasonable attempt will be made to notify past recipients of inaccurate or incomplete data, including recipients named by the student. If not, the student will be notified within a reasonable period that the records will not be amended, and they will be informed by the Registrar's Office of their right to a formal hearing with the President's committee.

## Copyright Restriction & File Backup

Manuals and software are copyrighted and cannot be copied without the written permission of the Campus Director. Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liabilities up to and including:

- Actual dollar amount of damages and profits.
- \$200 to \$150,000 for each work infringed.
- Attorney fees and court costs.
- An injunction to stop the infringing acts.
- Impound the illegal works.
- Up to five (5) years in prison.

Evidence of illegal activities or policy violations will be turned over to the appropriate authorities as soon as possible after detection. Depending upon their nature, violations of law or policy will be met with responses including revocation of access, suspension of accounts, disciplinary actions, and prosecution. Students must never add software programs or software utilities or components to college computers. Doing so will be a violation of guidelines for progress and subject for dismissal. Students are also responsible for backing up their work and checking their work files. They are expected to keep backup materials secure. The College is not responsible for those files.



## Student Complaint/Grievance Procedure

Issues may arise about which reasonable people will disagree. The College has developed a systematic and equitable process to resolve student complaints and grievances. A grievance is defined as a difference or dispute between a student and the College or its employees with respect to the application of rules, policies, procedures, and regulations. Students with a grievance need to raise their concerns within ten (10) calendar days of the event which gave rise to the grievance in order to assure that a settlement is made in a timely fashion.

- Classroom Matters – students with grade complaints or grievances related to classroom matters must first discuss their concerns with the instructor. If the matter is not resolved, students may bring the complaint to the attention of the Director of Education or Campus Director, who will meet with all parties involved for resolution.
- Other Academic Matters – students with grievances concerning academic policies, procedures, or regulations not related to the classroom should discuss their concerns with the Director of Education or Campus Director.
- Non-Academic Matters – students with grievances concerning non-academic matters, e.g., financial assistance, should direct the matter to the appropriate departmental supervisor. Should the grievance remain unresolved, the student will be advised to submit the matter in writing to the Campus Director. The Campus Director may review the matter with all parties concerned and may meet with the student. A decision will be returned within seven (7) days of receipt of the written grievance.
- For All Matters – if unsatisfied with the decision of the Campus Director, students may write to Mount Eagle College, Board of Directors, 4025 University Pkwy Ste 100, Winston Salem, NC 27106, or to the relevant state licensing body or national accrediting agency as follows:  
North Carolina Community College System: 5001 Mail Service Center, Raleigh, NC 27699. Phone: (919) 807-7100. Website: [www.ncccs.cc.nc.us](http://www.ncccs.cc.nc.us)

Complaints regarding alleged failures to comply with the provisions of FERPA may be submitted in writing to:

Family Policy Compliance Office,  
U.S. Department of Education,  
400 Maryland Avenue SW,  
Washington, D.C. 20202-4605.

In compliance with state regulations and the rules. Mount Eagle College is committed to implementing a student complaint process that is fair, timely, and effective. This policy established a process by which students can initiate complaints against a proprietary institution offering programs in the state of North Carolina.

1. Informal Complaint – First speak to the teacher closely concerned to clarify the facts and resolve through discussion. A request for discussion with the instructor or dean may also be desirable before making a formal complaint.
2. Complaint – If a student is not satisfied with the outcome of the informal complaint, the student may wish to make a formal complaint. This should be done in writing to the dean. The complaint should be acknowledged within three business days (not including weekends). The investigation should be carried out and the outcome communicated to the student within 20 business days (not including weekends). The written response should include a full explanation of the decision and the reasons for it (if additional time is required to formulate a response and should be explained to the student). Where appropriate the response should include what action, the school will take to resolve it. Once a decision has been reached, the dean should ensure that the student is clear about the action taken and what to do if they remain dissatisfied. When the dean receives the written complaint, they may decide to refer the matter immediately to the president of the university. If the complaint is about the dean, the matter should be referred to the president of the university.



3. The President – Complaints rarely reach this formal level but should a student needs to a formal complaint to the president within 10 business days (not including weekends) of the decision from the school. This need to be send in a sealed envelope via the school office, with attention to the president. The student’s letter to the chair needs to set out details of the complaint including why the student is dissatisfied and what out outcomes they are seeking. The president will then set up a panel to consider the complaint.
  - a. The panel will consist of people that have not been involved in the complaint. The panel will let the student know when the complaint is to be considered. If a meeting with the student and others involved is appropriate the student should allow seven days’ notice. The complaint panel should make their decision in private and write to the student with their findings and any recommendations withing seven business days, (not including weekends).

## **Disposition of Records**

If Mount Eagle College discontinues operations, the Dean of the College will convey all student records to the North Carolina State Archives, Academic Records Division, Raleigh, North Carolina, for permanent storage and disposition.

## **STORAGE**

All students’ records will be maintained for a minimum of five years in the record room locked in a secured closet.

(Clinical Massage Therapy Diploma Program refer to Massage Therapy Student Handbook)

## **Advising**

Advising is available for all students. Students are encouraged to seek academic and/or personal advising from faculty and staff when questions, problems, or situations arise.

## **Attire/Dress Codes for Students**

The College promotes the development of a student professional image by requiring business (uniform) attire while on campus. The College reserves the right to deny entrance to class if a student fails to dress appropriately. This includes hair, nails, tattoos, piercings, and other items on the dress code signed at admission.

Modesty and good taste are considered the principal guidelines for students while on campus. You should be dressing as if you were going to work. It is the student’s responsibility to familiarize themselves with the dress code and standards of grooming policies of specific programs, especially those relating to clinic interaction that have been established by the College. It is the student’s responsibility to comply with the dress code. Failure to comply with the dress code may result in reprimand, probation, suspension, dismissal, and/or required compliance. There will be no exceptions, and anyone not following the dress code will not be allowed to participate in class and will not receive credit for attendance.

## **Program Dress Codes**

Proper attire will include scrub pants and top, lab coat, as well as black or white closed heel and toe athletic shoes.



**The Mount Eagle College Student Dress Code includes expectations for hair, fingernails, tattoos, and jewelry as well as scrubs and shoes. Be sure to read the enrollment page on the Dress Code and the Student Handbook detailing expectations, ask your instructor or Student Services.**

## **Confidentiality Statement**

All employees and students at Mount Eagle College are subject to the rules and regulations established by the College that prohibit all personnel, staff, or students from removing tests, study guides, answer sheets, any syllabus, curriculum, forms, and any additional information under copyright by Mount Eagle College or its employees, from this school for distribution or personal use. Such individuals are subject to laws established under the State Criminal Code.

## **Student Code of Conduct: Part I**

The College maintains policies and rules which are consistent with its announced educational objectives, and which are related to the accomplishment and protection of these objectives. Any student unable or unwilling to abide by college policies and rules may expect disciplinary action by the College. The College may dismiss any student whose conduct is unsatisfactory and shall be under no liability for such action.

Mount Eagle College has four main purposes with regards to student conduct. They are as follows:

To maintain the safety of the premises, staff, and students.

To maintain an appropriate learning environment.

To promote the mission and purpose of the college.

To encourage students to enter the helping profession.

In support of these principles, the college prohibits any actions which jeopardize the safety of students, staff or the facility. It prohibits actions or attire that are disruptive to the learning environment.

A student at Mount Eagle College is an adult and therefore, making an extensive list of unacceptable behaviors or attire is unnecessary. Below are a few examples of conduct that would be deemed inappropriate, disruptive, and unacceptable:

- Cheating in any form on academic work is a violation of our policy.
- The use of indecent or profane language and the use, manufacture, or distributions of alcoholic beverages or drugs are prohibited always on college property.
- Smoking is not permitted in the building.
- Food and beverages are not allowed in the classrooms, labs, or clinical sites.

Loitering will not be permitted in hallways, offices, and restrooms or on any school property, and all **noise must be always kept to a minimum.**

## **Student Code of Conduct: Part II**

Mount Eagle College reserves the right, in the interest of all students to expel, to decline admission, to place on probation, to reprimand, or to require the withdrawal of a student for just cause when it is deemed to be in the best



interest of the school. Procedural due process will be adhered to in all classes. Students are expected to conduct themselves in accordance with generally accepted standards of their roles within the school community.

**Causes for disciplinary action, probation, suspensions are as follows:**

- Dishonesty or untruthfulness.
- Theft or deliberate destruction of classroom training equipment. In addition, the student will be required to pay for damages.
- Insubordination to instructors or any other staff member in authority
- Fighting or instigating arguments with fellow students or staff.
- Possession of any weapon while in class or the clinical area.
- Sexual harassment of any kind
- Possession or distribution of alcohol or drugs
- Discourteous behavior in any clinical location whether at school or off-site.
- Excessive absences or tardiness in either class or clinical training.
- Refusal or inability to follow instructions given by the instructor in either the classroom or clinical area.
- Poor academic performance (below “C” in any of the classes after counseling and individual help by the instructor or the Campus Director)

Any other actions that reflect the lack of respect for oneself. Such actions would include but are not limited to cheating, falsifying records, gambling, improper dress, foul language, and conduct that includes any unlawful practice. This conduct may occur in the private sector.

The following are the various degrees of disciplinary standards that can be imposed on students. Students charged with disciplinary offenses have the right of due process and appeal.

- Reprimand: An oral or written warning per the circumstances of the particular case. The immediate compliance with the policy in question or the discontinuance of wrongful behavior is required. Failure to comply may lead to probation or dismissal from the College.
- Probation: A special status with conditions imposed for a limited time after determination of policy violation or behavioral misconduct. The immediate and permanent compliance with the policy in question or the discontinuance of wrongful behavior is required. Failure to comply may lead to dismissal.
- Dismissal: An indefinite dismissal/suspension from the College. If after evaluating the evidence received, and considering the safety and well being of students, faculty, and college property, the Campus Director believes that there is an indication that a student’s misconduct will be repeated or continued or poses serious threat to students, faculty, and college property, he/she will immediately dismiss a student from the College. Note: The College will confiscate any goods used or possessed in violation of college regulations, rules or policies or local, state, or federal laws.

## **Classroom Conduct**

**All rules apply to both students and staff.**

- Be respectful and courteous to everyone, always.
- Demonstrate honesty, integrity, and professionalism.
- Respect the physical and emotional boundaries of others.
- Show up on time for class.
- Be free from the influence of unlawful drugs or alcohol always.

\*\*Theft, lying, cheating, sexual impropriety, the unlawful possession, distribution or use of illegal substances or physical/verbal abuse of anyone in the facility are grounds for dismissal from the College.





## Sexual Harassment Policy

Sexual harassment is illegal and will not be tolerated. The College is committed to providing a learning environment that is free from unlawful harassment and that is in compliance with the College's sexual harassment policy. This policy focuses on prevention and encourages individuals to report prohibited behavior and ensures a commitment on the part of the College to take prompt and effective disciplinary action against any individual who violates it. While a consensual sexual relationship between an employee and student is not considered sexual harassment, it is prohibited.

All employees and students are required to comply with this policy. Below are brief descriptions of topics related to sexual harassment, including a legal definition, prohibit conduct, how to report sexual harassment, informal and formal resolutions, and the appeal process. This section also addresses non-reprisal for filing sexual harassment charges and the consequences of filing false and malicious complaints.

Legal Definition: Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex and occurs when such behavior constitutes unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal or physical behavior of a sexual nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's educational experience;
2. Submission to or rejection of such conduct by an individual is used as the basis for educational decisions affecting such individual; or
3. Such conduct is sufficiently severe and pervasive so as to alter the conditions of or have the purpose or effect of substantially interfering with an individual's academic performance by creating an intimidating, hostile or offensive educational environment.
4. **Prohibited Conduct:** Sexual harassment may occur in a variety of relationships, including employees harassing students, students harassing students, students harassing employees, and involving other persons having business with, visiting the office or educational environment. The College's policy on sexual harassment prohibits, but is not limited to, the following conduct:
  - Unwelcome sexual flirtations, advances or propositions
  - Unwelcome actions, words or comments based on an individual's gender
  - Sexually suggestive or offensive personal references about an individual;
  - Subtle pressure or requests for dates or sexual activities
  - Unwanted physical conduct or contact, including touching, pinching, brushing the body, and impeding or blocking one's movement
  - Sexually explicit or offensive jokes and references, pictures and photographs, suggestive objects, verbal comments, leering or whistling.
5. **Reporting Suspected Sexual Harassment:** An initial course of action for any student who feels that





he/she is being sexually harassed is for them to inform the harasser that their conduct is not welcomed and must stop. However, in some circumstances this course of action might not be feasible, might be feasible but unsuccessful, or the individual might be uncomfortable dealing with the matter in this manner. To encourage persons experiencing alleged sexual harassment to come forward, the College provides several channels of communication for formal or informal complaint resolution.

6. Informal Complaint Resolution, Information and Advising: Anyone may seek information or advising on matters related to sexual harassment, without lodging a formal complaint. Persons who feel they are being harassed or are uncertain as to whether what they are experiencing is sexual harassment, are encouraged to talk with instructors or other members of the College's management.
7. Formal Complaint Resolution: Formal complaints of sexual harassment should be reported first to the Director of Education, then to the Campus Director. If the results of the grievance are not satisfactory at this point, please contact the Board of Directors at 4025 University Pkwy, Winston Salem, NC 27106.
8. While not a requirement, filing a written complaint is strongly encouraged for the matter to be formally investigated. A complainant who chooses not to proceed with a formal complaint may be asked to state that preference in writing. The Campus Director will be responsible for thoroughly investigating the complaint confidentially. During the investigation, The Campus Director will meet with and her the complainant, the respondent, and witnesses identified by each party.
9. The Campus Director will decide as to whether there was a violation of policy and will inform the complainant and the accused student or employee of the final disposition of the complaint. The Campus Director will decide what corrective action will be taken or whether any discipline will be imposed. Appropriate discipline may range from an oral reprimand up to and including dismissal from the College or employment or any other appropriate remedial action.
10. Appeal of Formal Complaint Resolution and Disciplinary Action: Either the complainant or person accused may file a written appeal to the Board of Directors within five (5) days of any decision concerning the resolution of the complaint. The written appeal must state in detail the reason for the appeal. The Board of Directors will review the Campus Director's written record of the investigation, as well as the Campus Director's determination and may either affirm, or amend, or return the recommendation for further investigation and deliberation by the Campus Director. The Board's review and decision will be the final decision. Written records relating to a finding that sexual harassment has occurred may be place in the accused student or employee's official file.
11. Non-Reprisal: No employee, student, or member of the public may be subjected to restraint, interference, coercion, or reprisal for action taken in good faith to seek advice about sexual harassment matters, to file a sexual harassment complaint, or to serve as a witness or otherwise assist in the investigation of a sexual harassment complaint.
12. False and Malicious Accusations: A complainant whose allegations are found to be both false and brought with malicious intent will be subject to disciplinary action, up to and including dismissal from the College.



## **MOUNT EAGLE COLLEGE 2024-2025 SCHOOL CALENDAR**

### **Winter Quarter 2024: January 9 to March 28**

Day Modules: Jan 9 to Feb 19                      Evening Modules: Jan 9 to March 28  
Feb 20 to March 28

### **Spring Break: March 29 to April 5**

### **Spring Quarter 2024: April 9 to June 28**

Day Modules: April 9 to May 20                      Evening Module: April 9 to June 28  
May 21 to June 28

### **Summer Break: July 1 to July 5**

### **Summer Quarter 2024: July 8 to September 30**

Day Modules: July 8 to Aug 19                      Evening Module: July 8 to Sept 30  
Aug 20 to Sept 30

### **Fall Break: November 26 to December 2**

**Fall Quarter 2024: October 2 to December 20**

Day Modules: Oct 2 to Nov 13  
Nov 14 to Dec 20

Evening Module: Oct 2 to Dec 20

**Winter Break: December 20 to January 8**

**Winter Quarter 2025: January 8 to March 28**

Day Modules: Jan 8 to Feb 19  
Feb 20 to March 28

Evening Modules: Jan 8 to March 28

**2024 Student Holidays:**

New Year's Day (1/1)  
Martin Luther King Day (1/15)  
Good Friday (3/29)

Memorial Day (5/27)  
Independence Day (7/4)  
Labor Day (9/2)

Thanksgiving (11/28)  
Christmas (12/25)

**Observed Holidays for 2024- 2025**

Holidays	2024
New Year's Day	January 1 <sup>st</sup>
Martin Luther King Jr.	January 15 <sup>th</sup>
Good Friday	March 29 <sup>th</sup>
Memorial Day	May 27 <sup>th</sup>
July 4 <sup>th</sup>	Thursday - July 4 <sup>th</sup>
Summer Break	July 1 <sup>st</sup> - July 5 <sup>th</sup>



Labor Day	September 2 <sup>nd</sup>
Veteran Day	November 11 <sup>th</sup>
Thanksgiving	November 28 <sup>th</sup>
Fall Break	November 27 <sup>th</sup> - December 2 <sup>nd</sup> Classes resume December 2 <sup>nd</sup>
Christmas Holiday	December 20 <sup>th</sup> - January 8 <sup>th</sup>
Christmas Holiday	Classes resume January 13 <sup>th</sup> , 2025

## Holidays

## 2025

New Year's Day	January 1 <sup>st</sup>
Martin Luther King Jr.	January 20 <sup>th</sup>
Good Friday	April 18 <sup>th</sup>
Memorial Day	May 26 <sup>th</sup>
Summer Break	June 30 <sup>th</sup> - July 7 <sup>th</sup> Classes resume July 7 <sup>th</sup>
July 4 <sup>th</sup> Holiday	July 4 <sup>th</sup> (Friday)
Labor Day	September 1 <sup>st</sup> (Monday)
Veterans Day	November 11 <sup>th</sup>
Veterans Day Observed	November 11 <sup>th</sup>
Thanksgiving	November 27 <sup>th</sup>
Fall Break	November 26 <sup>th</sup> - December 1 <sup>st</sup> Classes resume December 1 <sup>st</sup>
Christmas Holiday	December 19 <sup>th</sup> - January 7 <sup>th</sup> Classes resume January 12 <sup>th</sup> , 2026

