January 23, 2006

Dr. David W. Sink
President
Blue Ridge Community College
College Drive
Flat Rock, NC  28731

Dear Dr. Sink:

Transmitted with this letter you will find an agreement of understanding for Surgical Technology between Southwestern Community College and Blue Ridge Community College. The attached agreement is an original. The agreement was effective at the date of signing.

If you need additional or clarifying information, please feel free to contact me. Thank you.

Sincerely,

Cecil Groves, Ph.D.
President

Isc

Attachment
Letter of Understanding  
For  
Surgical Technology (D45740)  
Between  
Southwestern Community College  
And  
Blue Ridge Community College

This is a letter of understanding between Southwestern Community College (SCC), Sylva, North Carolina, and Blue Ridge Community College (BRCC), Flat Rock, North Carolina, for the Surgical Technology Diploma Program (D45740).

Both Institutions agree to the following:

- BRCC is approved by the State Board of Community Colleges to offer the curriculum and it will award the diploma.
- BRCC will accept up to five students each fall, from SCC, who have met the requirements for the program as outlined in the included attachment. Through this agreement SCC will offer general education courses that are required for the Surgical Technology diploma and will work with students to complete all requirements to be accepted for one of five slots BRCC has made available as part of this agreement.
- Each college will bear the instructional cost for the courses taught at its respective institution. Furthermore, each college will report and claim the FTE generated by these courses.
- The specifics of the program are outlined in the included attachment and will be included in its entirety in the SCC Academic Catalog.
- This agreement will be reviewed and revised as needed.
- Signatures certify that appropriate and adequate resources are available at both institutions.
- This agreement does not affect any other agreement currently in effect between the two colleges or any other agreements that may occur in the future.
- This agreement may be terminated by either college. Notice of termination (six months in advance) must be in writing. Furthermore, students enrolled in the program, at the time of the termination, must be provided with the opportunity to complete the program.

Southwestern Community College  

Blue Ridge Community College  

[Signature]

1/23/06  
President  

Date  

President  

Date
**Surgical Technology**
The Surgical Technology curriculum prepares individuals to assist in the care of the surgical patient in the operating room and to function as a member of the surgical team.

Students will apply theoretical knowledge to the care of patients undergoing surgery and develop skills necessary to prepare supplies, equipment, and instruments; maintain aseptic conditions; prepare patients for surgery; and assist surgeons during operations.

Graduates of this program will be eligible to apply to take the Liaison Council's Certification Examination for Surgical Technologists. Employment opportunities include labor/delivery/emergency departments, inpatient/outpatient surgery centers, dialysis units/facilities, physicians' offices, and central supply processing units.

This program is offered in conjunction with Blue Ridge Community College in Henderson County. Students will take coursework at both institutions. Most of the general education courses will be taken at SCC and the surgical technology courses at Blue Ridge Community College. Clinicals may be obtained through local hospitals and/or distance sites.

### Diploma - D45740

#### Fall Semester 1

<table>
<thead>
<tr>
<th>Prefix</th>
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<th>Class</th>
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<td>SUR</td>
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<td><strong>Totals</strong></td>
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</table>

**Total Semester Credit Hours: 48**

Courses with SUR and PSY prefix are taught at Blue Ridge Community College 2 days per week except clinical courses.

* Clinicals may be obtained through local hospitals and/or distance sites

** Courses offered through SCC

### Admissions Criteria

The program has a limited enrollment and only admits 5 students to articulate with Blue Ridge Community College each year. The first 5 students to complete all admission requirements for SCC and BRCC will be admitted. All parts of Phase I and Phase II must be completed as outlined below to be considered for admission into the program.

### Phase I

The applicant must:

1. Complete an application for admission to both SCC and BRCC (application to BRCC are available after November 1 of each year for the following year).
2. Be a high school graduate or have earned a high school equivalency diploma (GED).
3. Submit official copies of all transcripts (high school and college) to both SCC and BRCC. Transcripts must be sent directly from the institution. It is the responsibility of the applicant to assure that all necessary records are sent to the College’s Admissions Office.

4. Have a grade point average of 2.0 or higher on a 4.0 scale of the most recent academic transcript (high school or postsecondary).

5. Meet the Blue Ridge Community College placement test requirements. This may be met by one of the following methods:
   - Take and pass the basic components of the ASSET Test (within three years of admission) given, by appointment, through SCC’s Testing Office. To schedule a test session, contact Testing at extension 332. If you do not pass the basic components of the placement test, you must enroll in and successfully complete the appropriate developmental coursework. If you are unsuccessful in achieving the appropriate cut-off scores in any component of the test, please see the retest policy.

   OR

   - Appropriate SAT or ACT scores. A student must have a minimum score of 500 on the applicable (verbal or math) portions of the SAT, or a minimum of 21 on ACT English, or a minimum of 20 on the ACT math. SAT and ACT examinations must have been taken within the preceding three years.

   OR

   - Transfer credit (grade C or better) received from a regionally-accredited institution for first-level curriculum English (ENG 111) or math course (MAT 140) will be accepted in lieu of placement testing.

6. You must have completed a minimum of high school level biology and math with a "C" average or better before being considered for admissions. Students who have not met this requirement may take a Foundations of Biology (BIO 090) and/or Survey of Mathematics (MAT 140)

**Phase II**
Approved applicants must obtain clinical placement confirmation with one of the participating medical facilities, and/or scholarship funds, to be considered for admission into the program. This confirmation must be obtained in writing from the medical facility and submitted to Southwestern Community College in order for the applicant to be considered complete and eligible for consideration for one of the five available positions.

**Notes:**
- All interested individuals should meet with the SCC program advisor to gain necessary information specific to meeting Blue Ridge Community College’s admissions requirements.
- Suggested preparatory courses for individuals desiring a career in Surgical Technology would include biology, medical terminology, algebra and chemistry.
- Applications must be updated annually by applicants who were not accepted the previous year.
- Applicants may take non-surgical technology, general education and related coursework prior to being accepted into the program.
# REQUEST FOR CCL COURSE REVISION

<table>
<thead>
<tr>
<th>Name of College</th>
<th>Brunswick Community College</th>
</tr>
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<tbody>
<tr>
<td>Chief Academic Officer</td>
<td>Simpson Johnnie R</td>
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<tr>
<td>(print or type)</td>
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<tr>
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<tr>
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<tr>
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<td>1/26/06</td>
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<tr>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>Contact Person</td>
<td>Polly Decker</td>
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## Rationale for Course Change

The Commission on Accreditation of Health Informatics and Information Management (CAHIIM) is the national accrediting agency for Health Information Technology (HIT) and has updated the HIM entry-level competencies to coincide with the changes in healthcare. A “Gap Analysis” was performed which consisted of reviewing the current course titles and descriptions and comparing them to the new competencies from CAHIIM. As a result of the “Gap Analysis,” the HIT Program Directors from across North Carolina determined the need for a revision of the course descriptions for Health Information Technology. This course description has not changed. A change in the course title from “Directed Practice” to “Professional Practice Experience” is being made to reflect terminology used by our accrediting agency to describe the student’s clinical professional practice experience.

## Supporting Documentation

**Colleges That Have Been Consulted**

All CAHIIM accredited HIT programs in the state.

**Response From Consulted Colleges**

Approved at the April 7, 2005 statewide HIT Program Director’s Meeting with final approval at the statewide HIT Program Director’s Meeting on November 3, 2005.

## Current Course Information

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<td>Hours:</td>
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<tr>
<td>Prerequisites:</td>
<td>None</td>
<td>Corequisites: None</td>
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<td>Description:</td>
<td>This course provides supervised clinical experience in healthcare settings. Emphasis is placed on practical application of curriculum concepts to the healthcare setting. Upon completion, students should be able to apply health information theory to healthcare facility practices. Curriculum Standard(s) with course in core:</td>
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## Proposed Course Information

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</tr>
<tr>
<td>Hours:</td>
<td>Classroom 1</td>
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</table>
Prerequisites: None
Corequisites: None

Description:
A sentence summary of the course using a maximum of 25 words
(This course provides/introduces/cover/is designed to/includes.)
This course provides supervised clinical experience in healthcare settings

A sentence listing the major components of the course using a maximum of 25 words
(Topics include/Emphasis is placed on)
Emphasis is placed on practical application of curriculum concepts to the healthcare setting.

A sentence listing the competencies of the course using a maximum of 25 words
(Upon completion, students should be able to)

Upon completion, students should be able to apply health information theory to healthcare facility practices.
From: melody <melodycline@verizon.net>  
To: Deb Klavohn <DebM@southwesterncc.edu>  
Date: 2/1/06 7:20AM  
Subject: Re: Re: TRANSCRIPT CHANGE REQUEST

Debra-

Thank you for contacting me back. I am unsure if your option will help me as I am trying to get my bachelors and go to MRI school. These are courses that you guys do not offer. I have to send my transcripts to the appropriate schools so I will not be able to enroll in more classes there. Is there anything that I can do? It is not as if I truly failed the classes. on the contrary, when I called and told the instructor that I could not come back I had all A's in my classes. She kept encouraging me not to quit and I kept trying to explain the more important reasons in which I must. I know that it was my mistake and I have to live with it, but I didn't want to feel like I was letting someone else down when I was trying to do what was right for my daughter. If there is anything that we can do I will appreciate it. With my transcripts the way that they are I will not be able to enter the other school for my bachelors or MRI. It looks as if I had F's I have never had grades like that and never will. Thank you for anything that you can do.

Melody===============
From: Deb Klavohn <DebM@southwesterncc.edu>  
Date: Tue Jan 31 14:22:22 CST 2006  
To: melodycline@verizon.net  
Cc: Cecil Groves <CGroves@southwesterncc.edu>, Gene Couch <GCouch@southwesterncc.edu>, Phil Weast <PWeast@southwesterncc.edu>  
Subject: Re: TRANSCRIPT CHANGE REQUEST

Melody,

Hello, I am Debra Klavohn, Dean for Health Sciences. I have reviewed your request and transcript. SCC has a policy in place in which you can request, by completing the steps in the process, Academic Forgiveness. This process does not remove the courses from your transcript, but they would be asterisked and no longer be calculated into your GPA. The process is described below and can be found at the following link:
http://www.southwesterncc.edu/admissn/academic-policies.htm#academicforgiveness

Academic Forgiveness Procedure

Any student who meets the following criteria may submit, in writing to the Office of the Vice President for Instruction and Student Services, a request for academic forgiveness.
* The student must have experienced a lapse in enrollment at SCC for a minimum of 24 months or two academic years.
* Upon returning, a minimum of twelve semester hours of curriculum courses must be completed with a GPA of 3.00 or greater.
* The request for forgiveness should be submitted during the subsequent semester (excluding summer) after the 12 semester hours have been completed.

If the request is approved, all grades within the requested review period/consecutive terms will be forgiven and cannot be used for GPA computation for credits earned toward graduation requirements. Any forgiven work, if needed for completion of a certificate, degree, or diploma must be retaken. All grades will remain on the student’s transcript; however, they will not be factored in the computation of the total GPA. Students may submit only one academic grade forgiveness request.

I hope this helps. Please contact me if you have any additional questions. I can be reached by this email or by phone.

Debra Klavohn
Debra Klavohn, MA, PT  
Dean for Health Sciences  
Southwestern Community College  
1-800-447-4091 ext. 331  
debm@southwest cc nc us  

>>> melody <melodycline@verizon.net> 01/31/06 10:01AM >>>

Mr Groves,

My name is Melody Cline and I graduated there in 1998 from the radiography program. I decided a while later to try to take the ultrasound program but my daughter became very ill and I had to drop the classes unexpectedly. I never filled out the class forms to formally drop the classes because of her illness and needing to be with her. My request from you is to strike those grades from my transcripts. I know that this is possible and it would help me vastly when pursuing more goals. I would like to apply for more education, but am afraid that these grades make me look bad and need them taken off the transcript so that I can reapply. Please let me know if you can help me with this. I would greatly appreciate it. I look forward to hearing from you very soon in response to this issue.

Thank you

Melody D Cline  
home phone 828-524-9022