



OFFICE OF THE VICE PRESIDENT OF ACADEMIC AFFAIRS
Dr. Jose Fierro

From: Dr. Jose Fierro, Vice President of Academic Affairs

To: Laramie County Community College Board of Trustees and Dr. Joe Schaffer, President

LCCC Re: Program Exception for Degrees and Certificates Procedure 2.1P

Date: 6/19/2015

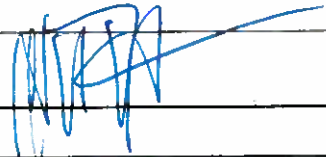
Dear Board of Trustees and President Schaffer:

Via this memorandum, I am requesting you to grant an exception to the Administrative Procedure 2.1P to the programs listed below. The faculty, the curriculum committee and I have reviewed the programs ensure that the curriculum meets LCCC and accrediting agencies academic requirements. Also, attached please find all supporting to documentation for this request.

1. Medical Claims coding, Credit certificate
2. Dental Hygiene, AAS
3. Radiography, AASE
4. Emergency Service, paramedic credit diploma
5. Diagnostic medical sonography, AAS
6. Paralegal, Credit certificate

2015-16 Catalog Program of Study Modification Form

Dean's Signature: Terry Harper Date: 2/20/2015		
1.	Name of Program:	Medical Claims Coding Associate Credit Certificate
2.	Program Contact:	Dawn Puente
3.	Type of Program: (Choose only one)	<input type="checkbox"/> Associate of Arts degree (60-64 credits in length) <input type="checkbox"/> Associate of Science degree (60-64 credits in length) <input type="checkbox"/> Associate of Applied Science degree (60-72 credits in length) <input checked="" type="checkbox"/> Credit Certificate (30-45 credits) <input type="checkbox"/> Credit Diploma (12-29 credits with no general education)
4.	Program Delivery:	<input type="checkbox"/> Face-to-face <input checked="" type="checkbox"/> Fully online <input type="checkbox"/> Both
5.	Program Modification Requirements: (Check all that apply)	<input checked="" type="checkbox"/> General Education Requirements have been provided <input checked="" type="checkbox"/> Program requirements for the catalog has been provided <input checked="" type="checkbox"/> Program electives for the program have been provided <input checked="" type="checkbox"/> All 1000-level and higher prerequisites/co-requisites have been included in the total program credit hours <input checked="" type="checkbox"/> Program sequencing has been provided <input checked="" type="checkbox"/> 2015-16 Catalog Course Change Request forms for each course requiring a change have been provided <input checked="" type="checkbox"/> All MCORs for new courses have been provided
6.	Catalog Program Narrative Change?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If yes, provide the new narrative below: The Medical Claims Coding Associate certificate builds on the Medical Office Essentials credit diploma and addresses specialized skills in medical coding and reimbursement, including advanced techniques in medical insurance, reimbursement methodologies, basic health information management, electronic health records and basic and advanced coding emphasizing CPT/HCPCS and ICD coding. The coding courses prepare students for a national coding exam through the American Health Information Management Association (AHIMA) or the American Association of Professional Coders (AAPC). The courses for the Medical Office Essentials credit diploma are embedded in the Medical Claims Coding Associate certificate
7.	Courses Added to Program:	MEDC XXXX Disease Processes
8.	Courses Removed from Program:	List courses here
9.	Rationale for Program Modifications:	Explain how the program modifications will maintain a robust curriculum leading to a degree or certificate. Accreditation requires a study in disease processes with an understanding of pharmacology. This course will allow students a better understanding in diagnostic procedures and treatments which will allow them produce higher quality coding for reimbursement purposes in healthcare.
10.	Articulation:	Please click here to list the institutions with which you have initiated or completed program articulation agreements:
11.	Administrative Procedure 2.1P:	<input type="checkbox"/> Program meets credits required under Administrative Procedure 2.1P Degrees and Certificates <input checked="" type="checkbox"/> Program does NOT meet credits required under 2.1P Degrees and Certificates/Exception Requested

		<p>A compelling case for the variation must be made. Supporting documentation for the request citing accreditation or other professional certifying agents needs to be attached if applicable.</p> <p>This program has been developed based on the AHIMA accreditation standards (attached). The program courses are all required for accreditation approval. The certificate has 45 credit hours total without the addition of COLS 1000, which has been added as a requirement based on the</p>	
12.	VPAA signed approval for Exception to Administrative Procedure 2.1P:	SIGNED: 	DATE: 4-2-15

Other relevant information from the program contact:

Prerequisites and sequencing in the program have been modified to better suit the students. This program was originally launched with the face to face mindset and modifications have been needed to accommodate the students' needs.

Medical Claims Coding Associate

Credit Certificate

The Medical Claims Coding Associate credit certificate builds on the Medical Office Essentials credit diploma and addresses specialized skills in medical coding and reimbursement, including advanced techniques in medical insurance, reimbursement methodologies, basic health information management, electronic health records and basic and advanced coding, emphasizing CPT/HCPCS and ICD coding. The coding courses prepare students for a national coding exam through the American Health Information Management Association (AHIMA) or the American Association of Professional Coders (AAPC). The courses for the Medical Office Essentials credit diploma are embedded in the Medical Claims Coding Associate credit certificate.

First Year			
Fall Semester	Course	Title	Credits
	HLTK 1200	Medical Terminology	2
	HIT 1500	Introduction to Health Care Careers and Workplace Preparedness	4
	HIT 1510	Computer Software for Medical Office Professionals	4
	HIT 1550	Medical Office Procedural Skills	3
GenEd: CS		Choose from approved College Seminar courses.	3
			Semester Credits 16
Spring Semester			
	HLTK 1210	Human Body Systems	3
	HIT 1600*	Introduction to Health Information	2
	MEDC 1700*	Reimbursement Methodologies	3
	MEDC 1500*	Basic Diagnostic Coding	3
	MEDC 1750*	Disease Processes in Coding	3
GenEd: CW	ENGL 1010*+	English I: Composition	3
			Semester Credits 17
Second Year			
Fall Semester			
	MEDC 1550*	Advanced Diagnostic Coding	2
	MEDC 1600*	Basic CPT Coding	3
	MEDC 1650*	Advanced CPT Coding	2
	MEDC 1970	Professional Practice Experience (Coding)	2
GenEd: QR	MATH 1010+ OR HIGHER	Problem Solving	3
GenEd: CV	CO/M 2010* OR	Public Speaking	3
	CO/M 1015*	Foundations of Communication	3
			Semester Credits 15
			Total Credits 48

* This course has at least one prerequisite. Check the Course Descriptions section of the catalog to see the course prerequisites.

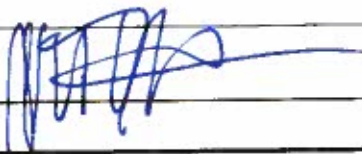
+ If the placement test score is not adequate for course enrollment, students must complete the appropriate developmental course(s) before enrolling. These courses may increase the total number of program credits. Students should review their math and writing placement with their advisor before planning out their full program schedules.

Other Information

The Health Information Technology and Management program is a fully online program with an online lab component. Acceptance into the program is required prior to course registration. Prospective students interested in the program may contact the program director for details about the program admission process and timeline. Additional information is also available on the program website at lccc.wy.edu/programs/healthinformationtechnology.

2015-16 Catalog Program of Study Modification Form

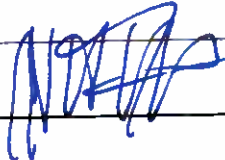
Dean's Signature: Terry Harper Date: 2/18/2015		
1.	Name of Program:	Dental Hygiene
2.	Program Contact:	Valerie Rodekohr
3.	Type of Program: (Choose only one)	<input type="checkbox"/> Associate of Arts degree (60-64 credits in length) <input type="checkbox"/> Associate of Science degree (60-64 credits in length) <input checked="" type="checkbox"/> Associate of Applied Science degree (60-72 credits in length) <input type="checkbox"/> Credit Certificate (30-45 credits) <input type="checkbox"/> Credit Diploma (12-29 credits with no general education)
4.	Program Delivery:	<input checked="" type="checkbox"/> Face-to-face <input type="checkbox"/> Fully online <input type="checkbox"/> Both
5.	Program Modification Requirements: (Check all that apply)	<input checked="" type="checkbox"/> General Education Requirements have been provided <input checked="" type="checkbox"/> Program requirements for the catalog has been provided <input type="checkbox"/> Program electives for the program have been provided <input checked="" type="checkbox"/> All 1000-level and higher prerequisites/co-requisites have been included in the total program credit hours <input checked="" type="checkbox"/> Program sequencing has been provided <input checked="" type="checkbox"/> 2015-16 Catalog Course Change Request forms for each course requiring a change have been provided <input type="checkbox"/> All MCORs for new courses have been provided
6.	Catalog Program Narrative Change?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <p>If yes, provide the new narrative below:</p> <p>The dental hygienist is a preventive oral care professional licensed to provide educational, clinical, and therapeutic dental hygiene services to the public. This unique 16-month program combines academic study with supervised clinical experience. Graduates of the program receive an Associate of Applied Science degree and are eligible to take the appropriate national, regional and/or state examinations. Applicants are encouraged to contact the state boards of dentistry in the states in which they wish to practice for individual licensing requirements and circumstances for licensure denial. The LCCC dental hygiene program is accredited by the Commission on Dental Accreditation. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at 312.440.4653 or at 211 East Chicago Avenue, Chicago, Illinois 60611. The dental hygiene program is a vigorous study of advanced science classes offered in an accelerated format. General education and basic science courses are essential to prepare students to succeed. Therefore, applicants are required to complete predental hygiene course requirements. Each prerequisite course must be completed with a grade of "C" or higher. Completion of the prerequisite course work does not guarantee admission into the dental hygiene program. Additionally, LCCC's academic skills assessment and placement policy apply.</p> <p>DRUG SCREENING AND CRIMINAL BACKGROUND CHECKS</p> <p>Acceptance into the program is conditional based upon satisfactory completion of a criminal background check and drug screen. Instructions for completion will be provided once a student is accepted into the program. Students will also be subject to random and for cause drug screening throughout the program. Testing positive on the drug screening or evidence of tampering with a specimen will disqualify a student from participation in a clinical assignment and will result in dismissal from the program. Certain criminal activity, as evidenced by a criminal background check, may also disqualify a student from clinical participation. See School policy at lccc.wy.edu/academics/divisions/HSW. Students are advised that the inability to gain clinical education experiences can result in the inability to meet program objectives and outcomes. These circumstances may prevent acceptance into and/or continuance in the program.</p> <p>APPLICATION TO THE DENTAL HYGIENE PROGRAM</p> <p>A student interested in applying to the dental hygiene program may contact the Dental Hygiene Program Director or the Admissions Office for specific procedures, which must be completed prior to application in August and admission in January. Because the dental hygiene program receives more applications than available student spaces, it is necessary to employ strict selection procedures so that those applicants who are deemed best qualified to succeed may be selected. Applicants must obtain an information packet that outlines the dental hygiene academic calendar, program costs, Health Care Provider CPR requirement, blood borne pathogens, immunization, and estimated student expenses that are specific to the Dental Hygiene Program.</p>

		<p>Applications packets may be obtained from the Dental Hygiene Director, or the website lccc.wy.edu/programs/dentalhygiene</p> <p>Dental health professionals may be exposed to contagious diseases, therefore, strict compliance with Centers of Disease Control (CDC) and OSHA standards are maintained. Although diseases may be encountered, research indicates that risks are negligible when optimal infection control is practiced. Policies on blood borne and infectious disease are available upon request from the Dental Hygiene Program.</p> <p>LCCC does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its educational programs or activities.</p>									
7.	Courses Added to Program:	COLS 1000 Introduction to College Success, 3 credits; DHYG 1245 Nutrition and Biochemistry, 3 credits;	Does not directly impact other programs. General education course changes effect mostly courses within the same school. Changes in enrollment will need to be evaluated within these courses.								
8.	Courses Removed from Program:	CHEM 1000 Introduction to Chemistry; 4 credits; DHYG 1310 Periodontology I, 1 credit; DHYG 1685 Computer Applications in Dental Hygiene, 1 credit; DHYG 2451 Radiographic Interpretation, 1 credit; PE requirement, 1 credit; HOEC 1140 Nutrition, 2 credits									
9.	Rationale for Program Modifications:	<p>Explain how the program modifications will maintain a robust curriculum leading to a degree or certificate.</p> <p>Changes made to curriculum to align more closely with Administrative Procedure 2.1. Evaluation of Accreditation Standards and Wyoming Board of Dental Examiners jurisprudence requirements was made to make changes to curriculum and maintain rigor of the program.</p>									
10.	Articulation:	None at this time									
11.	Administrative Procedure 2.1P:	<p><input type="checkbox"/> Program meets credits required under Administrative Procedure 2.1P Degrees and Certificates</p> <p><input checked="" type="checkbox"/> Program does NOT meet credits required under 2.1P Degrees and Certificates/Exception Requested</p> <p>A compelling case for the variation must be made. Supporting documentation for the request citing accreditation or other professional certifying agents needs to be attached if applicable.</p> <p>Accreditation standards for biomedical science, dental hygiene, dental science, and general education courses, clinical hours, Wyoming Board of Dental Examiners' Pain Management certification and college mandated general education requirements exceeds the 72 credit hours by 16.5 hours. Reduced previous program of study credit hours by 13 credits, but after adding additional 3 credits for COLS 1000, program credit hours still exceed policy. See attached ADA Accreditation Standards.</p> <table border="0"> <tr> <td>Total Dental Hygiene Program of Study credit hours required:</td> <td>88.5</td> </tr> <tr> <td>Total program credit hours in program sequence:</td> <td>58.5</td> </tr> <tr> <td>Total DHYG Credits:</td> <td>55.5</td> </tr> <tr> <td>Total general education and non-DHYG credit hours:</td> <td>33</td> </tr> </table> <p>Per Policy 2.1, Paragraph 2)c. "AAS degrees have an occupational emphasis, achieved through a minimum of 2/3 of the total credits in the degree derived from applied/technical coursework in the discipline aligned to the occupational area."</p> <p>The proposed curriculum meets this standard: $88.5 \times 2/3 = \text{minimum } 58 \text{ credits required in the Dental Hygiene area. } 55.5 \text{ DH credits} + 12 \text{ cr A\&P, MICR} = 67.5 \text{ credits of science concentration for DH}$</p>		Total Dental Hygiene Program of Study credit hours required:	88.5	Total program credit hours in program sequence:	58.5	Total DHYG Credits:	55.5	Total general education and non-DHYG credit hours:	33
Total Dental Hygiene Program of Study credit hours required:	88.5										
Total program credit hours in program sequence:	58.5										
Total DHYG Credits:	55.5										
Total general education and non-DHYG credit hours:	33										
12.	VPAA signed approval for Exception to Administrative Procedure 2.1P:	SIGNED: 	DATE: 3-24-15								

2015-16 Catalog Program of Study Modification Form

Dean's Signature: Terry Harper Date: 1/20/2015

1.	Name of Program:	Radiography	
2.	Program Contact:	Starla Mason	
3.	Type of Program: (Choose only one)	<input type="checkbox"/> Associate of Arts degree (60-64 credits in length) <input type="checkbox"/> Associate of Science degree (60-64 credits in length) <input checked="" type="checkbox"/> Associate of Applied Science degree (60-72 credits in length) <input type="checkbox"/> Credit Certificate (30-45 credits) <input type="checkbox"/> Credit Diploma (12-29 credits with no general education)	
4.	Program Delivery:	<input checked="" type="checkbox"/> Face-to-face <input type="checkbox"/> Fully online <input type="checkbox"/> Both	
5.	Program Modification Requirements: (Check all that apply)	<input checked="" type="checkbox"/> General Education Requirements have been provided <input checked="" type="checkbox"/> Program requirements for the catalog has been provided <input type="checkbox"/> Program electives for the program have been provided <input checked="" type="checkbox"/> All 1000-level and higher prerequisites/co-requisites have been included in the total program credit hours <input checked="" type="checkbox"/> Program sequencing has been provided <input checked="" type="checkbox"/> 2015-16 Catalog Course Change Request forms for each course requiring a change have been provided <input type="checkbox"/> All MCORs for new courses have been provided	
6.	Catalog Program Narrative Change?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If yes, provide the new narrative below: At end of curriculum listing, keep all same verbiage, but change total clinical hours to 1,102 hours*Course with an asterisk: Courses may be taken prior to program acceptance (keep same catalog verbiage for this.)Keep same catalog verbiage with only the following changes in the narrative prior to the curriculum sequence:1. Delete: "Note that the semester hours are quite high for most semesters." Insert: "Additional supplemental courses that are not required, but that may be taken to improve a student's application score are: PSYC 1000, PHYS 1050, and HLTK 2300." 2. Insert just prior to the course list: "This curriculum is for students entering the program in Fall 2016 and after (pending JRCERT approval.) For students applying for acceptance into the program for Fall 2015, please refer to the course requirements listed in the 2013-14 catalog."	
7.	Courses Added to Program:	None	No other programs are impacted; eliminating this course allows the program to shorten the program of study by one semester.
8.	Courses Removed from Program:	RDTK 2713 – Clinical Education V	
9.	Rationale for Program Modifications:	Explain how the program modifications will maintain a robust curriculum leading to a degree or certificate. The primary program changes include reduced general education requirements, and eliminating the program's last Summer II clinical rotation and one clinical credit hour in Fall II. Program records show that virtually all students are able to attain the required clinical competencies by the end of the Spring II semester, which includes an 80-hour Computed Tomography rotation. To support the elimination of the Summer II clinical course and still meet accreditation curriculum guidelines, the CT rotation will be reduced and/or substituted with a shorter rotation into any specialty imaging area of the student's choice. The program's curriculum remains solid because only one clinical course was deleted at the end; the other program courses and course competencies were able to be shifted to an earlier semester, allowing students to graduate in May, rather than July. In addition, the Radiography Program's Advisory Committee and clinical staff have reviewed the proposed changes and provided their feedback and approval during their Fall 2014 meetings.	

10.	Articulation:	N/A	
11.	Administrative Procedure 2.1P:	<p> <input type="checkbox"/> Program meets credits required under Administrative Procedure 2.1P Degrees and Certificates <input checked="" type="checkbox"/> Program does NOT meet credits required under 2.1P Degrees and Certificates/Exception Requested </p> <p>A compelling case for the variation must be made. Supporting documentation for the request citing accreditation or other professional certifying agents needs to be attached if applicable.</p> <p>The program has received the maximum accreditation award from the Joint Review Committee in Education in Radiologic Technology (JRCERT) during each of its site visits over a 20+ year span, and a significant portion of this accreditation award rests on the approval of the program's curriculum and clinical competency standards. This modification will require JRCERT approval prior to its implementation because it is considered a substantive change, and the program must first demonstrate that all required content and student competence performance standards are met. Because of this, the program will not implement the new curriculum with the new prerequisites until the Fall 2016 program acceptance cycle.</p> <p>This modification has reduced the program's credit hour sequence from 74 hours to 60 hours once a student has been accepted into the program. Of these 60 hours 57 of them are RDTK, or occupational emphasis courses. Although the program's total number of credit hours is 82 hours, rather than the desired 72 total, the 10 hours difference is due to three courses the program is using for prerequisite courses, (which are common to the majority of other LCCC health programs and other radiography programs around the country), and which also allows students to complete a metamajor certificate in Health Sciences at LCCC: HLTK 1200 (2 credit hours), ZOO 2XXX (4 credit hours), and ZOO 2XXX (4 credit hours.)</p> <p>Per Policy 2.1, Paragraph 2)c. "AAS degrees have an occupational emphasis, achieved through a minimum of 2/3 of the total credits in the degree derived from applied/technical coursework in the discipline aligned to the occupational area."</p> <p>The proposed curriculum meets this standard: $82 \times 2/3 = \text{minimum } 54 \text{ credits required in RDTK area}$ (57 total RDTK credits). Moreover, the combined total of specific degree applicable courses = 70 credits. The program has been able to shift required accreditation competencies as part of the program modification and Complete College Initiative, but further reduction in hours or coursework would impair the program's ability to ensure adequate curriculum coverage and student clinical performance standards to the JRCERT.</p>	
12.	VPAA signed approval for Exception to Administrative Procedure 2.1P:	SIGNED: 	DATE: 3-24-15

Other relevant information from the program contact:

1. The current program curriculum must be offered until the Class of 2017 graduates to meet JRCERT accreditation requirements. 2. Clinical hours must be published with each clinical course as in prior catalogs per JRCERT accreditation requirements

Radiography (X-ray)

Associate of Applied Science

The radiography program offers the student the knowledge and skills for utilizing radiation in the diagnosis of disease under the direction of a physician. Most radiographers work in hospitals, medical clinics, and private medical offices, while some are employed in industrial, sales, governmental, and educational institutions.

The five semester program (which does not include the prerequisite courses) combines academic study with supervised clinical experience. Graduates of the program will receive an Associate of Applied Science degree and be eligible to take the national certifying examination of the American Registry of Radiologic Technologists. Upon passing the examination, a student is certified as a registered radiologic technologist.

The Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182 (www.jrcert.org), through its accreditation of the program in radiography at LCCC, has established a maximum number of students selected each year for the program based on clinical site availability. Most students are employed immediately upon graduation from the program. Bachelor's and master's degrees are also available in the field. The program begins a new class each fall.

A student interested in applying for the radiography program may contact the Radiography Program Director, Clinical Coordinator, or the Admissions Office for specific procedures, including placement tests, which must be completed in the early spring for admission to the program in the fall semester. Selection of new students will be completed by early April and is based on a student's grade point average, prerequisites completed, the date of receipt of application, and other criteria as noted in the program application materials.

Laramie County Community College does not discriminate on the basis of race, color, national origin, sex, age, religion, political affiliation, or disability in admission or access to, or treatment or employment in, its education programs or activities.

This curriculum is for students entering the program in Fall 2016 and after, pending JRCERT approval. For students applying for acceptance into the program for Fall 2015, refer to the course requirements listed in the 2013-2014 catalog.

The following prerequisite courses must be in progress or completed with a grade of "C" or better by the application deadline (March 1) for the radiography program. Students are encouraged to contact the radiography program faculty directly for program-specific questions.

	Course	Title	Credits
	HLTK 1200^	Medical Terminology	2
	ZOO 2015^	Human Anatomy ¹	4
	ZOO 2025^	Human Physiology ¹	4
GenEd: QR	MATH 1400+	College Algebra ¹	3
Additional 1st Semester Course			
GenEd: CS	COLS 1000▼	Choose from approved College Seminar courses.	3
			Semester Credits 16
Fall I			
	RDTK 1503*	Introduction to Radiography	4
	RDTK 1520*	Radiographic Patient Skills	1
	RDTK 1620*	Radiation Biology and Protection	3
GenEd: WY	USWY▼	Choose from approved U.S./Wyoming Constitution courses.	3
GenEd: CV	CO/M 2010*^▼	Public Speaking	3
GenEd: CW	ENGL 1010*+▼	English I: Composition	3
			Clinical: Last 7-8 weeks, 10-12 hours/week = 70 hours ²
			Semester Credits 17
Spring I			
	RDTK 1610*	Radiographic Imaging I	3
	RDTK 1611*	Radiographic Imaging I Lab	1
	RDTK 1583*	Radiographic Procedures I	3
	RDTK 1584*	Radiographic Lab I	1
	RDTK 1590*	Clinical Education I	4
			Clinical: TTh, 12 hours/week = 180 hours ²
			Semester Credits 12
Summer I			
	RDTK 1683*	Radiographic Positioning II	3
	RDTK 1684*	Radiographic Lab II	1

RDTK 1713*	Clinical Education II	4
Clinical: MWF 24 hours/week = 192 hours + 20 shiftwork hours = 212 hours ²		
Semester Credits		8
Second Year		
Fall II		
RDTK 2583*	Radiographic Positioning III	3
RDTK 2584*	Radiographic Lab III	1
RDTK 2623*	Radiographic Equipment, Digital Imaging, and Quality Assurance	3
RDTK 2624*	Radiographic Lab IV	1
RDTK 2510*	Clinical Education III	7
Clinical: First 4 weeks, MTWTHF = 29 hours/week + Last 11 weeks, MWF = 21 hours/week = 325 hours ²		
Semester Credits		15
Spring II		
RDTK 2630*	Radiographic Pathology	1
RDTK 2603*	Survey of Technical Specialties	2
RDTK 2900*	Radiography Seminar	4
RDTK 2613*	Clinical Education IV	7
Clinical: MWF = 21 hours/week = 315 hours ²		
Semester Credits		14
Total Credits		82
Total Clinical Hours		1,102

* This course has at least one prerequisite. Check the Course Descriptions section of the catalog to see the course prerequisites.

+ If the placement test score is not adequate for course enrollment, students must complete the appropriate developmental course(s) before enrolling. These courses may increase the total number of program credits. Students should review their math and writing placement with their advisor before planning out their full program schedules.

▼ Indicated course may be taken prior to program admission however all courses must be completed before or during the semester progression as indicated.

¹ Science and math courses must be five years current.

² Clinical hour totals are approximate and may vary slightly because of scheduled college holidays/planning days.

^ Program Comments

Students should take ZOO 2015 and ZOO 2025 however ZOO 2010 and ZOO 2020 may be accepted. Additional prerequisites apply for this option.

For students planning to enter the program in Fall 2016 (catalog year 2016-2017) , MATH 1000 Problem Solving will be accepted although MATH 1400 is strongly encouraged. For the class entering Fall 2017 (catalog year 2017-2018), MATH 1400 will be required. For students planning on completing a Bachelor's degree in the future, MATH 1400 College Algebra is strongly encouraged. CO/M 1030 completed prior to or during the 2015-2016 academic year will satisfy the CV requirement for **AAS degrees only** for programs started during the 2015-2016 and 2016-2017 academic years. Beginning with the 2017-2018 academic year (catalog), CO/M 1030 will no longer satisfy the CV requirement for any degree.

Other Information

Additional Supplemental courses not required but may be taken to improve a student's application score include: PSYC 1000, PHYS 1050, and HLTK 2300.

HLTK 2300	3 credits	Health Care Ethics
PSYC 1000	3 credits	General Psychology
PHYS 1050	4 credits	Concepts of Physics

Prerequisites and other courses in the radiography curriculum are only eligible for transfer credit from regionally accredited institutions and/or JRCERT-accredited programs. Students seeking advanced standing will be evaluated on an individual basis and may be required to take competency examinations monitored by the faculty to determine the level at which the student will enter the program. Official transcripts will be required. All transcripts will be evaluated by LCCC's registrar and the radiography program director for transfer credit and/or advanced placement, as applicable.

Drug Screening and Criminal Background Checks

All allied health students are required to submit a pre-clinical urine drug screen according to the policy of the Allied Health Programs at LCCC. The drug screen is completed after a student's program acceptance and at the student's expense.

At their discretion, clinical sites may also require a drug screening and/or a criminal background check prior to allowing students into the clinical setting. (If required, any associated fees will be the responsibility of the student.) In addition, LCCC and the clinical sites may require random drug testing and/or drug testing for reasonable cause. Generally, the urine drug test screens for alcoholic beverages, illegal drugs, or drugs that impair judgment while in the clinical agency. Testing positive on the screening or evidence of tampering with a specimen will disqualify a student from participation from clinical assignment.

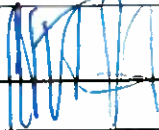
In addition to drug screening, for the safety of patients and health care workers, allied health workers must also undergo a background check performed at the student's expense. The student's acceptance will not be final until LCCC has received background check information from the reporting agencies, and the background check is clear of disqualifying offenses. For more information, please see the complete School of Health Sciences & Wellness Policies for Allied Health Students posted on the school website. Certain criminal activities, as evidenced by a criminal background check, may also disqualify a student from clinical participation.

Students are advised that the inability to gain clinical education experiences can result in the inability to meet program objectives and outcomes. These circumstances may prevent acceptance into and/or progression through the program and may ultimately result in dismissal from the program.

NOTE: Applicants who have been convicted of a felony (or have pled guilty or nolo contendere to a felony) should request a copy of a letter concerning his/her eligibility status for licensure from the Wyoming State Board of Radiologic Technologist Examiners and the American Registry of Radiologic Technologists. The Wyoming State Board of Radiologic Technologist Examiners can deny licensure if the Board feels that such denial is in the public's interest. The American Registry of Radiologic Technologists can also deny certification for the same reason.

2015-16 Catalog Program of Study Modification Form

Dean's Signature: Terry Harper Date: 2/4/2015		
1.	Name of Program:	Emergency Services, Paramedic Credit Diploma
2.	Program Contact:	Patrick Currie, Program Manager
3.	Type of Program: (Choose only one)	<input type="checkbox"/> Associate of Arts degree (60-64 credits in length) <input type="checkbox"/> Associate of Science degree (60-64 credits in length) <input type="checkbox"/> Associate of Applied Science degree (60-72 credits in length) <input type="checkbox"/> Credit Certificate (30-45 credits) <input checked="" type="checkbox"/> Credit Diploma (12-29 credits with no general education)
4.	Program Delivery:	<input checked="" type="checkbox"/> Face-to-face <input type="checkbox"/> Fully online <input type="checkbox"/> Both
5.	Program Modification Requirements: (Check all that apply)	<input type="checkbox"/> General Education Requirements have been provided <input checked="" type="checkbox"/> Program requirements for the catalog has been provided <input type="checkbox"/> Program electives for the program have been provided <input type="checkbox"/> All 1000-level and higher prerequisites/co-requisites have been included in the total program credit hours <input checked="" type="checkbox"/> Program sequencing has been provided <input checked="" type="checkbox"/> 2015-16 Catalog Course Change Request forms for each course requiring a change have been provided <input checked="" type="checkbox"/> All MCORs for new courses have been provided
6.	Catalog Program Narrative Change?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If yes, provide the new narrative below: The Emergency Medical Services— Paramedics credit diploma program is designed to prepare students for the National Registry for EMTs certification. The quality of the program helps establish the standard for Wyoming paramedic education. This 42-credit-hour credit diploma program is designed for full-time students. The program will be offered over three semesters, and the courses are in a sequence that builds on each other. Prerequisite for entry into this program include EMT Basic or Intermediate status and instructor consent.
7.	Courses Added to Program:	EMGT 2515, EMGT 2525, EMGT 2535, EMGT 2545, EMGT 2555, EMGT 2565, EMGT 2575, EMGT 2700
8.	Courses Removed from Program:	EMGT 2510, EMGT 2520, EMGT 2530, EMGT 2540, EMGT 2550, EMGT 2560, EMGT 2580, EMGT 2590
9.	Rationale for Program Modifications:	Explain how the program modifications will maintain a robust curriculum leading to a degree or certificate. The Paramedic Credit Diploma program option will streamline the process for the students only seeking Paramedic licensure. Most of the current students are non-trditional and seek this option versus the degree option.
10.	Articulation:	N/A
11.	Administrative Procedure 2.1P:	<input type="checkbox"/> Program meets credits required under Administrative Procedure 2.1P Degrees and Certificates <input checked="" type="checkbox"/> Program does NOT meet credits required under 2.1P Degrees and

		<p>Certificates/Exception Requested</p> <p>A compelling case for the variation must be made. Supporting documentation for the request citing accreditation or other professional certifying agents needs to be attached if applicable.</p> <p>The Paramedic Program as proposed sits at 42 credits. The accreditation standards established by CAAHEP and COAEMSP require that 1000-1200 contact hours remain in the program in order to allow for the licensure exam. This proposed modification reduces the program from its current level of 48 hours while still allowing for the contact hours to remain in the acceptable range. An option does not exist to split the content and/or contact hours into two separate certificates, thus the request for exception.</p>	
12.	<p>VPAA signed approval for Exception to Administrative Procedure 2.1P:</p>	<p>SIGNED: _____</p> 	<p>DATE: <u>4-2-15</u></p>

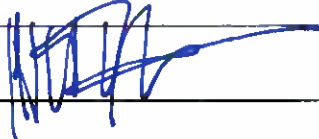
Other relevant information from the program contact:

[Click here to enter text.](#)

2015-16 Catalog Program of Study Modification Form

Dean's Signature: Terry Harper Date: 1/30/2015

1.	Name of Program:	Diagnostic Medical Sonography	
2.	Program Contact:	Adrienne Wade	
3.	Type of Program: (Choose only one)	<input type="checkbox"/> Associate of Arts degree (60-64 credits in length) <input type="checkbox"/> Associate of Science degree (60-64 credits in length) <input checked="" type="checkbox"/> Associate of Applied Science degree (60-72 credits in length) <input type="checkbox"/> Credit Certificate (30-45 credits) <input type="checkbox"/> Credit Diploma (12-29 credits with no general education)	
4.	Program Delivery:	<input checked="" type="checkbox"/> Face-to-face <input type="checkbox"/> Fully online <input type="checkbox"/> Both	
5.	Program Modification Requirements: (Check all that apply)	<input checked="" type="checkbox"/> General Education Requirements have been provided <input checked="" type="checkbox"/> Program requirements for the catalog has been provided <input type="checkbox"/> Program electives for the program have been provided <input checked="" type="checkbox"/> All 1000-level and higher prerequisites/co-requisites have been included in the total program credit hours <input checked="" type="checkbox"/> Program sequencing has been provided <input checked="" type="checkbox"/> 2015-16 Catalog Course Change Request forms for each course requiring a change have been provided <input type="checkbox"/> All MCORs for new courses have been provided	
6.	Catalog Program Narrative Change?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If yes, provide the new narrative below: 1) Third paragraph. Second sentence should read as follows: The last three (change from 2) semesters of the program are primarily clinical experience, and students may be placed in various hospitals and/or clinics in Wyoming, Colorado, or Nebraska. 2) insert prior to curriculum sequence: Additional supplemental courses that are not required, but that may be taken to improve a student's application score are: PSYC 1000, HLTK 2300, and any completion of Certified Nurse Assistant, Medical Assistant, Licensed Practical Nurse, Emergency Medical Technician or similar health training for at least one year. 3) Insert prior to the course list: This curriculum is for the students entering the program in Summer of 2017 and after (pending JRCDMS approval). For students applying for acceptance into the program for Summer of 2015 and 2016, please refer to the 2014-2015 catalog.	
7.	Courses Added to Program:	List courses here	The Dean of Math and Science will be notified of the removal of PSYC 1000 from the prerequisites. The Dean of Health Science will be notified of the removal of HLTK 2300.
8.	Courses Removed from Program:	PSYC 1000 and HLTK 2300	
9.	Rationale for Program Modifications:	Explain how the program modifications will maintain a robust curriculum leading to a degree or certificate. Removal of General Psychology PSYC 1000 and Health Care Ethics HLTK 2300 as these concepts will be embedded in IMAG 2205 Intro to Diagnostic Medical Sonography to comply with 2.1P.	
10.	Articulation:	The Diagnostic Medical Sonography program is set up for the job force upon graduation. At this time we do not have any articulations.	
11.	Administrative Procedure 2.1P:	<input type="checkbox"/> Program meets credits required under Administrative Procedure 2.1P Degrees and Certificates <input checked="" type="checkbox"/> Program does NOT meet credits required under 2.1P Degrees and Certificates/Exception Requested	

		<p>A compelling case for the variation must be made. Supporting documentation for the request citing accreditation or other professional certifying agents needs to be attached if applicable.</p> <p>The program has been in compliance the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and the Joint Review Committee of Diagnostic Medial Sonography (JRCDS) during the original accreditation process and the first reaccreditation process, which was earned June 2014. This modification will require JRCDS and CAAHEP approval prior to the implementation because it is considered a substantive change, and the program must first demonstrate that all required content and student competence performance standards are met. Because of this, the program will not implement the new curriculum with the new prerequisites until Summer of 2017 program acceptance cycle.</p> <p>This modification has reduced the program's credit hour sequence from 67 hours to 63 hours once a student has been accepted into the program. Of those 63 hours 60 of them are IMAG, or occupational emphasis courses. Although the program's total number of credit hours is 89 hours, rather than the desired 72 total, the 17 hours difference is due to the program prerequisite courses, and which also allows students to complete a metamajor certificate in Health Science at LCCC.</p> <p>Per Policy 2.1, Paragraph 2) c. "AAS degrees have an occupational emphasis, achieved through minimum of 2/3 of the total credits in the degree derived from applied/technical coursework in the discipline aligned to the occupational area."</p> <p>The proposed curriculum meets the standard: $89 \times \frac{2}{3} = \text{minimum } 59 \text{ credits required in IMAG area (63 total IMAG credits)}$. The program has been able to shift courses to comply with the program modification and Complete College Initiative, but further reduction in hours or coursework would impair the program's ability to ensure adequate curriculum coverage and student clinical performance standards to the JRCDS.</p>	
12.	VPAA signed approval for Exception to Administrative Procedure 2.1P:	SIGNED: 	DATE: <u>3-24-15</u>

Other relevant information from the program contact:

[Click here to enter text.](#)

2015-16 Catalog Program of Study Modification Form

Dean's Signature: <i>[Signature]</i>		Date: 3/2/2015	
1.	Name of Program:	Paralegal	
2.	Program Contact:	Jodi A Weppner, J.D.	
3.	Type of Program: (Choose only one)	<input type="checkbox"/> Associate of Arts degree (60-64 credits in length) <input type="checkbox"/> Associate of Science degree (60-64 credits in length) <input type="checkbox"/> Associate of Applied Science degree (60-72 credits in length) <input checked="" type="checkbox"/> Credit Certificate (30-45 credits) <input type="checkbox"/> Credit Diploma (12-29 credits with no general education)	
4.	Program Delivery:	<input checked="" type="checkbox"/> Face-to-face <input type="checkbox"/> Fully online <input type="checkbox"/> Both	
5.	Program Modification Requirements: (Check all that apply)	<input type="checkbox"/> General Education Requirements have been provided <input type="checkbox"/> Program requirements for the catalog has been provided <input type="checkbox"/> Program electives for the program have been provided <input type="checkbox"/> All 1000-level and higher prerequisites/co-requisites have been included in the total program credit hours <input checked="" type="checkbox"/> Program sequencing has been provided <input type="checkbox"/> 2015-16 Catalog Course Change Request forms for each course requiring a change have been provided <input type="checkbox"/> All MCORs for new courses have been provided	
6.	Catalog Program Narrative Change?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If yes, provide the new narrative below: A slight change will be made to add the information about the Bachelor's degree requirement directly above the Post-Baccalaureate Certificate course sequence	
7.	Courses Added to Program:	None added	N/A
8.	Courses Removed from Program:	None removed	
9.	Rationale for Program Modifications:	Explain how the program modifications will maintain a robust curriculum leading to a degree or certificate. N/A	
10.	Articulation:	No articulations necessary, this is a Post-Baccalaureate certificate program.	
11.	Administrative Procedure 2.1P:	<input type="checkbox"/> Program meets credits required under Administrative Procedure 2.1P Degrees and Certificates <input checked="" type="checkbox"/> Program does NOT meet credits required under 2.1P Degrees and Certificates/Exception Requested A compelling case for the variation must be made. Supporting documentation for the request citing accreditation or other professional certifying agents needs to be attached if applicable. Program requires an exception for the general education requirements for credit certificate. ABA approval requires a minimum of 30 credit hours in Paralegal program courses to meet the Post-Bac certificate requirements, but due to completion of the bachelor's degree required, no additional general education credits are required.	

12.	VPAA signed approval for Exception to Administrative Procedure 2.1P:	SIGNED: 	DATE: 6-9-15
-----	---	--	--------------

Other relevant information from the program contact:

[Click here to enter text.](#)

Paralegal - Post Baccalaureate

Credit Certificate

NO PROGRAM NARRATIVE - PLACE AFTER PARALEGAL AAS

First Year			
1st Semester	Course	Title	Credits
	LEGL 1500*	Introduction to Paralegal Studies	3
	LEGL 1710*	Legal Research and Writing I	3
	BADM 2010*	Business Law I	3
		Choose from faculty-approved LEGL elective.^	3
			Semester Credits 12
2nd Semester			
	LEGL 1720*	Legal Research and Writing II	3
	LEGL 2550*	Evidence and Investigation	3
		Choose from faculty-approved LEGL elective.^	3
		Choose from faculty-approved LEGL elective.^	3
			Semester Credits 12
3rd Semester			
	LEGL 2500*	Civil Procedure and Litigation	3
	LEGL 2990	Paralegal Internship	3-5
	OR	Choose from faculty-approved LEGL elective.^	3
			Semester Credits 6-8
			Total Credits 30-32

* This course has at least one prerequisite. Check the Course Descriptions section of the catalog to see the course prerequisites.

^ Program Comments

Legal Program Electives - Students must complete 15 credit hours (5 courses) from the following list of courses. Courses are not offered every semester. Consult your faculty advisor for recommendations.

LEGL 1800	3 credits	Law Office Management
LEGL 2560	3 credits	Probate Practices and Procedures
LEGL 2570	3 credits	Torts
LEGL 2610	3 credits	Family Law
LEGL 2630	3 credits	Real Estate and Property Law
LEGL 2650	3 credits	Criminal Law and Procedure
LEGL 2670	3 credits	Constitutional Law
LEGL 2680	3 credits	Administrative Law
LEGL 2830	3 credits	Computer Applications in the Law
LEGL 2990	3-5 credits	Paralegal Internship