River Valley Community College

2026 - 2027 College Catalog

Claremont - Keene - Lebanon - Online

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River Valley Community College

The Student Catalog and Handbook describes student related policies and programs. Students are expected to be informed about the policies published in this catalog and handbook, as well as subsequent policies and information that may be published or posted during the school year. Policies of the College may, and often do, change since the College must maintain flexibility to serve its students. It is the responsibility of the student to read and understand College policies.

CLAREMONT

1 College Place
Claremont, New Hampshire 03743
(603) 542-7744
1-800-837-0658
FAX (603) 543-1844
email: rivervalley@ccsnh.edu

KEENE

88 Winchester Street
Keene, NH 03431
(603) 357-2142
FAX (603) 543-4419

LEBANON

15 Hanover Street
Lebanon, NH 03766
(603) 443-4200

ADMISSIONS:
rvccadmissions@ccsnh.edu

College Overview

River Valley Community College

River Valley Community College

College Catalog
2026-2027

MAIN CAMPUS

1 College Place
Claremont, New Hampshire 03743
(603) 542-7744 • 1-800-837-0658 • FAX (603) 543-1844
email: rivervalley@ccsnh.edu

KEENE

88 Winchester Street
Keene, NH 03431
(603) 357-2142

LEBANON

15 Hanover Street
Lebanon, NH 03766
(603) 443-4200

www.rivervalley.edu

Welcome to River Valley Community College!

Dear Students,

Welcome to River Valley Community College. It is both an honor and a privilege to serve as Interim President of the college that helped shape my own educational and professional journey. As a proud alumnus of RVCC (2008, Associate Degree Nursing), I have experienced firsthand the transformative power of a community college education, and I am deeply committed to ensuring that every student has the opportunity to achieve their goals.

Community colleges are places of opportunity, access, and possibility. At River Valley Community College, we are dedicated to creating an environment where students from all backgrounds can learn, grow, and succeed. Whether you are earning a degree, preparing to transfer to a four-year institution, developing new skills for the workforce, or pursuing personal enrichment, you are an important part of our vibrant college community.

This catalog serves as a guide to the many academic programs, support services, and opportunities available

to you. Behind every course and program is a team of faculty and staff who are invested in your success and committed to helping you navigate your educational journey.

As an alumnus, I understand the challenges and opportunities that come with pursuing higher education. I also know that the experiences you gain here can open doors and create pathways that extend far beyond the classroom. I encourage you to embrace new experiences, seek connections, and take advantage of the resources available to support your aspirations.

Thank you for choosing River Valley Community College. We are honored to be part of your journey and look forward to celebrating your achievements as you build a bright future for yourself, your family, and your community.

As a proud graduate and your partner in success,
Eileen Glover DNP, MSN, RN-BC, NEA-BC
Interim President
River Valley Community College

Mission Statement

Community College System of New Hampshire

Our purpose is to provide residents with affordable, accessible education and training that aligns with the needs of New Hampshire's businesses and communities, delivered through an innovative, efficient, and collaborative system of colleges. CCSNH is dedicated to the educational, professional, and personal success of its students; a skilled workforce for our state's businesses; and a strong New Hampshire economy.

River Valley Community College

River Valley Community College transforms lives by providing a quality and affordable education through innovative personal approaches to lifelong learning and career pathways.

Educational Philosophy

Since the College serves a diverse student population possessing a wide range of academic and physical abilities, the College is committed to providing a variety of educational approaches, instructional methods, supplementary services, and co-curricular activities to meet those diverse needs. In the context of a student-centered environment, the primary aim of the College is to assist students to become self-reliant, self-confident skilled workers and educated persons.

The College believes that the educated person is able to read critically, write clearly and comprehensively, reason analytically, and utilize mathematical and scientific skills to solve life's problems. The educated person functions as a responsible and ethical member of society, recognizes and copes with the ambiguities of life, and appreciates diversity. The educated person moves from concrete to abstract levels of thinking, fosters integration and synthesis of knowledge, interchanges roles as both learner and teacher, and utilizes contemplative thought.

By embracing an understanding and appreciation of self in today's socially and technologically complex world, and through the stimulation of intellectual curiosity, learners will be able to improve their lives and contribute something of value to the community of which they are a part.

Expected Outcomes

RVCC College Outcomes

RVCC is an active community partner and provides programs and activities which expand access to higher education.

RVCC provides holistic student support services and prepares students to be life-long learners.

RVCC supports local economic development by educating a skilled workforce to meet the needs of business, industry, and government.

RVCC Student Learning Outcomes

RVCC students should be able to communicate effectively, both verbally and via the current technology in their chosen field of study.

RVCC students should be able to use critical reasoning to solve problems.

RVCC students should be able to perform competently at the entry level in their chosen career path or transfer successfully to the next level of education.

RVCC students should be able to critically analyze contemporary issues in their communities and participate in productive citizenship by engaging in service learning and volunteerism.

RVCC students should be able to demonstrate commitment to diversity, equity, and social responsibility as life-long learners.

History

Founded in 1968, River Valley Community College has a long-standing commitment to providing high-quality education in a supportive academic environment. With small class sizes and a personalized approach to instruction, RVCC enables students to receive the individual attention they need to succeed.

The College offers more than 30 career-focused programs designed to prepare students with the specialized skills and knowledge needed to confidently enter the workforce. Programs span fields such as healthcare, business, and technology. Students may pursue Associate of Arts, Associate of Science, or Certificate programs. Many of these pathways lead directly to employment, while others provide a strong foundation for transfer to a four-year college or university.

RVCC serves students who have already chosen a career path as well as those who are still exploring their academic and professional options. Dedicated advising and a wide range of educational opportunities support students at every stage of their journey.

As a commuter college, RVCC meets the educational needs of the region and the state by collaborating closely with local businesses, industries, healthcare providers, and service organizations.

The College operates three ADA-accessible locations:

The main campus at 1 College Place in Claremont, NH

The Keene Academic Center at 88 Winchester Street, Keene, NH

The Lebanon Academic Center at 15 Hanover Street, Lebanon, NH

While not all programs are available at the Keene and Lebanon centers, these locations provide convenient access to a variety of college courses, admissions support, academic advising, student services, and financial aid resources for residents of Cheshire and Grafton counties. Students enrolled at the Keene or Lebanon centers are encouraged to take advantage of the full range of services available at the Claremont campus. All RVCC policies and procedures apply at each of the College's locations.

Accreditation

River Valley Community College is accredited by the New England Commission of Higher Education (NECHE).

Accreditation of an institution of higher education by NECHE indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

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

Inquiries regarding the accreditation status by the NECHE should be directed to the administrative staff of the institution. Individuals may also contact:

New England Commission of Higher Education
301 Edgewater Place, Suite 210
Wakefield, MA 01880
781-425-7785
e-mail: info@neche.org

Individual programs at the College have earned recognition and accreditation status by the following organizations:

- Commission on Accreditation for Respiratory Care
- National Accrediting Agency for Clinical Laboratory Sciences
- Commission on Accreditation in Physical Therapy Education
- Accreditation Council for Occupational Therapy Education (ACOTE): American Occupational Therapy Association (AOTA)
- New Hampshire Board of Nursing
- Accreditation Commission for Education in Nursing (ACEN)

- Joint Review Committee on Education in Radiologic Technology

Community College System of New Hampshire Board of Directors

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Kelly Ayotte

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River Valley Community College Administration

Eileen Glover, DNP, MSN, RN-BC, NEA-BC
Interim President

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Interim Vice President of Academic and Student Affairs

Eric Sutphin, MFA
Interim Associate Vice President of Academic and Student Affairs

Lori Leary, MS, MBA
Chief Financial Officer

Paula Margenau, BA
Director of Human Resources

River Valley Community College Advisory Committee

Rob Taylor, Chair
Catherine Bardier
David Finnerty
Cheryl Kahn
Tim McNulty
Phil Shaw
Ashley Romeo

RVCC Faculty

Kimberly Ambrose
Assistant Professor - Practical Nursing
ADN, New Hampshire Technical Institute
BSN, University of Vermont
MSN, Walden University

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Professor & Program Director – Liberal Arts, Mathematics Concentration
Department Co-Chair – Liberal Arts & Professional Studies
BS, Michigan State University
MA, University of Colorado
MAT, Colorado College
EdD, New England College

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Professor & Program Director – Early Childhood Education & Social Services
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Professor & Program Director – Physical Therapist Assistant
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MS, University of North Carolina at Wilmington
DPT, Duke University

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DNP, American Sentinel University
NEA-BC, ANCC

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BS, Southern New Hampshire University
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MSRT, University of Cincinnati

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Department Co-Chair – Allied Health
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BS, Keene State College
MS, Granite State College

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Professor & Program Director – Liberal Arts, Psychology

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MA, CAGS, American International College

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BSN, California State University
MSN, Indiana Wesleyan University

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AAS, NH Vocational Technical College
BS, Franklin Pierce College
MS, Champlain College

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Department Co-Chair – Nursing
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BSN, Chamberlain University
MSN, Chamberlain University

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MSN, Franklin Pierce University

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Michelle Sweeney
Assistant Professor & Clinical Coordinator, Radiologic Technology
BS, Valencia College

Constance White
Assistant Professor – Nursing
AS, Bay Path University
ADN, Vermont Technical College
BSN, Western Governors University
MSN, Western Governors University

Active searches at time of publication:
LPN Faculty - Keene
LPN Faculty - Nashua
RN Faculty - Keene

RVCC Staff

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Coordinator of High School Programs

Charlene Ashey
Lebanon Academic Center Supervisor

John Bryant
Facilities Maintenance Supervisor

Tammy Carnevale
Assistant Registrar

Kenneth Cornell
IT Technician

Marie Couitt
Banner Coordinator

Shana Elburn
Library Associate

Megan Fagans
Student Account Representative

Theresa D. Fuller
Registrar

Tammy Gero
Senior Accounting Technician/Accounts Payable and Purchasing

Sharon Gilbert
Program Assistant, Registered Nursing

Suzanne Groenewold
Director of Enrollment & Marketing

Elizabeth Guimond
Academic Advisor & Transfer Specialist

Judy Hoffman
Keene Academic Center Supervisor

Hagen Mendrykowski
Library Supervisor

Nickole Milo
Academic Advisor & Accessibility Services Coordinator

Kelly Nolan
Student Success Coach

Dan Osborn
Manager of Workforce & Continuing Education Programs

Leah Rothenberg
Academic Advisor

Morgan Sailer
Perkins Grant Manager & Career Advisor

Caleb Thornton
Facilities Services Assistant

Jason Thornton
Facilities Maintenance

Dixie Vestal
Academic Advisor

Active searches at time of publication:
Academic Advisor & Student Life Coordinator
Admissions & Enrollment Specialists
Facilities Maintenance Mechanic II
Student Account Representative

Office of Academic & Student Affairs

The Office of Academic & Student Affairs has oversight of all academic and student functions, including course and program offerings, instructional delivery, academic planning and evaluation, admissions, registration, financial aid, and all student services and student life functions. The Office of Academic & Student Affairs welcomes student visits and encourages feedback on all RVCC offerings. This office is comprised of the Vice President, and the Associate Vice President.

Department Chairs

The Department Chairs oversee and supervise programs that are similar in nature. They are available to students to assist in problem solving and support academic advisors and program directors in the advising of students, as needed.

Program Directors/ Coordinators

Each program has a Program Director/Coordinator who oversees the program curriculum and integrity. Program Directors/Coordinators may act as or assign advisors to students within a program. They are the first point of contact for a student when problem solving or seeking guidance regarding a program of study.

Faculty

Refers to any person hired by CCSNH colleges to conduct educational activities.

Registrar

The Registrar is responsible for keeping records of course registration, withdrawals, and grades. The Registrar keeps all official student transcripts updated and determines if a student has met graduation requirements.

2026-2027 Academic Calendar

FALL SEMESTER 2026
August 31: Fall Semester Classes Begin
September 7: Labor Day Holiday – No Classes and RVCC Closed
September 8: Last Day to Add a Course without Instructor Permission
September 14: Last Day to Drop a Full Semester Course with Full Refund
September 18: Last Day to Resolve "I" Grades from Summer 2026
September 21: Week 4 Early Alerts
October 19: Week 8 Early Alerts
November 5: Last Day to Withdraw with "W" Grade from a Full Semester Course (60% point)
November 11: Veterans' Day Holiday – No Classes and RVCC Closed
November 26-28: Thanksgiving Holiday – No Classes and RVCC Closed
December 19: Last Day of Classes for Fall Semester
December 21: Grades Due
December 21: Fall 2026 Graduation Ceremony Date, Location TBA
December 24 – January 1: Holidays and Winter Recess – No Classes and RVCC Closed

SPRING SEMESTER 2027
January 18: Martin Luther King Jr./Civil Rights Day Holiday – No Classes and RVCC Closed
January 19: Spring Semester Classes Begin
January 25: Last Day to Add a Course without Instructor

Permission
February 1: Last Day to Drop a Full Semester Course with Full Refund
February 5: Last Day to Resolve "I" Grades from Fall 2026
February 8: Week 4 Early Alerts
February 15: Presidents' Day Holiday – No Classes and RVCC Closed
March 8: Week 8 Early Alerts
March 14-21: Spring Break – No Classes
March 22, 8am: Registration Opens for Fall 2027, Spring 2028, Summer 2028
March 29: Last Day to Withdraw with "W" Grade from a Full Semester Course (60% point)
May 8: Last Day of Classes for Spring Semester
May 10: Grades Due
May 14: Spring 2027 Graduation Ceremony Date

SUMMER SEMESTER 2027
May 24: First Day of Summer 2027 term
May 26: Last Day to Add a Course without Instructor Permission
May 31: Memorial Day Holiday - No Classes and RVCC Closed
June 1: Last Day for a Full Refund of 8- and 11- week courses
June 11: Last Day to Resolve "I" Grades from Spring 2027
June 18: Juneteenth Observed - No Classes and RVCC Closed
June 28: Last Day to Withdraw from 8-week Courses with Grade of "W"
July 5: Independence Day Observed - No Classes and RVCC Closed
July 10: Last Day to Withdraw from 11-week Courses with Grade of "W"
July 17: Last Day for 8-week Classes
August 7: Last Day for 11-week Classes
August 7: Summer 2027 Degree Award Date (no ceremony)
August 28: Last Day of CCSNH Summer Term

* Students in classes that meet in a format shorter than the traditional semester (15-16 weeks) will have seven (7) calendar days from the designated start of the alternative semester to withdraw for a full refund.

** Calendar subject to change

Admissions & Enrollment

Admissions Team

RVCC's Admissions Team is here to assist and advise students during the admissions process. This includes counseling during initial inquiries, helping to identify and direct students toward program of study, informing students of outstanding information needed to complete the matriculation process and identifying Academic Advisors.

Application Materials for Admissions

River Valley Community College is committed to an open access to education philosophy. While certain high demand programs are competitive, the College has worked to streamline the admission process. Applications for admission are available on the College's website.

Criminal Background Check Policy

A criminal background check may be required prior to Work Based Learning (WBL) experiences. Failure to undergo a criminal background check prior to a WBL experience may result the inability to progress in a program. Should a clinical, fieldwork or practicum agency refuse to place a student based on the outcome of the background check, the college/program shall have no responsibility to arrange an alternate clinical/fieldwork or practicum placement. Students may appeal the decision and will be given the opportunity to present information to dispute the background check. Students must agree that all results will be available to the program and the sites associated with the program. The criminal background check may be required several times during a two year program and may be required for employment and/or licensure and/or certification. Cost for the criminal background check will be the responsibility of the student.

RVCC currently works with Castle Branch to help students in this process. Students should work with their Program Directors for assistance. Some agencies require both a state and federal background check.

Domicile – Change of Residency Status

A student's residency status determines the tuition rate assigned to their account. In-state tuition is available to those students who reside in New Hampshire. Those domiciled elsewhere shall be invoiced at either the New England Regional Student Program (NERSP) rate or the out-of-state rate.

Matriculated students who establish in-state residency (from an out-of-state or NERSP status) are responsible for notifying the Registrar and Admissions Office of their residency change by completing and submitting a Personal Information Change Form, and producing an original driver's license or a non-driver identification card.

Note: River Valley Community College is not certified to accept International Students. For the full CCSNH System Policy see 740.01 Domicile and Tuition Rate.

Dual Admission 2+2

Students interested in opting into the dual admission program between the Community College System of NH and the University System of NH (USNH) must sign the dual admission contract at the time of admission to RVCC. Students must complete an Associate Degree at RVCC with a cumulative grade point average of 2.5 or higher. Admission to a specific USNH program is dependent upon meeting the program's individual requirements and space availability at the time of transfer. For more information contact RVCCAdvising@ccsnh.edu.

Early College Programs

Early College – High School provides high school students the opportunity to earn RVCC credits for courses taken as part of their regular high school schedule. College credits may be used towards completion of a degree or certificate at RVCC. The credits may also be transferred to other CCSNH campuses as well as universities and colleges throughout the country. (Please note that the determination of transfer credit is at the discretion of the receiving institution.) Early College – High School students realize significant advantages: college credit is awarded in high school, tuition costs are reduced ($150 per course registration), time to complete higher education requirements is reduced, and confidence in the transition to college is increased. High school graduates considering RVCC are encouraged to enroll within one year to ensure that their credits will be accepted into a current program.

Early College - RVCC is dual enrollment program that provides high school students (Ages 15-21) the opportunity to take RVCC courses at all three of our locations as well as online. Rising sophomores can begin this program the summer following their freshman year and seniors can continue through the summer following graduation. Tuition and fees are discounted by 50%. In many cases students can earn college credits that also meet high school graduation requirements. Seniors in high school may also apply for conditional early admissions to some programs at RVCC.

New Hampshire high school students taking courses through RVCC Early College programs are allowed two free courses per academic year through the NH Early College Scholarship (subject to change).

General Admissions Requirements and Procedures

Admission to River Valley Community College is open to all. Applicants must meet the admissions standards of the College and of the programs of study to which they apply. Applicants will not be barred from admission because of race, color, religion, national or ethnic origin, age, sex, sexual orientation, marital status, disability, gender identity or expression, genetic information, and veteran status, as defined under applicable law.

Applicants should:

1. Complete and submit an official River Valley Community College application found online at the College's website.

2. Submit their academic records from high school (official transcript of courses and grades); or official documentation of a High School Equivalency scores. Official documents must be received directly from the issuing institution in a sealed envelope. (NOTE: It is the applicant's responsibility to request that official transcripts of previous study be mailed directly to the Admissions Office.) The College does accept verified high school transcripts via an electronic transcript delivery system.

3. Submit official transcripts of all previous college work. Official documents must be received directly from the issuing institution in a sealed envelope or an electronic transcript delivery system. Applicants who have transcripts from colleges/universities outside of the USA

must obtain official English translation and transcript credential evaluation of all secondary school and university academic records, including a letter mailed directly to the College from an approved Credential Evaluation Service (visit NACES for listing) insuring the authenticity of the educational credentials.

4. Additional requirements may be requested from the applicant for admission to specific programs of study. These requirements may include, but are not limited to, faculty interview, SAT results, a program meeting, letters of reference, and pre-admission assessment testing.

5. Notify the College of eligibility for Veterans Administration Benefits and/or other aid programs.

Criminal background checks and drug tests may be required for some program work-based experiences. See the Work Based Learning section for complete policy.

Applicants are responsible for ensuring that all documents requested by the College are received by the College in the manner requested. All documents submitted to the College become the property of River Valley Community College and will not be returned or sent to other organizations or academic institutions.

Refer to academic program pages or description on the website for specific admission requirements and application deadlines.

Health Forms

Matriculated students in some programs are required to provide completed health forms, and/or submit proof of immunizations or proof of immunity to certain infectious diseases to the applicable Program Director.

Readmissions

When applying for readmission, students must meet current entrance requirements for the desired program. Upon readmission, students will follow the curriculum published in the current catalog. However, any common courses will be carried forward and every attempt will be made to make appropriate substitutions when previous courses have been replaced with updated ones. In order to approve a substitution, the Department Chair will make a recommendation to the Vice President of Academic and Student Affairs who will make the final decision.

Students who have not received a grade for a credit bearing course for more than three semesters (including summer) will be declared inactive; an inactive student wishing to return to RVCC must apply for readmission and meet current entrance requirements for the program.

Readmissions to Allied Health programs are based on programmatic policy, clinical site availability, and the recommendation of the department. Contact the Program Director or consult the program handbook regarding the specific programmatic readmission policy.

Students previously suspended due to academic performance may apply for re-admission to a matriculated program after one semester away from RVCC.

Students must meet current admissions requirements for admission to matriculated programs and meet with an academic advisor to create a reentry plan.

Testing and Assessment

The only programs which require placement testing at RVCC are the RN and LPN programs. They require the Test of Essential Academic Skills (TEAS) Assessment. Please contact the nursing department at rvccnursing@ccsnh.edu for more information about the TEAS.

Veterans Affairs

The goal of the School Certifying Official is to assist prospective and enrolled veterans, reservists, guardsmen, and their eligible dependents in accessing education benefits available through the Department of Veterans Affairs while meeting their educational objective at RVCC.

Please contact the School Certifying Official at RVCCRegistrar@ccsnh.edu for information on how to apply for VA education benefits.

VA Contact Information:
Website: benefits.va.gov/GIBill
Phone: Phone: 888-GIBILL1 (888.442.4551)
Mail: VA Regional Office PO Box 4616, Buffalo, NY 14240-4616

Enrollment certification for properly documented VA Beneficiary Students is electronically reported to the Veteran Administration in a two-part process.

The number of credits the beneficiary is enrolled in will be certified once the student notifies the School Certifying Official that they have registered.

Tuition and fees will then be reported after the add/drop period has passed.

Students must follow the program of study listed in their catalog as the School Certifying Official can only certify courses within that program.

VA funded students are responsible for immediately notifying the College's School Certifying Official at RVCCRegistrar@ccsnh.edu before taking any action affecting their enrollment status (such as course drops, adds, or non-passing grades). Failure to do so may result in a debt to the VA.

All students must contact the VA School Certifying Official before adding or changing a major. Additional information will be required by the VA before the College can certify a second major or a change in major.

Satisfactory progress toward completion, as specified in the Academic Standards section of this Catalog, must be maintained.

Veterans who utilize Chapter 30 or 1606 must verify their enrollment each month to receive payment for that month. Enrollment can be verified on the last calendar day of the month by using Web Automated Verification of Enrollment (WAVE) or by calling the VA toll free at 888.442.4551.

The Community College System of New Hampshire (CCSNH) has adopted the following policies, which provide for payment of in-state tuition rates for VA Beneficiaries under U.S.C. § 3011 and § 3311 living in New Hampshire. More specifically, CCSNH system finance policies at 421.01.1 provide: A veteran, as defined under RSA 21:50, I, or a covered individual, as defined under Chapter 30, 33, or 35 of Title 38 of the United States Code using educational assistance benefits provided under federal law, shall be charged in-state tuition while living in New Hampshire and enrolled in any institution of the Community College System of New Hampshire.

A spouse or child using educational assistance benefits provided pursuant to Chapter 30, 33, or 35 of Title 38 of the United States Code shall be charged in-state tuition while living in New Hampshire and enrolled in any institution of the Community College System of New Hampshire. In-state tuition shall be charged to all covered individuals, including but not limited to the following circumstances: Any veteran that has a three-year period of service and an honorable discharge and any veteran for whom this period of service is followed by a four-year period of service, and there is a dishonorable discharge. All of the discharges enumerated in 38 U.S.C. § 3311(c) and 38 U.S.C. § 3011 will be interpreted to fall under New Hampshire RSA 21:50, I, (a)(2).

In applying the policies, the term "spouse" will be interpreted to include current spouses, former spouses, and same-sex spouses and the term "child" will be interpreted to include biological, adopted, pre-adoptive, and stepchildren of a spouse, including of a same-sex spouse or former spouse. Please contact the School Certifying Official at RVCCRegistrar@ccsnh.edu if you need assistance or have questions.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at benefits.va.gov/GIBill.

WorkForce Development

In keeping with its mission to provide lifelong learning and access to training and education that allows advancement in a variety of career pathways, River Valley Community College offers open enrollment career training and continuing education programs, as well as customized training solutions for area businesses, non-profit organizations, and government agencies.

Current programming is focused on meeting the workforce needs of the healthcare and manufacturing sectors, building skills and aptitudes needed by entry-level and mid-level professionals in all sectors.

Credit for Prior Learning

Advanced Standing Placement

Transfer of Credits

Students may be admitted to programs with advanced standing if they have taken appropriate college courses at another regionally accredited institution and earned a "C" or higher. It is the student's responsibility to work with their advisor to submit a Transfer Evaluation Request Form, to furnish official transcripts and, if requested, course descriptions. Transcripts do no need to be requested from other CCSNH schools. Courses and grades will be evaluated by a Department Chair/Program Director and recommendations made to the Office of Academic & Student Affairs. The VPASA is responsible for the final determination of which credits transfer. Some course material will not transfer if greater than ten years old or if competencies covered are not equivalent to RVCC's curriculum. Students are advised to consult with their academic advisor prior to registering for courses at another institution to ensure credits will meet graduation requirements at RVCC.

Pre-Approved Transfer Process

Any current students seeking to take a course at another college and wishing to apply that course to their degree must have prior written approval from the Vice President of Academic & Student Affairs and their Department Chair or Program Director. Without this written approval prior to enrollment in the course, the College does not guarantee acceptance of this course as transfer credit. Grades of courses transferred are not included in the calculation of Grade Point Average or Cumulative Grade Point Average. Credits transferred from another institution will be added to the total credits accumulated for graduation. Students can work with their Advisor to submit paperwork for a Pre-Approved Transfer Request.

Important student responsibility: At the conclusion of a course, matriculated students must request that an official transcript be sent to RVCC (Attention: Admissions) so that a transfer of credit evaluation can be processed (unless the course was taken at another CCSNH school, in which case the transcript does not need to be sent). Credits are not automatically transferred. Students should follow the college policy for requesting transfer of credits to other institutions. It is highly recommended that non-matriculated students interested in admission apply for admission to their program of choice as soon as possible. Students who complete courses as a non-matriculated student may find that not all credits can be applied towards a specific degree or certificate.

Consortium Agreements - Pre-Approval of Courses for Transfer

A Consortium Agreement allows a student who is accepted into an eligible program and is receiving financial aid at one CCSNH College (Home) to use their financial aid to pay for courses at another CCSNH College (Host). The agreement is a formal contract between the Home and Host Colleges. A student who wishes to take a course at a college other than the Home College is required to complete a Consortium Agreement with the Home College. Courses taken at the Host College must be pre-approved for transfer to the student's program. Consortium Agreements are available online and must be fully completed before courses are considered paid.

Students initiate the form which is then sent electronically to the advisor for approval. The approved document will be submitted to the Financial Aid Office for processing. During the summer when Program Directors are not on campus, the student may submit the form directly to the VPASA office. However, students are encouraged to register for courses well in advance when program directors are on campus.

Credit by Examination (CBE)

Students may test out of certain courses through the Credit by Examination (CBE) process.

In order to be considered for a CBE, the student must meet the following criteria:

- The student must be matriculated in a program at RVCC.
- The student can demonstrate that by study, training, or experience outside RVCC has acquired skill or knowledge equivalent to that acquired by students enrolled in a College course. Such skill, knowledge, or experience shall be in the area of the course concerned; and determined to be relevant by the Vice President of Academic and Student Affairs or other authorized personnel, based on evidence that the background prerequisites justify allowing the student to take the exam. Background prerequisites shall include the student's academic or employment record or both; and / or faculty recommendations.
- The student must have a cGPA of 2.0 or higher.
- Request must be for a regular course listed in the catalog, conducive to a CBE format.
- The student has not previously attempted a CBE for this course, be enrolled in the course, previously received a grade for the course at any CCSNH school, has been administratively withdrawn from the course, or has withdrawn from the course.

The student shall work with their advisor to apply to the Vice President of Academic and Student Affairs or authorized person of the College by completing the appropriate RVCC CBE Request Form. The student must complete the CBE within one month of approval.

Students must earn a C or higher in the exam. If successful, the appropriate credits earned are applied to the student's program. Credit will not be given for grades below "C". A student receiving a grade below a "C" is ineligible for another CBE in that course.

River Valley Community College is committed to awarding degrees that reflect a well-rounded education. Our programs are designed to support student growth and promote a deeper understanding of their chosen field, often building upon professional experiences gained before or during their studies. To maintain academic integrity and ensure meaningful engagement with the curriculum, students may earn a maximum of 12 (twelve) credits through Credit by Examination (CBE).

College-Level Examination (CLEP)

Students may test out of certain courses through the College-Level Examination Program (CLEP) administered by the College Board.

In order for a CLEP to be considered, the student must meet the following criteria:

- The student must be matriculated in a program at RVCC.
- The student can demonstrate that (in addition to achieving the necessary score on the exam), by study, training or experience outside RVCC they have acquired skill or knowledge equivalent to that acquired by students enrolled in a College course. Such skill, knowledge, or experience shall be in the area of the course concerned; and determined to be relevant by the Vice President of Academic and Student Affairs or other authorized personnel, based on evidence that the background prerequisites justify allowing the student to take the exam. Background prerequisites shall include the student's academic or employment record or both; and / or faculty recommendations.
- The student must have a cGPA of 2.0 or higher.
- Request must be for a regular course listed in the catalog or an elective necessary for the student's program.
- The student has not previously attempted this course, been enrolled in the course, previously received a grade for the course at any CCSNH school, been administratively withdrawn from the course, or withdrawn from the course after the drop/add period.

The student shall apply to the Vice President of Academic and Student Affairs or authorized person of the College by completing the appropriate Transfer Request Form.

Upon successful completion of the CLEP the student shall request the score be sent directly to the College Admissions Office from the College Board. A passing score for CLEP is 50 or above, depending upon the course. If successful, the appropriate credits earned are applied to the student's program.

Students should consult with Program Director, Department Chairperson or Vice President of Academic and Student Affairs before taking CLEP exams to determine which CLEP exams with appropriate scores and documentation can be used to fulfill program requirements (CLEP.CollegeBoard.org).

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College Board Advanced Placement Examination Credit

The College recognizes the College Board Advanced Placement Examination Program as a means of evaluating a student's eligibility for advanced placement and credit transfer. AP credits are reviewed by the Program Director and, at their discretion, are submitted to the Vice President of Academic and Student Affairs. Students who have participated in the AP Program and who have been admitted to the College should have official AP grade reports forwarded from the College Board directly to the College Admissions Office. More information can be found at College Board, Advanced Placement Examinations, CN6671, Princeton, NJ 08541-6671, telephone number (609) 771-7300 (CollegeBoard.org).The minimum score to receive credit varies from three (3) to five (5). No credit is awarded on any AP exam score of less than three (3).

Transfer Crosswalks

RVCC may award college credits for the completion of two non-credit programs as specified below:

Registered Medical Assistant (RMA)

Students who have completed the RMA program with River Valley Community College and have passed their board exam may meet with their RVCC advisor and request the following nine credits:

HLTH 102R Medical Terminology (3 credits)
HLTH 166R Legal and Ethical Issues in Health Care (3 credits)
MEDA 121R Medical Office Practice (3 credits)

In order to request this credit for prior learning, students must first matriculate into a RVCC Early Childhood Education (ECE) certificate or degree, and then can meet with the ECE Program Director to request either or both of the following:

Child Development Associate (CDA)

Students who have completed their CDA as awarded by the Council for Professional Recognition are eligible for **6 ECE credits**. Students must first submit a copy of the CDA (current, non-expired), a copy of their updated training transcript and résumé. *Qualified students may request credit for these six credits:*

- ECE 102R Child Growth & Development (3 credits)
- ECE 1103R Health, Safety, and Nutrition for the Young Child (3 credits)

DOL Registered ECE Apprenticeship

Students who have participated in and completed an approved ECE apprenticeship through the Department of Labor (DOL) are eligible for **3 ECE credits**. Students must submit a copy of their updated training transcript, résumé, and a copy of their apprentice certificate. *Qualified students may request credit for these three credits:*

- ECE190R Practicum I (3 credits)

Empowered Futures Program

Students who have participated in and completed the YMCA's Empowered Futures Program are eligible for 3 ECE credits. Students must submit documentation of successful completion. *Qualified students may request credit for these three credits:*

- ECE 103R Health, Safety, and Nutrition for the Young Child (3 credits)

CDA Plus DOL Registered Apprenticeship

Students who are eligible for both at the same time will only need to submit one copy of their training transcript and résumé in addition to the CDA and apprenticeship certificates mentioned above, for a total of **9 ECE credits**. *Qualified students may request credit for these three credits:*

- ECE102R Child Growth & Development (3 credits)
- ECE103R Health, Safety and Nutrition for the Young Child (3 credits)
- ECE190R Practicum I (3 credits)

Note: *Substitution of courses is NOT permitted for any of the above.*

Military Credit (ACE Credit)

The college may grant credit for those military training experiences that are evaluated by the American Council on Education (ACE) and are comparable to course content required in a student's academic program. Your prior military learning experience may be evaluated for credit on a case-by-case basis.

Please submit a Joint Services Transcript (JST) if you would like your military experience evaluated for prior credit.

For more information, please visit: http://www.acenet.edu/news-room/Pages/Military-Guide-Online.aspx

VA regulation states that all facilities approved under the GI Bill® Program have to evaluate all prior credit. The NH State Approving Agency is requiring that all students using any form of GI Bill® Education Benefits, enrolled on or after April 1, 2015, must complete the Credit for Prior Learning/Training Student Acknowledge Form. Remember the regulation states "evaluate" and not "Must grant credit for prior credit." Please see the RVCC School Certifying Officer for the form and further information.

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College Board Advanced Placement Test

The College recognizes the College Board Advanced Placement Examination Program as a means of evaluating a student's eligibility for advanced placement and credit transfer. AP credits are reviewed by the Program Director and, at their discretion, are submitted to the Vice President of Academic and Student Affairs. Students who have participated in the AP Program and who have been admitted to the College should have official AP grade reports forwarded from the College Board directly to the College Admissions Office. More information can be found at College Board, Advanced Placement Examinations, CN6671, Princeton, NJ 08541-6671, telephone number (609) 771-7300 (CollegeBoard.org).The minimum score to receive credit varies from three (3) to five (5). No credit is awarded on any AP exam score of less than three (3).

College-Level Examination (CLEP)

Students may test out of certain courses through the College-Level Examination Program (CLEP) administered by the College Board.

In order for a CLEP to be considered, the student must meet the following criteria:

- The student must be matriculated in a program at RVCC.
- The student can demonstrate that (in addition to achieving the necessary score on the exam), by study, training or experience outside RVCC they have acquired skill or knowledge equivalent to that acquired by students enrolled in a College course. Such skill, knowledge, or experience shall be in the area of the course concerned; and determined to be

relevant by the Vice President of Academic and Student Affairs or other authorized personnel, based on evidence that the background prerequisites justify allowing the student to take the exam. Background prerequisites shall include the student's academic or employment record or both; and / or faculty recommendations.
- The student must have a cGPA of 2.0 or higher.
- Request must be for a regular course listed in the catalog or an elective necessary for the student's program.
- The student has not previously attempted this course, be enrolled in the course, previously received a grade for the course at any CCSNH school, has been administratively withdrawn from the course, or has withdrawn from the course.

The student shall apply to the Vice President of Academic and Student Affairs or authorized person of the College by completing the appropriate Transfer Request Form.

Upon successful completion of the CLEP the student shall request the score be sent directly to the College Admissions Office from the College Board. A passing score for CLEP is 50 or above, depending upon the course. If successful, the appropriate credits earned are applied to the student's program.

Students should consult with Program Director, Department Chairperson or Vice President of Academic and Student Affairs before taking CLEP exams to determine which CLEP exams with appropriate scores and documentation can be used to fulfill program requirements (CLEP.CollegeBoard.org).

River Valley Community College is committed to awarding degrees that reflect a well-rounded education. Our programs are designed to support student growth and promote a deeper understanding of their chosen field, often building upon professional experiences gained before or during their studies. To maintain academic integrity and ensure meaningful engagement with the curriculum, students may earn a maximum of 12 (twelve) credits through the College-Level Examination Program (CLEP).

Transfer Advising

RVCC students often decide to continue their education after graduation. Any student who desires information about bachelor degree granting colleges can contact an Academic Advisor or Program Director about their options. Representatives from New Hampshire and New England Colleges visit campus each semester to share information about options for transfer students from RVCC. New Hampshire Transfer, NHTransfer.org, is a program that encourages community college students to continue their education with pathways to easily transfer credits into programs of their choice.

Transfer of Credit

Students may be admitted to a program with advanced standing if they have completed relevant coursework at another regionally accredited institution and earned a grade of "C" or higher. It is the student's responsibility to submit official transcripts and, if requested, course descriptions or syllabi.

Each course will be reviewed by the appropriate Department Chair, Program Director, or their designee to determine both its equivalency and relevance to the student's program of study. The age of the course and any changes in the discipline may also be considered during the evaluation process.

In cases of dispute, the Vice President of Academic and Student Affairs will make the final determination regarding the acceptance of transfer credit.

Any current students seeking to take a course at another college and wishing to apply that course to their degree must have prior written approval from their Department Chair and Program Director to guarantee acceptance of transfer credit.

Credits earned at another institution will be added to the total credits accumulated for graduation but are not included in GPA or cGPA calculation.

Transfer Opportunities

River Valley Community College offers students a range of transfer opportunities to continue their education at four-year colleges and universities. Through partnerships like NH Transfer, the NH Transfer Guarantee, and the Transfer Equivalency System (TES), students can access valuable tools and resources to streamline the transfer process.

NH Transfer

NH Transfer provides New Hampshire students with information on transferring to an institution within the University System of New Hampshire, including Keene State College, Plymouth State University, and the University of New Hampshire. It includes tools to help simplify and automate the transfer process, as well as information on transfer programs, scholarship opportunities, and advisor contacts.

NH Transfer Link

NH Transfer Guarantee

The New Hampshire Guarantee is a transfer partnership between New Hampshire community colleges and participating four-year colleges and universities.

NH Transfer Guarantee Link

Articulation Agreements and Transfer Pathways

River Valley Community College provides program-specific articulation agreements and transfer pathways designed to support a seamless transition between academic programs and degrees. We are proud to maintain active partnerships with the following four-year institutions:

· Boise State University

· Bryant University

· Colby-Sawyer College

· Keene State College

· Plymouth State University

· Rivier University

· Saint Joseph's College of Maine

· Southern New Hampshire University

· Unity Environmental University

· University of Arkansas for Medical Sciences

· University of Cincinnati

· University of New Hampshire

VA Prior Credit Policy

VA regulation states that all facilities approved under the GI Bill® Program have to evaluate all prior credit. The NH State Approving Agency is requiring that all students using any form of GI Bill® Education Benefits, enrolled on or after April 1, 2015, must complete the Credit for Prior Learning/Training Student Acknowledge Form. Remember the regulation states "evaluate" and not "Must grant credit for prior credit." Please see the RVCC School Certifying Officer for the form and further information.

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Expenses

2026-2027 Tuition and Fees

TUITION

Student Type	
New Hampshire Resident	$238 / credit
New England Regional Student (CT, MA, ME, RI, VT)	$357 / credit
Out of State	$523 / credit

NERSP Policy: All matriculated New England students will be charged the New England Regional Student tuition rate for day courses. Students living within a 50-mile radius of RVCC will be charged in-state tuition rates for day courses. Out-of-state students will pay out-of-state rates for day courses. ALL students will be charged in-state tuition rates for evening, weekend, and online courses.

Tuition Payment

Tuition is due two weeks prior to the start of the semester and can be paid in the Business Office, by mail, or online through the Student Information System (SIS).

When tuition is not fully covered by financial aid and/or a payment plan, it is the student's responsibility to pay the difference two weeks prior to the start of classes.

Students who have not accepted their financial aid, established a payment plan, or paid in full two weeks prior to the start of classes could be in jeopardy of being deregistered from classes.

Students will not receive bills in the mail; all billing statements will be viewable in the Student Information System (SIS). Students will receive an e-mail notification (sent to their @students.ccsnh.edu e-mail address) advising them that their current billing statement is available for viewing on the SIS. The statements can be printed or downloaded to PDF format. After viewing their statements online; students may choose to pay online, via phone 603.542.7744, option #4 or by visiting the Business Office. If the student would like someone else to receive or pay the bill, the student must designate this person as an "Authorized Payer".

FEES (Required)

Item	Cost
Academic Instruction Fee*	$110 / lab hour
Comprehensive Fee**	$25 / credit hour

*An Academic Instruction Fee will be charged for all Laboratory or other similar experiences. This fee will be calculated by subtracting the number of lecture hours from the number of credit hours and multiplying the remainder by $110 for each course. This will be added to the normal tuition charge for that course.

Example: BIOL202R Microbiology
Credits: 4 Lab Hours: 3 Lecture Hours: 3

Credits	Lecture Hours	Lab
4	3	1 X $110

**Supports Student Life and the Student Government Association.

Individual fees for the following courses/programs:

Item	Amount
Practicum Clinical Surcharge (OTA, PTA, MLT, and Massage)	$250/ Per Clinical/ Practicum
Practicum Clinical Surcharge (Rad Tech, RN, LPN, Respiratory)	$500/ Per Clinical/ Practicum
Accounting (ACCT101R) Digital Resource	$150
Accounting (ACCT105R) Digital Resource	$98
Accounting (ACCT203R) Digital Resource	$130
Accounting (ACCT212R) Digital Resource	$170
Accounting (ACCT215R) Digital Resource	$150
Computer Technology (CSCI101R) Digital Resource	$186
Computer Technology (CSCI101R) Digital Resource	$181
Computer Technology (CSCI102R) Digital Resource	$181
Computer Technology (CSCI104R) Digital Resource	$52
Computer Technology (CSCI104R) Digital Resource	$110
Computer Technology (CSCI203R) Digital Resource	$120
Computer Technology (CSCI203R) Digital Resource	$247
Computer Technology (CSCI204R) Digital Resource	$142
Computer Technology (CYBS120R) Digital Resource	$142
Computer Technology (CYBS150R) Digital Resource	$103
Computer Technology (CYBS150R) Digital Resource	$274
Computer Technology (CYBS150R) Digital Resource	$130
Computer Technology (CYBS270R) Digital Resource	$163
Massage Therapy Kit (MASS101R)	$500
Nursing ATI Live Review (ADNR116R, ADNR117R, ADNR220R, ADNR230R)	$402/Course
Nursing Lab Bag Fee (ADNR116R)	$170
OTA EHRGO (OCTA120R)	$128
OTA Practice Exams (OCTA230R)	$15
OTA Typhon (OCTA190R)	$100
Practical Nursing ATI (NURS110R, NURS120R, NURS230R)	$570/ Course
Practical Nursing Lab Bag Fee (NURS110R)	$170
PTA Lab Kit (PTAC122R)	$45
PTA Practice Exams (PTAC250R)	$100
PTA Typhon (PTAC190R)	$100
Rad Tech Digital Resources (RADT101R)	$312
Rad Tech Kettering Review (RADT246R)	$230
Rad Tech Kit (RADT101R)	$300
Rad Tech Trajecsys (RADT101R)	$175
Respiratory Digital Resources Year 1 (RSPT151R)	$700
Respiratory Digital Resources Year 2 (RSPT253R)	$220
Respiratory Kettering Review (RSPT254R)	$340
Respiratory Lab Kit (RSPT151R)	$170
Respiratory Trajecsys (RSPT151R)	$150

OTHER FEES

Item	Cost
Diploma Replacement	$20
Diploma Cover Replacement	$20
Liability Insurance (following programs) • Early Childhood Education • Early Childhood Education Level 2 • Massage Therapy • Medical Laboratory Technician • Nursing • Occupational Therapy Assistant • Phlebotomy • Physical Therapist Assistant • Practical Nursing • Radiologic Technology • Respiratory Therapy	$25/year
Non-refundable Tuition Deposit***	$100
Returned Check Fee	$35
Smoking Fine	$25-$50
Student ID Replacement	$15

***A non-refundable tuition deposit of $100 will be required from all students matriculated in RN, LPN, Rad Tech, Respiratory, MLT, OTA, or PTA. A matriculated student is defined as one who has been formally accepted into a degree or certificate program. The President or their designee reserves the right to waive the fee in circumstances where the collection of the deposit is not feasible (e.g., late admits, financial hardship, obstacle to disbursing financial aid). The deposit will be applied to the tuition for the semester

immediately following the student's matriculation and will not be refunded even if the student withdraws during the designated full refund period or if the student fails to attend. The tuition deposit is not transferable to another semester unless an exception is made by the President or their designee.

Some programs at RVCC require the use of equipment and supplies which must be purchased by the student. These materials are necessary for career entry upon graduation and are important for the student to receive a high quality, hands on college education.

For information regarding estimated costs and requirements, please refer to the desired degree program within this publication.

Clinical Fee
All Allied health students (Massage, RN, LPN, Respiratory, MLT, OTA, PTA, and Rad Tech) taking clinical courses will be charged a clinical surcharge per semester. This surcharge is designed to help cover the increased expenses associated with clinical classes. This fee is in addition to the academic instruction fee and comprehensive fee.

Monthly Payment Plan
To assist students with tuition charges, the College offers an interest-free monthly payment plan administered by Nelnet Business Solutions. The plan allows students to fulfill their financial obligation to the College by automatic electronic processing of installment payments. There is a per semester enrollment fee for this program. More information can be obtained from the Business Office or on our website by accessing the "Pay for College" tab.

Delinquent Account Collection Process
The following collection clause will be listed on all forms requiring the student's signature:

"I agree that by registering for courses within the Community College System of New Hampshire (CCSNH), I am financially obligated for ALL costs related to the registered course(s). Upon a drop or withdrawal, I agree that I will be responsible for all charges as noted in the student catalog and handbook. I further understand that if I do not make payment in full, my account may be reported to the credit bureau and/or turned over to an outside collection agency. I also agree to pay for the fees of any collection agency, which may be based on a percentage of the debt up to a maximum of 35%, and all additional costs and expenses, including any protested check fees, court filing costs and reasonable attorney's fees, which will add significant costs to my account balance."

Refund Policy
Students who officially drop from a course by the end of the fourteenth (14th) calendar day of the semester will receive a 100% refund of tuition, less non-refundable fees. Classes that meet in a shorter format than the traditional semester will have 7 calendar days from the designated start of the alternative semester to drop for a full refund. If the seventh (7th) or fourteenth (14th) calendar day falls on a weekend or holiday, the drop refund date will be the first business day following the holiday or weekend. Exception: Students in courses that meet for two weeks or fewer must drop by the end of the first day of the class in order to get a 100% refund.

Students registered for non-credit workshops must drop in writing at least three days prior to the first workshop session to receive a full refund of tuition and fees. In extenuating circumstances, the President (or designee) is authorized to offer alternative compensation in the form of tuition credits to students on a case-by-case basis. Tuition credit on a student account must be used within one calendar year from the date of authorization.

In accordance with Federal regulations, refunds for an amount less than $1 ($0.99 or less) will be forfeited.

Employee Reimbursement
Where the employer, the Veterans Administration, or other agency is guaranteeing both tuition and fees, such guarantee must be in writing and signed by an authorized representative of the company or agency.

Additional Expenses to Consider

- Allied Health Uniforms: $50 - $200
- Books, Supplies, Tools: $500 - $1,000*
- Nursing Admissions Exam (per attempt): $100
- ATI ASN Achievement Exams: $1,200
- ATI NCLEX Review: $402
- Annual Liability Insurance for Nursing and Allied Health Students $25
- Drug Testing: up to $125/clinical

All nursing and allied health work-based learning experiences requires students to carry health insurance. Plan must be purchased by March 31st.

*Books and Supplies expenses vary by program. RVCC faculty work to use no and low cost open educational resources where applicable.

Billing

River Valley Community College students are billed electronically through the Student Information System

(SIS) and RVCC student email. You will not receive paper bills. Contact the Business Office at rvccbusinessoffice@ccsnh.edu for more information.

Border State Tuition Reduction

River Valley Community College offers in-state tuition to students who are residents of Vermont and Massachusetts and live within a 50-mile radius of our Claremont, Keene, or Lebanon locations (or home campus locations for LPN students). Please contact the Admissions Office to find out if your residency qualifies for the reduced tuition plan.

Collection Clause

The following collection clause applies to all financial transactions made by the student:

I understand that I must fulfill my financial obligation two weeks before the first day of the semester, or my registration may be voided and my classes deleted. I agree that by registering for courses within the Community College System of New Hampshire (CCSNH), I am financially obligated for ALL costs related to the registered course(s). Upon a drop or withdrawal, I agree that I will be responsible for all charges as noted in the student catalog and handbook. I further understand that if I do not make payment in full, my account may be reported to the credit bureau and/or turned over to an outside collection agency. I also agree to pay for the fees of any collection agency, which may be based on a percentage of the debt up to a maximum of 35%, and all additional costs and expenses, including any protested check fees, court filing costs and reasonable attorney's fees, which will add significant costs to my account balance.

Company Billing

When an employer pays educational expenses, the student must obtain written authorization from the employer on official letterhead and submit it to the Business Office. The authorization constitutes a financial agreement. If a student must obtain a predetermined grade in order to be reimbursed by the company, the student is required to pay for the course in advance. The student is financially responsible for tuition balance if the company does not pay.

Course Deactivation for Non-Payment of Tuition

Students who fail to fulfill financial obligations two weeks before the first day of class may have their course registration voided and classes deleted. Students who wish to be enrolled for classes must re-register at the time payment is made. The College cannot guarantee registration in the desired course or section once a course registration has been voided.

Insurance

It is highly recommended that students carry medical health insurance of some kind while attending the College. All Allied Health and Nursing students are required to have medical health insurance. Any expense incurred as a result of injury or illness while attending clinical or classes will be the responsibility of the student.

Liability Insurance

Personal professional liability insurance is mandatory for all students in Allied Health and Nursing programs which include clinical requirements. The rate is approximately $25.00 per year. If you already have your own professional liability insurance, you will need to show valid proof of such coverage before you participate in Work Based Learning (WBL) experience.

Refunds for Tuition

Students who officially drop from a course by the end of the fourteenth (14th) calendar day of the semester will receive a 100% refund of tuition, less non-refundable fees. Classes that meet in a shorter format than the traditional semester will have 7 calendar days from the designated start of the alternative semester to drop for a full refund. If the seventh (7th) or fourteenth (14th) calendar day falls on a weekend or holiday, the drop refund date will be the first business day following the holiday or weekend. Exception: Students in courses that meet for two weeks or fewer must drop by the end of the first day of the class in order to get a 100% refund.

Students registered for non-credit workshops must drop in writing at least three days prior to the first workshop session to receive a full refund of tuition and fees. In extenuating circumstances, the President (or designee) is authorized to offer alternative compensation in the form of tuition credits to students on a case-by-case basis. Tuition credit on a student account must be used within one calendar year from the date of authorization.

In accordance with Federal regulations, refunds for an amount less than $1 ($0.99 or less) will be forfeited.

Tuition and Fees Due

Tuition is due two weeks prior to the start of the semester and can be paid in the Business Office, by mail, or online through the Student Information System (SIS).

When tuition is not fully covered by financial aid and/or a payment plan, it is the student's responsibility to pay the difference two weeks prior to the start of classes.

Students who have not accepted their financial aid, established a payment plan, or paid in full two weeks prior to the start of classes could be in jeopardy of being deregistered from classes. When a student registers after the payment due date, a payment arrangement (payment in full, or the online installment payment plan) must be made within one week of registration.

Students will not receive bills in the mail; all billing statements will be viewable in the Student Information System (SIS). Students will receive an e-mail notification (sent to their @students.ccsnh.edu e-mail address) advising them that their current billing statement is available for viewing on the SIS. The statements can be printed or downloaded to PDF format. After viewing their statements online; students may choose to pay online, via phone 603.542.7744 option #4 or by visiting the Business Office. If the student would like someone else to receive or pay the bill, the student must designate this person as an "Authorized Payer".

Tuition Appeal Policy

What is the Institutional Refund Policy

The Institutional Refund Policy for credit courses at RVCC allows a 100% refund of tuition and fees for courses dropped within a specific range of dates governed by the start date of each course. After the end of each 100% refund period, no other refunds will be granted. These dates are posted every semester on the RVCC website, and will vary from semester to semester.

Guidelines for Petitions for Exception to the Institutional Refund Policy

•Students may request an exception to the Institutional Refund Policy due to extenuating circumstances which prohibited completion of course(s) in a given semester.
•Requests must be submitted on the Tuition Appeal Form, with a written personal statement and any essential documentation to support the request (if applicable).
•Students receiving financial aid should speak with a Financial Aid Counselor before submitting the petition as its approval could affect current and future financial aid awards.
•Requests for refunds will NOT be considered for classes in which the student earned a grade (A-F,P/NP).
•The student must officially withdraw or be administratively withdrawn (W,WP,WF,AF) from classes before a petition is submitted.
•Students with circumstances related to academic, institutional, or enrollment issues may complete a Tuition Appeal Form. The petition will be forwarded to the Tuition Appeals Committee which meets as needed.

Deadlines for Submitting Petitions for Exception to the Institutional Refund Policy

Fall term petitions must be submitted before April 1st of the following year.
Spring term, before September 1st of the same year.
Summer term, before November 1st of the same year.

Examples of Extenuating Circumstances

•Illness or injury of a nature that significantly impacted the ability to continue attending class
•Illness or injury of an immediate family member where the student is the primary care giver
•Death of an immediate family member (Spouse/partner, parent, child, grandchild, sibling, grandparent)
•Military deployment/call to active duty
•Required, involuntary employment schedule changes

Examples of Unacceptable Extenuating Circumstances

•Lack of awareness of RVCC's refund policy and/or course drop/withdrawal deadline.
•Choice to attend another institution without notifying RVCC.
•Student received a grade(s) for the course(s) in a request.

Examples of Required Documentation

•Letter from a licensed health care provider written on the provider's letterhead containing the following information:

- The general nature of the medical condition that prevented the student from attending class.
- The approximate date of onset of the medical condition giving rise to the request, and the dates through which the condition continued.
- The date on which it is anticipated that the student will be able to resume attending class.

•Copy of death certificate or obituary of immediate family member
•Copy of military orders
•Letter from employer in official letterhead verifying involuntary employment changes with specific dates, signed and dated by supervisor.

Petitions presented without supporting documentation may not be accepted. The Tuition Appeals Committee reserves the right to request additional documentation.

Appeals
Students who wish to appeal the committee's decision should do so in writing via email to the President

Tuition Payment Plan

To assist students with tuition charges, the College offers an interest-free monthly payment plan administered by Nelnet Business Solutions. The plan allows students to fulfill their financial obligation to the College by automatic electronic processing of installment payments. There is a per semester enrollment fee for this program. More information can be obtained from the Business Office or on our website by accessing the "Pay for College" tab.

NOTE: Tuition and fees at River Valley Community College are determined by the CCSNH Board of Trustees. Tuition and fees are subject to change without notice. Applicants should check with the College for verification of current charges.

Financial Aid

What is Financial Aid?

Few students can afford to pay for college without some form of education financing or assistance. Financial aid is money for direct (tuition and fees) and indirect (books, supplies, reasonable living expenses and transportation) college expenses. This money comes in four forms:

- Grants which do not need to be paid back
- Scholarships which do not need to be paid back
- Loans which do need to be paid back
- Part-time jobs from which the student earns an hourly wage also known as Federal Work Study Students who are awarded Financial Aid may receive any or all of these forms of aid.

Financial Aid is assistance available only for students matriculated (formally accepted) in a Financial Aid-eligible degree or certificate program.

To be awarded Financial Aid, the student must:

- Complete the FAFSA (Free Application for Federal Student Financial Aid). Our school code is **007560**
- Demonstrate financial need as determined by federal or state guidelines
- Submit any additional documentation the college may request
- Eligibility for Financial Aid is based on the number of credits for which a student is enrolled in a particular semester. RVCC defines enrollment as:

  - Full time = 12 or more credits per semester
  - ¾ time = 9-11 credits per semester
  - Part time = 6-8 credits per semester

- Students not planning to enroll at least half-time (6 credits) should check with the Financial Aid Office to determine eligibility.
- Maintain satisfactory academic progress
- Reapply for Financial Aid each academic year

A FAFSA must be filed each year. The Financial Aid year begins with the summer semester at River Valley Community College. The preferred filing date is April 1 for the upcoming aid year. Students who meet this filing date will be considered for all federal funds and state grants. Students who file after this date will be considered on a fund-available basis.

Satisfactory Academic Progress (SAP):
Financial aid recipients must maintain satisfactory academic progress (SAP) in their current eligible program in order to retain their financial aid eligibility. Satisfactory academic progress for financial aid recipients is measured by both qualitative and quantitative standards and is an assessment of a student's cumulative academic record while in attendance at the institution.

Qualitative - Cumulative GPA (CGPA) Component	Must have earned the required CGPA at the published intervals
Quantitative - Pace (Completion Rate) Component	Must complete at least 67% of the credits attempted, rounded to the nearest percent.
Quantitative - Maximum Time Frame Component	Must complete the program of study within 150% of the time frame allowed

Satisfactory academic progress (SAP) is reviewed at the conclusion of each semester. When a student is reviewed for SAP, all the student's enrollment periods at RVCC are included in the review. This includes enrollment periods during which the student did not receive Financial Aid and enrollment periods during which a student did receive Financial Aid.

Students who meet SAP standards will retain eligibility for student Financial Aid for the following semester. Students who do not meet SAP standards will be placed on SAP warning for one semester. At the end of the warning semester, the student's record will be reviewed. If the students meet SAP
standards, the student will once again be eligible for Financial Aid for the following semester. If the student is still unable to meet SAP standards, they will be ineligible

to receive Financial Aid. The student may appeal the decision. Please contact the Financial Aid Office regarding the appeal process.

More information on satisfactory academic progress (SAP) is included in the Student Financial Aid Handbook.

For more information on financial aid at RVCC, visit the RVCC Financial Aid website.

Financial Aid

Students in need of financial assistance may obtain information from the Financial Aid website. Financial Aid Staff administers federal assistance programs and several state and campus based programs. Students must reapply for financial aid each year to be considered for continued assistance. This includes submitting or updating the Free Application for Federal Student Aid (FAFSA) annually after October 1. Additional financial information is listed on the system financial aid website.

Financial Aid - Satisfactory Progress Regulations

Students are expected to make Satisfactory Academic Progress toward the achievement of their educational goals in order to receive financial aid. Standards for this progress are both qualitative and quantitative, and are reflected in a student's cumulative grade point average (cGPA) and in their "incremental" progress in terms of completing a minimum amount of work at stated intervals.

Qualitative Standard

Cumulative GPA Component - A student must maintain a minimum cumulative grade point average as noted below to be considered as making Satisfactory Academic Progress.

Total Credits Earned Towards Program	Associate Degree or Certificate Program Minimum GPA Required
0-13	1.5
14-27	1.7
28-40	1.8
40+	2.0

Quantitative Standard

A student must successfully complete more than two-thirds (66.66%) of the total credits they attempt throughout their academic career at the College. All attempted credits resulting in either an academic grade or administrative transcript notation will be included in the quantitative calculation. A student may receive student federal aid for any attempted credits towards his or her program of study as long as those credits do not exceed 150% of the published length of the student's program of study. For example, a student enrolled in an eligible 24 credit certificate program can receive financial aid for up to 36 credits attempted. Likewise, a student enrolled in a program of study that required 64 credits to earn the degree can receive student federal aid for a maximum of 96 credits attempted.

Warning Semester

The qualitative and quantitative components of the Satisfactory Academic Progress (SAP) policy will be reviewed at the end of each semester within the regular academic year of the student's program of study. Students who meet SAP standards will be coded as making satisfactory academic progress and will retain eligibility for Student Federal Aid for the following semester.

Students who do not meet SAP standards will be placed on SAP probation for one semester. Students placed on SAP probation will retain their eligibility for Student Federal Aid for that upcoming semester. At the end of the probationary period, SAP standards will be reviewed. If the student meets SAP standards, they will once again be coded as making satisfactory academic progress and will retain eligibility for Student Federal Aid (SFA) for the next semester. If the student is still unable to meet SAP standards, they will no longer be eligible to receive SFA at the institution until such time that they are able to meet the standards of SAP.

Important Financial Aid Policies

Treatment of Title IV Aid When a Student Withdraws: The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are Federal Pell Grants, Iraq and Afghanistan Service Grants, Direct Loans, Direct PLUS Loans, and Federal Supplemental Educational Opportunity Grants (SEOG).

Though your aid is posted to your account at the start of each period, you earn the funds as you complete the period. If you withdraw during your payment period or period of enrollment (your school can define these for you and tell you which one applies to you), the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you

received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school. There may also be a required return by you. In addition, the student will be liable for the balance owed the college for tuition and fees. Specific return policy information is available through the Financial Aid Office, and published in the Student Financial Aid Handbook.

Courses Covered:
Financial aid is available only for courses within a student's eligible program of study.

Repeating Courses:
Financial aid funds may be used repeatedly to pay for a course if the student failed/withdrew.

For one time only, financial aid will cover a repeated course that has been previously passed (and paid for with financial aid funds). For this purpose, passed means any grade higher than an "F," regardless of any program requirement of a higher qualitative grade. However, if a student passed a course once, and uses financial aid funds for retaking it and fails, that failure counts as their paid retake. Financial aid may not cover the student retaking the course a third time.

Credit for a course can only be earned one time. Only the most recent attempt of the repeated course is counted in the cumulative GPA and the quantitative earned credits. Attempted credits are always part of the quantitative calculation.

Return of Funds for Financial Aid Recipients

Financial Aid recipients who withdraw from the school or stop attending classes may be required to **repay** all or part of their financial aid received. Recipients may also be required to **pay back** to the College, all or a portion of tuition charges. Students who attend more than 60 percent of the semester are considered to have earned 100 percent of the federal or state aid received. Contact the Financial Aid Office for more information on Return of Title IV funds. Withdrawals are done through the Student Information System (SIS).

The date the Withdrawal is entered by the student in SIS is the withdrawal date and date of notification to the College. If a student ceases attendance without providing official notification, the withdrawal date will be the midpoint of the semester, unless the Registrar is notified otherwise.

Students who stop attending class after the add/drop period may receive an AF from the instructor at the end of the semester. An AF grade is computed into the student GPA as an F. However, an instructor may also give an AF grade at any point during the semester for violation of the instructor's individual attendance policy, for disruptive classroom behavior or for unsafe clinical practice. In this instance the instructor will submit the AF grade to the Registrar on a designated form. The date the form is submitted will be the date of notification.

Sources of Financial Aid

Pell Grants
Pell Grants are federal grants awarded to students who demonstrate exceptional financial need and do not need to be paid back.

The Pell Grant is prorated per semester based on a student's enrollment. Pell Grants are limited to a maximum of 12 full-time semesters, or the equivalent regardless of the colleges the student attends. In certain situations, an eligible student can receive up to 150 percent of his or her scheduled Pell Grant for an aid year.

Federal Supplemental Educational Opportunity Grant (SEOG)
The Supplemental Educational Opportunity Grant (SEOG) is available to students with significant financial need and who meet all other eligibility requirements. Availability is dependent on limited federal funding to the Colleges. SEOG is offered to students enrolled at least half-time (6 or more credits in one or more semesters) who meet all other eligibility requirements, until funds are exhausted.

Federal Work-Study
Federal Work-Study (FWS) provides part-time jobs for undergraduate and graduate students with financial need, allowing a student to earn money to help pay education expenses. The program encourages community service work and work related to the student's course of study. FWS Program eligibility is available to students enrolled at least half-time (6 or more credits in one or more semesters) who meet all other eligibility requirements. Funds available are based on limited annual federal funding.

Federal Direct Loan Programs
All students are considered for the Federal Direct Student Loan Program. Direct Student Loans are available to students enrolled at least half-time (6 or more credits per semester) who meet all other eligibility requirements. These are loan funds that must be paid back.

Direct Subsidized Loans are loans made to eligible undergraduate students who demonstrate financial need to help cover the costs of higher education at a college or career school.

Direct Unsubsidized Loans are loans made to eligible undergraduate students. The student does not have to demonstrate financial need to be eligible for the loan.

The maximum Direct Student Loan eligibility for first-year students (30 or fewer credits earned) is $5,500 for dependent students and $9,500 for independent students. As noted above, for students demonstrating financial need on the FAFSA, up to $3,500 of this total may be Subsidized Direct Student Loan; the balance will be Unsubsidized Direct Student Loan.

The maximum Direct Student Loan eligibility for second-year students (31 or more credits earned) is $6,500 for dependent students and $10,500 for independent students. As noted above, for students demonstrating financial need on the FAFSA, up to $4,500 of this total may be Subsidized Direct Student Loan; the balance will be Unsubsidized Direct Student Loan.

Students who accept loans must complete loan counseling (Entrance Counseling) and sign a Master Promissory Note (MPN) online at StudentAid.gov.

Federal Parent Loan for Undergraduate Students (PLUS)
Parent Loans for Undergraduate Students (PLUS) are loans made to parents of dependent undergraduate students to help pay for education expenses not covered by other financial aid. Additional information is available through the Financial Aid Office or at StudentAid.gov.

Alternative Loans for Parents and Students
These loans are offered by various lenders to assist parents and students with meeting their educational expenses. Such funds may assist families that do not qualify for or need together to supplement other forms of financial aid. Information is available at ElmSelect.com.

Scholarships
Scholarships are typically based on factors unique to each award. These may include residency, degree program or major, academic achievement, extracurricular activities, and in some cases, financial need. Scholarships, unlike grants, are competitive, meaning that eligible applicants compete for a limited number of awards.

Scholarship Sources:
- AwardSpring
- New Hampshire Charitable Foundation

Free Scholarship Web Searches:
- FastWeb
- Scholarships.com

Scholarships
A variety of scholarships are available each year to assist students in meeting their educational expenses. Scholarships may be specific to programs of study or general in nature. Most scholarships require that students are matriculated and have successfully completed one semester or more. Information on scholarships and applications can be obtained from the College website.

Registration & Academic Policies

Adding a Course
Students may add a course up to and including the seventh (7th) calendar day of the 15-16 week semester, prorated for alternate semester lengths. Students are allowed to add classes with instructors' permission, and provided space is available. To add a course, visit the Student Information System (SIS). Some instructors will not allow students to add the course once the course has begun.

Addition of New Program
In some cases, students may decide to add another program of study while attending RVCC. It is important for students to discuss this decision with their current Academic Advisor/Program Director as well as meet with the Program Director of the new program. Meeting the requirements of more than one program at the same time can be very challenging and the student is reminded that they may be working with more than one academic advisor. Students are not permitted to be enrolled in more than two degree programs at the same time. Students wishing to add a new program must complete a Program Change / Add Form. The addition of a new program will become effective on the first day of the new semester in which the student is currently enrolled.

Attendance Policy
Class attendance is considered essential to academic success. Since there are constant learning opportunities between faculty members and students, and between students and other students within the learning environment, it is expected that students will attend each meeting of each course in which they are enrolled.

Specific attendance policies for each course are determined by the instructor and will be stated in writing in the course syllabus. These policies reflect the instructor's authority to determine under what terms students may be permitted to make up work missed through absence or tardiness.

Faculty report participation to the Registrar's Office after the last day to drop the course. Students who have not participated by that date will be dropped from the course and will not be financially responsible for the cost of the course.

Audit

Students may enroll in some courses which provide an opportunity to learn more about the challenges of college work, explore a discipline of interest, refresh prior learning, or supplement existing knowledge. Typically, a student attends lectures, seminars, and/or labs but does not complete graded assignments. When auditing, the student will not be given a final grade nor will credit towards graduation be given for the course (the academic transcript will reflect an AU for the course).

Students must pay the full tuition and fees for the course. Financial Aid does not cover costs for an audited course.

Not all courses can be taken for audit, and entry into a course as an auditing student is by permission of the instructor. A student must complete a registration form requesting to audit during the first week of classes. Once admitted as an audit the student may not change to credit status after the designated add period; likewise, a student registered for credit may not change to audit status after the designated add period.

Change of Address/Change of Name

Students changing their living quarters, permanent address, telephone number, e-mail address, preferred name, or legal name must notify the College as soon as possible. A Personal Information Change Form should be completed as soon as possible in order to ensure that RVCC has accurate information on file.

Change of Program

Students wishing to change from one program to another must review program admission requirements to determine their next steps. Admissions to the new program would normally be for the next academic term.

If the program has additional admissions requirements, the student will need to complete the application process found at RVCC Admissions. It may be recommended to meet with the Program Director of the new program before applying.

Matriculated students wishing to add or change a program that does not have additional admissions requirements must complete a Program Change / Add Form.

Students receiving financial aid should also talk with the Financial Aid representative to determine impact on financial aid eligibility. Students using VA Benefits must also talk with the School Certifying Official.

Students will be required to meet the graduation requirements of the new program and in some cases it may extend the length of time needed to complete program requirements prior to graduation.

College Withdrawal

Any student who finds it necessary to withdraw from the College should first notify their faculty advisor and then complete the College Withdrawal Form. Failure to officially withdraw or return College property may result in financial holds, course failures and academic suspension.

The student is financially responsible for all tuition and fees if the drop date has passed for any enrolled courses.

Any official withdrawal from the College after the last date to withdraw from a full semester course (60%) has passed shall be considered effective the first day of the following semester for academic reasons, and the student will be held academically accountable for the entire semester. If Withdraw Pass/Fail Forms aren't submitted for each course, a final grade will be issued as though the student had completed the entire semester. A note will be added to the student's transcript indicating College withdrawal.

Students who have officially withdrawn from the College may apply for readmission.

Course Equivalencies

Beyond specific articulation agreements, and considering the content, rigor of the coursework, and regional accreditation, many courses at River Valley Community College are comparable to courses offered at other colleges and universities in New Hampshire and beyond. The transferability of courses and the application of credit toward a degree is determined by the receiving institution.

Course Registration

Each semester students register for courses in consultation with their Academic Advisor. Students are accountable for registering for the appropriate course(s) according to their program of study and for making sure that any prerequisites (including relevant test scores and/or co-requisite courses) have been satisfied prior to registering for classes to prevent delay of course registration. Credit cannot be awarded for a course unless a student is officially registered and has met all financial obligations. Any changes after registration must be made by the student in their Student Information System (SIS) account. Non-matriculated students may take courses on a space available basis. Students can verify their registration status on the Student Information System (SIS). Matriculated students registering for classes for the first time must meet with their academic advisor to set up an academic plan. This will ensure that students meet course pre-requisites and complete program requirements in a timely manner. Students can access their class schedule through the Student Information System (SIS).

Course Registration – 100% Online Courses

Online courses (100%) are offered by all seven college in the CCSNH. To enroll in 100% online course, students must specifically register to the college offering the course. For complete information about each course, the College hosting the course, registration information, visit www.ccsnh.edu. Students matriculated at River Valley Community College may register for online courses offered at Claremont, Keene or Lebanon following the Course Registration Policy.

Credit by Examination (CBE)

Students may test out of certain courses through the Credit by Examination (CBE) process.

In order to be considered for a CBE, the student must meet the following criteria:

- The student must be matriculated in a program at RVCC.
- The student can demonstrate that by study, training, or experience outside RVCC has acquired skill or knowledge equivalent to that acquired by students enrolled in a College course. Such skill, knowledge, or experience shall be in the area of the course concerned; and determined to be relevant by the Vice President of Academic and Student Affairs or other authorized personnel, based on evidence that the background prerequisites justify allowing the student to take the exam. Background prerequisites shall include the student's academic or employment record or both; and / or faculty recommendations.
- The student must have a cGPA of 2.0 or higher.
- Request must be for a regular course listed in the catalog, conducive to a CBE format.
- The student has not previously attempted a CBE for this course, be enrolled in the course, previously received a grade for the course at any CCSNH school, has been administratively withdrawn from the course, or has withdrawn from the course.

The student shall work with their advisor to apply to the Vice President of Academic and Student Affairs or authorized person of the College by completing the appropriate RVCC CBE Request Form. The student must complete the CBE within one month of approval.

Students must earn a C or higher in the exam. If successful, the appropriate credits earned are applied to the student's program. Credit will not be given for grades below "C". A student receiving a grade below a "C" is ineligible for another CBE in that course.

River Valley Community College is committed to awarding degrees that reflect a well-rounded education. Our programs are designed to support student growth and promote a deeper understanding of their chosen field, often building upon professional experiences gained before or during their studies. To maintain academic integrity and ensure meaningful engagement with the curriculum, students may earn a maximum of 12 (twelve) credits through Credit by Examination (CBE).

Credit Hour Definition

River Valley Community College follows New England Commission of Higher Education's definition of the credit hour:

Federal regulation defines a credit hour as an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutional established equivalence that reasonably approximates not less than:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or

2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

For the full CCSNH System Policy see 650.01 Credit Hour Guidelines.

Developmental Courses

Students who do not meet established pre-requisites will be required to take developmental courses for placement into college level courses. While these courses do not count toward graduation requirements in any RVCC program, they are required to meet prerequisites for the college level courses in subjects such as English, math, and science. Credits from these courses will be included in the calculation for all three components of the Financial Aid Satisfactory Academic Progress Review. The three components are Cumulative GPA, Qualitative Components, and Quantitative Components. Students are only eligible for federal financial aid for up to 24 hours/credits for this type of coursework.

Directed Study

Under certain circumstances a matriculated student may need to take a course during a semester when the course is not offered. A Directed Study allows a matriculated student to pursue the published learning objectives/ outcomes for a course independently under the guidance of a qualified faculty member. A matriculated student must have a minimum cumulative grade point average of 2.0 to be eligible for a Directed Study. The student must demonstrate compelling reasons why the course could not be taken in a subsequent semester or was not taken in the semester when it was originally offered in the curriculum. Barring exceptional circumstances, a Directed Study will not be granted for a course currently being offered by the College. Directed Study Forms may be obtained from the student's advisor.

Dropping (or Withdrawing From) a Course

Students who officially drop from a course by the end of the fourteenth (14th) calendar day of the semester will receive a 100% refund of tuition, less non-refundable fees. Classes that meet in a shorter format than the traditional semester will have 7 calendar days from the designated start of the alternative semester to drop for a full refund. If the seventh (7th) or fourteenth (14th) calendar day falls on a weekend or holiday, the drop refund date will be the first business day following the holiday or weekend. Exception: Students in courses that meet for two weeks or fewer must drop by the end of the first day of the class in order to get a 100% refund.

Students registered for non-credit workshops must drop in writing at least three days prior to the first workshop session to receive a full refund of tuition and fees. In extenuating circumstances, the President (or designee) is authorized to offer alternative compensation in the form of tuition credits to students on a case-by-case basis. Tuition credit on a student account must be used within one calendar year from the date of authorization.

In accordance with Federal regulations, refunds for an amount less than $1 ($0.99 or less) will be forfeited.

Please submit a tuition appeal request form if you would like to appeal your tuition.

NOTE: Tuition and fees are subject to change without notice. Applicants should check with the College for verification of current charges. All refunds require that the student drop the course in SIS within the allotted refund time.

Withdrawal Policy for Credit Courses

A Withdrawal in SIS must be completed prior to the 60% point of the course's term. If the Withdrawal is completed in SIS after the refund period and before the 60% point of the course, no refund will be given and a "W" will be reflected on the transcript which does not impact GPA. Students using financial aid are advised to speak with financial aid staff to ensure understanding of the financial implications (return to title 4) of withdrawal, if any.

Withdraw Pass/Withdraw Fail for Credit Courses

After withdraw deadline (60% point in a course) in order to withdraw, a Withdraw Pass/Withdraw Fail Form must be submitted through the college's website and a grade of Withdraw Pass (WP) or Withdraw Fail (WF) will be determined by the instructor. A WP grade does not impact GPA, a WF grade impacts GPA the same way an F would. This process can be initiated by the instructor if the student, because of extenuating circumstances, is unable to initiate the process (e.g., catastrophic illness or injury, job transfer to another state).

****Students are encouraged to note the specific drop, W, WP/WF dates for each course in which they are enrolled.****

Refund Policy for Non-Credit Courses

Students registered for workshops through the Office of Workforce Development must drop in writing at least three days prior to the first workshop session in order to receive a full refund of tuition and fees. Refunds are not prorated.

Refund Process

Refunds (paid by check or cash) take approximately 7-10 business days to process and are mailed directly from Nelnet Business Solutions out of Charlotte, North Carolina. Checks cannot be picked up in the Business Office. Students may opt to sign up for direct deposit via their SIS. For direct deposit refunds please allow 3-5 business days for processing. Credit card refunds are processed through the card information used for purchase. Nelnet payment plans are the students' responsibility to cancel through the Business Office. Over payments on Nelnet payment plans are sent to you at the end of the semester from the college.

Before you register, please read the following notice:

I understand that I must fulfill my financial obligation two weeks before the first day of the semester, or my registration may be voided and my classes deleted. I understand by registering for courses at RVCC, I am financially obligated for ALL costs related to the registered course(s). I agree that by registering for courses within the Community College System of New Hampshire (CCSNH), I am financially obligated for ALL costs related to the registered course(s). Upon a drop or withdrawal, I agree that I will be responsible for all charges as noted in the student catalog and handbook. I further understand that if I do not make payment in full, my account may be reported to the credit bureau and/or turned over to an outside collection agency. I also agree to pay for the fees of any collection agency, which may be based on a percentage of the debt up to a maximum of 35%, and all additional costs and expenses, including any protested check fees, court filing costs and reasonable attorney's fees, which will add significant costs to my account balance. (Effective 4-1-14)

Grades/Schedules Online

The College provides students electronic access to their academic information, such as grades and schedules on the Student Information System (SIS).

Independent Study

Opportunities for credit-bearing Independent Study are available to matriculated students who wish to explore areas of a discipline not covered in the normal curriculum but related to the student's program. Independent Study is not available to non-matriculated students. Matriculated students must have a minimum cumulative GPA of 2.0 to be eligible for an Independent Study. The intent of the Independent Study is to expand a student's learning experience beyond the normal program curriculum. Typically undertaken for 1-2 credits, an Independent Study may not be done in lieu of any courses existing at RVCC. Independent Study forms may be obtained from the Office of Academic & Student Affairs in Claremont.

Independent Study

Independent Study is an opportunity for intensive investigation of a special skill, process, or topic, to be arranged on an individual basis between student and faculty. The intent of the Independent Study is to expand a student's learning experience beyond the normal program curriculum. Independent Study is not available to non-matriculated students. This credit-bearing opportunity is only available to matriculated students who wish to explore areas of a discipline not covered in the normal curriculum but related to the their program. Matriculated students must have a minimum cumulative GPA of 2.0 to be eligible for an Independent Study. Typically undertaken for 1-2 credits, an Independent Study may not be done in lieu of any courses existing at RVCC. Speak with your Program Director or Advisor to get started!

Matriculated Student

A student who applies, is officially accepted to the College in a program, and has been confirmed by returning a deposit when applicable to the College is said to be matriculated. The status remains until the student officially withdraws from the program or College, is suspended/dismissed for academic or disciplinary reasons, upon graduation or has remained inactive for three consecutive semesters. Inactivity is determined by not receiving a grade for a credit course at the college for three consecutive semesters, including summer.

Military Leave and Readmission Policy

The College recognizes the service of students who are members of the U.S. Armed Forces, including the National Guard and Reserves, and is committed to supporting their academic progress.

This policy applies to students who must interrupt their studies for short periods of time due to active duty orders, training obligations, deployment or mobilization. It ensures the protection of the student's academic standing and financial interests throughout their service period.

Procedure

Students should notify the Registrar's office as soon as practicable of their military obligation and provide a

copy of official military orders when available. Advance notice is encouraged but not required when circumstances prevent it.

Academic Options
An Official Withdraw: Students may elect to withdraw from one or more courses during the semester due to military service. The withdrawal will be noted on the student's transcript as being due to military service.

Note: Students enrolled in criteria-based health programs must withdraw from all core major requirements. For further information or clarification, please reach out to the appropriate Program Director.

Incomplete Grades: Students may request an incomplete grade if more than 50% of the course meetings have occurred and both the student and the faculty member agree to this arrangement. The faculty member will then submit an incomplete to the Registrar's office.

1. **Completion Timeline:** The student must complete the agreed-upon work either in accordance with the college's incomplete grade policy or within 90 days from the end of active duty, whichever provides more time.
2. **Grade Conversion:** If the work is not completed within the specified timeframe, the "I" grade will automatically convert to the grade earned or an "F" grade.
3. **Tuition and Fees:** No tuition or fees refund will be provided, and the grade will be processed according to standard procedures at the end of the semester.

Veteran Benefits
The timing of your withdrawal from classes may impact your benefits and whether you will owe a repayment to VA. You can work with the RVCC School Certifying Official and your VA Education Liaison Representative to understand your situation.

Financial Aid
For students who completely withdraw and have received financial aid, regulations require that the college perform the Return of Title IV Funds calculation as required under 34 CFR 668.22. The U.S. Department of Education requires that students who receive financial aid make progress toward completing their program of study. Any questions about River Valley Community College's Satisfactory Academic Progress (SAP) Policy or failure to meet the SAP standards should contact the Financial Aid Office.

Readmission
Students who withdraw due to military service obligations may request re-enrollment at River Valley Community College for subsequent terms without penalty, provided they meet the academic requirements for their matriculated program. Military students will not be academically penalized for their service.

Note: Specific requirements may apply for the criteria-based health programs. For further information, please contact the appropriate Program Director.

Obtaining Documents and Data Originating from Another Agency or Institution

In accordance with record release standards, we do not release documents that have become the property of River Valley Community College through a legal release to a third party (River Valley Community College). In addition, the College does not release or verify other pieces of personal information such as visa numbers, social security numbers, passport numbers, health conditions, etc. We are not the official, legal custodian of record for any data that was not assigned by the institution or for documents that did not originate at River Valley Community College. Therefore, the College does not have the legal authority to release said documents. This policy includes, but is not limited to, documents such as high school records and transcripts, ACT/SAT scores, medical records, tax returns, default clearance letters, or degree information and college transcripts from other institutions. These records are the property of the College and are for our internal college purposes only. Please contact the originating agency, organization, or institution that produced the original records to obtain a legal copy.

Student Status

Active Status: A matriculated student who has not officially withdrawn from a program or the College is considered active status. Students remain in active status until they withdraw from the College or have not received a grade for a credit course for three consecutive semesters (including summer) at which time they will be officially withdrawn from the College.

Inactive Status: Students who officially withdraw from a program or the College are considered inactive. Students who have not received a grade for a credit course for three consecutive semesters will be removed from active status and will become inactive. If an inactive student chooses to return to the College, they must reapply in a program and follow the new program of study.

Matriculated Student: A student who applies, is officially accepted to the College in a program, and has been

confirmed by returning a deposit to the College is said to be matriculated. The status remains until the student officially withdraws from the program or College, is suspended/dismissed for academic or disciplinary reasons, upon graduation, or has remained inactive for three consecutive semesters.

Non-Matriculated: A student who is enrolled in a course or courses but who has not officially been accepted into a College program is considered non-matriculated. A student who has taken individual courses and then decides to work for a degree should commit to a specific program and formally matriculate after proper counseling. It is recommended that students matriculate into a program prior to the satisfactory completion of 9 credits to ensure credits earned can be applied to the program of study.

Full-Time: A student is considered full-time if registered for at least 12 credits in any given semester or an appropriate fraction thereof: for example, if summer semester is 8 weeks instead of 16 weeks, a student would be considered full-time if they carried 6 credits.

Part-Time: A student who is registered for fewer than 6-8 credits (for financial aid awards), or who otherwise indicates less than full time status is considered part-time.

Registered Students: A student is considered registered for a course when a completed registration has been entered by the student into their SIS account. This confirms that the student has been determined to meet all pre & corequisites for the course. The student must also meet all College financial obligations.

Grades & Academic Records

Academic Amnesty

A student who has previously attended River Valley Community College and is admitted at a later time may be eligible for Academic Amnesty, which provides for the following:

1. All grades taken during the student's previous time at the College will no longer be used to calculate the student's new cumulative GPA. However, grades C- and above taken during the student's previous time at the College will be used to meet course requirements (where appropriate), subject to the approval of the Vice President of Academic & Student Affairs.
2. Even though previous grades will not be used to calculate the new cumulative GPA, all previous grades will remain on the student's transcript.

In order to be eligible for Academic Amnesty, a student must meet all of the following conditions:

1. The student applies for Academic Amnesty before the start of their second semester after readmission;
2. The student has not taken any courses at River Valley Community College for a period of at least three (3) years from the last semester of attendance;
3. The student has never before received Academic Amnesty; and
4. The student achieved a cumulative GPA below 1.7 during previous attendance.

Academic Amnesty forms can be found at this link.

Academic Standing

Students falling below the following standards will be designated as not meeting satisfactory academic progress. Failure to meet satisfactory progress will result in either Academic Probation or Academic Suspension.

Note: In this policy, 'consecutive' refers to the last three semesters for which the student has received grade(s), regardless of breaks in enrollment.

The student will receive written notification of Academic Probation or Suspension by electronic mail to their RVCC email account. A student may appeal probation or suspension by following the process outlined in their notification letter.

Financial aid may be in jeopardy if a student fails to achieve Satisfactory Academic Progress as defined by Federal Regulations.

Academic Probation Definition: A warning which indicates the student may not be on track to graduate because of poor academic performance. The student may remain in the program, but their academic progress will be monitored.

Students not meeting the criteria below will be placed on Academic Probation.

0-13 Credits Accumulated (GPA Credit Hours): below 1.50 cGPA
14-27 Credits Accumulated (GPA Credit Hours): below 1.70 cGPA
28-40 Credits Accumulated (GPA Credit Hours):

below 1.80 cGPA
41+ Credits Accumulated (GPA Credit Hours): below 2.00 cGPA

Calculation of Cumulative Grade Point Average (cGPA) will be based on all courses taken at the institution, including developmental or remedial courses.

Academic Suspension Definition: Suspension from the College, which prohibits a student from taking classes for a period of one semester, and suspension from the Program, which removes the student from their academic program.

Students not meeting the criteria below will be put on Academic Suspension.

0-13 Credits Accumulated (GPA Credit Hours): below 0.50 cGPA
14-27 Credits Accumulated (GPA Credit Hours): below 1.10 cGPA
28-40 Credits Accumulated (GPA Credit Hours): below 1.25 cGPA
41+ Credits Accumulated (GPA Credit Hours): below 1.50 cGPA

OR

A student who does not meet satisfactory progress for Academic Probation for three consecutive semesters will be placed on Academic Suspension.

Students on Academic Suspension from RVCC will be removed from their academic program (un-matriculated), dropped from future term RVCC registrations, and an advising meeting will be required to continue with future enrollment.

College Dismissal Definition: Students dismissed from the College are prevented from taking classes or applying to programs. College dismissal may result from academic or other breaches of the Student Code of Conduct.

Academic Warning: A student who is failing or in danger of failing a course may at any time be given an academic warning by the instructor.

Academic Appeal Procedure
A student may appeal any decision regarding their academic status by filing a written appeal with the Vice President of Academic & Student Affairs by following the process outlined in their notification letter. The appeal must include student's name, address, program and the basis for the student's request and will be forwarded to the chair of the Academic Standing Committee for review.

The student will have an opportunity to present their case to the Academic Standing Committee, if desired. A written recommendation of the committee will be sent to the Vice President of Academic & Student Affairs who will send the student the final decision.

Academic Standing Committee
The River Valley Community College Academic Standing Committee is charged to review the appeals of the academic status of matriculated students. The Committee reviews all appeals and may recommend any of the following actions to the Vice President of Academic & Student Affairs:

1. academic suspension
2. academic probation
3. academic warning
4. letter of encouragement
5. removal from academic suspension or academic probation

Academic Honors
Academic honors are determined each semester (including summer when full time is 6 credits for the purposes of determining academic honors). Students with an incomplete grade are unable to receive academic honors until the incomplete grade is resolved.

President's List
A full-time, matriculated student in good standing with a Grade Point Average of at least 3.70 is entitled to honors on the President's List.

Vice President's List
A full-time, matriculated student in good standing earning a Grade Point Average of 3.0 to 3.69 is entitled to honors on the Vice President's List.

Graduation Honors - College cGPA
cGPA 3.20 - 3.59 = Cum Laude
cGPA 3.60 - 3.89 = Magna Cum Laude
cGPA 3.90 - 4.00 = Summa Cum Laude
Graduates earning a cGPA of 3.50 or higher are entitled to wear a gold tassel.

The final cumulative GPA cannot be determined until all program requirements are completed. Therefore, students who have not completed all graduation requirements at the time of graduation are not eligible for graduation honors and will not be awarded a gold tassel. In cases where final grades are not yet posted at the time of the graduation ceremony, honors cannot be determined prior to the ceremony. Honors will be reflected on the student's transcript once all requirements are completed.

Effective Fall 2027:

As honors are a ceremonial recognition, the criteria applied will be based on the policy in effect at the time of recognition rather than the catalog year associated with the student. Effective fall 2027, the honors policy will be revised as follows:

President's List
A matriculated student in good standing completing at least six (6) credits in an academic term (fall, spring, or summer) and earning a GPA of 3.70 or higher for that term is recognized on the President's List.

Vice President's List
A matriculated student in good standing completing at least six (6) credits in an academic term (fall, spring, or summer) and earning a GPA of 3.30–3.69 for that term is recognized on the Vice President's List.

Graduation Honors - College cGPA
cGPA 3.30 - 3.69 = Cum Laude
cGPA 3.70 - 3.89 = Magna Cum Laude
cGPA 3.90 - 4.00 = Summa Cum Laude
Graduates earning a cGPA of 3.30 or higher are entitled to wear a gold tassel.

Calculation of Grade Point Average (GPA)

Semester and cumulative grade point averages are calculated for all students. The GPA is calculated by multiplying quality points by credit hours for each course, totaling these products, and dividing the sum by the total credit hours attempted in a given semester. Example: Grade Points x Credit Hours = Point Credits

Example	Grade	Points	x	Credit Hours	=	Point Credits
Course 1	A	4.0	x	4	=	16.0
Course 2	B+	3.3	x	3	=	9.9
Course 3	C+	2.3	x	3	=	6.9
Course 4	C-	1.7	x	3	=	5.1
Course 5	D	1.0	x	3	=	3.0
Total				**16**		**40.9**

Total point credits, 40.9, divided by total credit hours, 16, equals the Grade Point Average, 2.55.

Course Repeat Policy

A Course Repeat Form is required to repeat any courses. Third and subsequent attempts to repeat a course will require the approval of the Vice President of Academic and Student Affairs.

When a student repeats a course at RVCC, the grade achieved in the most recent attempt will be the grade used in the cGPA calculation. All previous grades will remain on the transcript but are not used in the cGPA calculation. Repeated courses completed at an institution outside of River Valley Community College and transferred in will not replace a previous grade or be used in the calculation of the cGPA.

Financial Aid Implications:

There are financial aid implications to repeating courses. Financial aid funds may be used repeatedly to pay for a course if the student failed/withdrew.

For one time only, financial aid will cover a repeated course that has been previously passed (and paid for with financial aid funds). For this purpose, passed means any grade higher than an "F," regardless of any program requirement of a higher qualitative grade. However, if a student passed a course once, and uses financial aid funds for retaking it and fails, that failure counts as their paid retake. Financial aid may not cover the student retaking the course a third time.

Cumulative Grade Point Average (cGPA)

The Cumulative Grade Point Average (cGPA) takes into account all course work taken at the Claremont campus and the Centers in Keene and Lebanon. The cGPA is obtained in the same way as the GPA, except that the calculations are based on all courses that the student has taken. When a student repeats a course, only the most recent grade earned is used in the cGPA computation. The original grade, however, remains on the transcript along with the grade of the repeated course.

Failed Courses

A failed course must be repeated at the College with a passing grade in order to receive credit towards graduation. The original grade "F" remains on the official transcript, but the most recent grade earned is used in the cGPA computation. Financial aid may be impacted by repeating courses. Third or subsequent attempts must be reviewed and approved by the Vice President of Academic & Student Affairs. A failed course is not eligible for a Credit by Exam or CLEP.

Grade Appeal Process

If a student believes they have been assigned an inaccurate or unfair grade, they may formally appeal through the following process. Any appeal must have the grade appeal form submitted and be initiated by the student with the instructor before the conclusion of the next semester (including summer). Students should be advised that in most instances a grade may be changed

only by the instructor. Only in the case of obvious computational error or blatant abuse of the grading prerogative* can the Vice President of Academic & Student Affairs, the only other individual on campus empowered to change a grade, alter a student's grade.

Please follow this process to formally appeal a grade:

Submit the Grade Appeal Form and Meet with the instructor: The student shall submit the Grade Appeal Form to serve as documentation of the start of the appeal process. The student shall then contact the faculty member and schedule a meeting to discuss the grade appeal and attempt to resolve the conflict. The faculty member and student shall meet within the next five (5) workdays.**

If no resolution is reached, proceed to Step 2 below.

Meet with the Program Director or Department Chair: If the issue was not resolved in Step 1, the student has three (3) workdays from the date of the faculty member's decision to file a written appeal with the faculty member's Program Director or Department Chair, or with the Vice President of Academic & Student Affairs if the faculty member is also the Program Director or Department Chair (PD/DC). The letter of appeal, which may be in the form of a formal email, must include student's name, contact information, semester the course was taken, course name and number, instructor's name, rationale for the appeal, and students understanding of the reasoning from the instructor to deny the appeal. Within three (3) workdays, the Program Director, Department Chair, or VPASA, will mediate the dispute either through discussion with the instructor, or with the student in the company of the faculty member.

If no resolution is reached, proceed to Step 3 below.

File an appeal with the Vice President of Academic & Student Affairs (VPASA): If the issue is not resolved in Step 2, the student has three (3) working days to file a written appeal with the VPASA. The letter of appeal, which may be in the form of a formal email, must include student's name, contact information, semester the course was taken, course name and number, instructor's name, rationale for the appeal, name of faculty and PD/DC the student has met with, and students understanding of the reasoning from the instructor and PD/DC denying the request to appeal. The VPASA will meet with all parties concerned within the next three (3) workdays to attempt to resolve the dispute. The VPASA will have three (3) workdays from the last meeting to render a decision on the grade appeal.

The decision of the VPASA is final.

*Note that "blatant abuse of the grading prerogative" refers to situations in which an instructor has willfully ignored published grading and assessment criteria and/or has exhibited bad faith by acting in violation of published performance/behavior standards for faculty.

**There are times, especially during the summer, that the schedules of the faculty member, the Program Director, the Department Head, and/or the Vice President are not compatible with the timeframes specified above. Students who have been unsuccessful in their attempts to reach the faculty member may contact the Office of Academic & Student Affairs directly. A representative of the Office of Academic & Student Affairs will then make every attempt to arrange the required meeting with the course instructor as indicated in Step 1 and Program Director or Department Chair as indicated in Step 2. Students are advised, however, that it may not be possible in all cases to do so.

Grade Reports

Grades and unofficial transcript can be accessed by current students directly through the Student Information System (SIS). Transcripts can be ordered for official record requests. All financial obligations or other holds must be resolved before requesting official transcripts.

Grading System

Students earn grades which are assigned by individual faculty members on the basis of an objective evaluation of students' academic achievement. To successfully complete a certificate or an Associate degree at the College, students must earn a minimum Cumulative Grade Point Average (cGPA) of 2.00 and meet all program requirements.

The reporting of student achievement utilizes the following grades:

Grade	Quality Points	Number Grade	Grade	Quality Points	Number Grade
A	4.0	93.33-100.00	C	2.0	73.33-76.66
A-	3.7	90.00-93.32	C-	1.7	70.00-73.32
B+	3.3	86.67-89.99	D+	1.3	66.67-69.99
B	3.0	83.33-86.66	D	1.0	63.33-66.66
B-	2.7	80.00-83.32	D-	0.7	60.00-63.32
C+	2.3	76.67-79.99	F	0.0	0-59.99

Auxiliary Grades

W: (Withdrawal) Student initiated withdrawal from a course at any time prior to completion of the drop/

withdrawal deadline (60% of the course) and after the drop refund period. Is not calculated in GPA. Can be initiated by the instructor if the student, because of extenuating circumstances, is unable to initiate the process (e.g., catastrophic illness or injury, job transfer to another state).

WP: (Withdrawal Passing) Student initiated withdrawal from a course after the drop/withdrawal deadline (60%) of the course; student has a passing grade at time of drop, as determined by the instructor. Is not calculated in GPA. Can be initiated by the instructor if the student, because of extenuating circumstances, is unable to initiate the process (e.g., catastrophic illness or injury, job transfer to another state).

WF: (Withdrawal Failing) Student initiated withdrawal from a course after the drop/withdrawal deadline (60%) of the course but before the course has ended; student has a failing grade at time of drop/withdrawal, as determined by the instructor. Calculates in GPA as an "F."

AF: (Administrative Failure) Instructor or administrator initiated withdrawal at any time for reasons other than poor grade performance – e.g., failure to meet attendance requirements, as published in the instructor's syllabus, violation of the Student Code of Conduct, disruptive behavior, etc. The grade may also be issued if a student registered in a clinic, practicum, internship or lab is deemed unsafe or performing in an unsatisfactory manner as determined by an evaluation by a faculty member/agency supervisor in accordance with department criteria and procedure, and for students who stop attending class. Calculated in GPA as an "F."

AU: (Audit) A course taken as an audit does not earn credit and cannot be used to meet graduation requirements. Admission by permission of the instructor. Full tuition and fees are charged to audit a course. **Not all courses are available for audit**. *See the Audit section for full audit policy.*

I: (Incomplete grade) Indicates that a student has not completed a major course assignment due to extraordinary circumstances. It is not used to give an extension of time for a student delinquent in meeting course responsibilities. The "I" grade is not calculated into the GPA. However, all work must be completed by the end of the third week of the subsequent semester or the grade defaults to an "F".

P: Used in Pass/Fail courses. Pass (not calculated into GPA)

PP: Used in Pass/Fail courses. Provisional Pass; warning (not calculated into GPA)

NP: Used in Pass/Fail courses. No Pass; unsatisfactory (not calculated into GPA)

CS: (Continuing Study) Allows student to re-register for developmental course if competencies have not been met by end of the course. Intended for students who have demonstrated progress and a commitment to succeeding in the course but who need more time to achieve competencies. Does not affect GPA.

R: Repeat

T: Transfer

Transcripts

The transcript is the official permanent record of the course work completed at River Valley Community College. River Valley Community College has partnered with the National Student Clearinghouse (NSC), to provide online transcript ordering for our students and alumni.

To request a transcript, please use this link. You can also find the link on any RVCC webpage.

Requests for electronic transcripts made before 2 PM (EST) are processed overnight on the same day. Requests made after 2 PM (EST) will be processed on the next business day.

Requests may be canceled if the system is unable to locate the student's record. This may occur if the information entered in a request does not agree with Student Information System (SIS) record. Registrar's Office staff will reach out to the student if this occurs. Requests for transcripts from prior to 1993 may take additional time to process. Mailed transcripts will also take additional business days to process and delivery time.

Note: Each official transcript requested costs $5.00

Note: All seven colleges within the Community College System of NH (CCSNH) can view all grades from within the system. Official transcripts do not need to be sent to other CCSNH colleges. Please contact your campus to let them know you have grades from another CCSNH college or colleges.

For unofficial transcripts, **current** students can login to their Student Information System (SIS) account. Unofficial transcripts are not available for students without an active SIS account and they are advised to request a transcript as instructed above.

Please email RVCCRegistrar@ccsnh.edu with any questions.

Degrees, Certificates & Graduation

Academic Honors

Academic honors are determined each semester (including summer when full time is 6 credits for the purposes of determining academic honors). Students with an incomplete grade are unable to receive academic honors until the incomplete grade is resolved.

President's List
A full-time, matriculated student in good standing with a Grade Point Average of at least 3.70 is entitled to honors on the President's List.

Vice President's List
A full-time, matriculated student in good standing earning a Grade Point Average of 3.0 to 3.69 is entitled to honors on the Vice President's List.

Effective Fall 2027:

As honors are a ceremonial recognition, the criteria applied will be based on the policy in effect at the time of recognition rather than the catalog year associated with the student. Effective fall 2027, the honors policy will be revised as follows:

President's List
A matriculated student in good standing completing at least six (6) credits in an academic term (fall, spring, or summer) and earning a GPA of 3.70 or higher for that term is recognized on the President's List.

Vice President's List
A matriculated student in good standing completing at least six (6) credits in an academic term (fall, spring, or summer) and earning a GPA of 3.30–3.69 for that term is recognized on the Vice President's List.

Additional Associate Degrees

Students may earn additional associate degrees either by concurrent completion of the requirements of the several degrees or by subsequent study after the first degree is received. The requirements for earning additional degrees are as follows:

1. Complete all requirements of each program of study, including general education requirements not in common with the additional program(s), and
2. Earn a minimum of fifteen (15) additional credits at the college, beyond those required for the first and subsequent degrees, excluding Credit by Examination, Credit for Experiential Learning, College Level Examination Program (CLEP), and Transfer Credit.

See full CCSNH Board Policy 620.05 Additional Associate Degrees.

Associate Degree

The minimum requirement for all Associate Degrees is 60 credit hours and completion of all specified course requirements.

Additional Associate Degrees

Students may earn additional associate degrees either by concurrent completion of the requirements of the several degrees or by subsequent study after the first degree is received.
The requirements for earning additional degrees are as follows:

1. Complete all requirements of each program of study, including general education requirements not in common with the additional program(s), and
2. Earn a minimum of fifteen (15) additional credits at the college, beyond those required for the first and subsequent degrees, excluding Credit by Examination, Credit for Experiential Learning, College Level Examination Program (CLEP), and Transfer Credit.

Associate Degree Requirements

To earn an Associate Degree from River Valley Community College, a student must:

- successfully complete at least sixty (60) credits in college-level coursework (excluding remedial or developmental coursework/credits – i.e., those identified as being "for institutional credit only");
- earn at least fifteen (15) credits in coursework offered by and under the direct control of the college awarding the degree with at least eight (8) of those credits earned in advanced-level courses in the student's major field;
- achieve a Cumulative Grade Point Average (cGPA) of 2.0 or higher in all courses taken at the college awarding the degree (including remedial or developmental coursework/credits);
- meet all course distribution requirements for the specific type of Associate Degree as described in sections below; and

- meet any additional criteria as required by a student's specific program.

COURSE DISTRIBUTION REQUIREMENTS

Associate in Science Degree

In addition to meeting the requirements set forth in the associate degree from RVCC requirements above, a student must meet the following course distribution requirements to earn an Associate in Science Degree:

- earn at least 30 credits in program-specific courses in a defined major field;
- earn at least 20 credits in general education courses, including one course of three (3) credits or more in:
  - English Composition (required);
  - Humanities/Fine Arts/Foreign Language (required);
  - Quantitative Reasoning/Mathematics (required);
  - Science (required);
  - Social Sciences (required),
- the remaining general education credits to reach the required total of 20 general education credits may be taken in English, Humanities/Fine Arts/ Foreign Language, Quantitative Reasoning, Science, or Social Sciences; and
- The remaining 10 credits to reach the required minimum total of 60 credits may be assigned in any subject area, as deemed by the faculty to be appropriate to the curriculum.

Associate in Arts

Students may earn an Associate in Arts degree in Liberal Arts or in a specified major field. In addition to meeting the requirements set forth in the associate degree from RVCC requirements above, a student must meet the following course distribution requirements to earn an Associate in Arts degree. Each category below must include at least one course worth at least three (3) credits:

- English Composition 3-4 credits
- English Literature, Composition (requiring English Composition as a prerequisite), or Communications 3 credits
- Quantitative Reasoning/Mathematics 6-8 credits
- Natural or Physical Sciences 7-8 credits (including at least one lab science)
- Social Sciences 9 credits
- Humanities/Fine Arts/World Language 9 credits

AND EITHER

- Electives in Specialized Major Field 20-24 credits
  Minimum 60 credits

OR (for generic AA in Liberal Arts)

- Liberal Arts Electives (from above list) AND 12-15 credits
- Open Electives 9 credits
  Minimum 60 credits

Associate in Science in General Studies

RVCC also offers an Associate in Science in General Studies degree for students seeking experiential credit, seeking to create a self-designed major to meet personal occupational or career goals, requiring remediation/ developmental coursework to meeting admission requirements for a desired program, or wishing to matriculate while awaiting admission to competitive degree programs. Students wishing to earn an Associate in Science in General Studies degree must meet all of the requirements set forth in the associate degree from RVCC requirements above, as well as the general education distribution requirements set forth in Associate in Science Degree requirements above. The 30 credits of major field coursework may be taken in any subject area.

See also Graduation Requirements.

Please see system policy 620.02 for further details.

Certificate

Regardless of their duration or composition, certificate programs emphasize specific skills and outcomes required for employment or for career advancement. There are no specific general education requirements, except as required to meet stated competency requirements.

Certificate Requirements

To earn a Certificate from River Valley Community College, a student must:

- successfully complete all program credits in college-level coursework designed to meet defined competencies in an occupational field (excluding remedial or developmental coursework/credits – i.e., those identified as being "for institutional credit only");
- earn at least six (6) credits or 25% of total program credits, whichever is larger, in coursework offered by and under the direct control of River Valley Community College; and
- achieve a Cumulative Grade Point Average (cGPA) of 2.0 or higher in all courses in the Certificate program (only) taken at River Valley Community College.

Graduate Transfer & Job Placement

Career support services are available to students and alumni and include access to job boards, placement listings, and employer connections at the local, regional, and state levels. While employment is not guaranteed, many students secure positions through program-related internships or clinical experiences and the professional networks developed during their studies.

Graduation & Intent to Graduate Deadline

Commencement is generally held twice per year in May and December. Degree and certificate completion can be posted to student's academic record in December, May, or August. Students who expect to complete requirements for a degree or certificate **must complete the INTENT TO GRADUATE** form **no later than the deadline noted** on the form. Failure to file an INTENT TO GRADUATE form by the deadline may mean the student cannot participate in the graduation exercises and will result in a delay of the diploma delivery.

There is no extra fee for graduation.

It is expected that students filing an Intent to Graduate form will be completing all program requirements by the graduation date indicated on their form. Students should review their academic audit through Degree Works to ensure that they have or will have met the program requirements for graduation. It is strongly encouraged that students expecting to graduate in May meet with their Program Director early in the fall semester to review the academic record prior to filing the Intent to Graduate form.

If a student would like to participate in the May graduation ceremony, but won't finish the final six credits of their program until August, they can file an Exception to Participate in Graduation Request Form for VPASA approval. Before submitting the request, the student shall consult with their advisor and register for any remaining courses in SIS.

Graduation Honors - College cGPA

cGPA 3.20 - 3.59 = Cum Laude
cGPA 3.60 - 3.89 = Magna Cum Laude
cGPA 3.90 - 4.00 = Summa Cum Laude

Graduates earning a cGPA of 3.50 or higher are entitled to wear a gold tassel at graduation.

The final cumulative GPA cannot be determined until all program requirements are completed. Therefore, students who have not completed all graduation requirements at the time of graduation are not eligible for graduation honors and will not be awarded a gold tassel. In cases where final grades are not yet posted at the time of the graduation ceremony, honors cannot be determined prior to the ceremony. Honors will be reflected on the student's transcript once all requirements are completed.

Effective Fall 2027:

As honors are a ceremonial recognition, the criteria applied will be based on the policy in effect at the time of recognition rather than the catalog year associated with the student. Effective fall 2027, the honors policy will be revised as follows:

Graduation Honors - College cGPA
cGPA 3.30 - 3.69 = Cum Laude
cGPA 3.70 - 3.89 = Magna Cum Laude
cGPA 3.90 - 4.00 = Summa Cum Laude
Graduates earning a cGPA of 3.30 or higher are entitled to wear a gold tassel.

Graduation Requirements

To graduate, students must complete all courses and attain a cumulative Grade Point Average (cGPA) of at least 2.0 within their program. Specific requirements for all degree and certificate programs are available in the catalog. Credits earned in developmental courses are not counted toward graduation requirements. Matriculated students must earn a minimum number of academic credits at the College as follows:

1. Degree students must earn 15 credits, of which 8 credits must be in advanced (200-level) courses in the student's major.
2. Certificate students must earn 6 credits or 25% of the credits, whichever is higher

Additional Associate Degrees

Students may earn additional associate degrees either by concurrent completion of the requirements of the several degrees or by subsequent study after the first degree is received.
The requirements for earning additional degrees are as follows:

1. Complete all requirements of each program of study, including general education requirements not in common with the additional program(s), and

2. Earn a minimum of fifteen (15) additional credits at the college, beyond those required for the first and subsequent degrees, excluding Credit by Examination, Credit for Experiential Learning, College Level Examination Program (CLEP), and Transfer Credit.

Liberal Arts Core Requirements and Program Total Credit Ranges

Per system policy, all associate degree programs require a minimum of 20 credits in the general education (Liberal Arts Core), including at least one course (3 credits or more) in each of the following areas: English Composition, Humanities/Fine Arts/Foreign Language, Quantitative Reasoning/Mathematics, Science, and Social Sciences, with additional requirements defined within each program.

At River Valley Community College, College Composition, mathematics, and laboratory science courses are four (4) credits. Students who transfer in equivalent Liberal Arts Core courses from other accredited institutions may apply those credits toward degree requirements, provided the courses meet the requirements for transfer. In some cases, transferred courses may be three (3) credits rather than four (4), which may result in a lower total number of Liberal Arts Core credits while still fully satisfying course distribution requirements.

Additionally, some elective options allow students to choose from courses with varying credit values, typically three (3) or four (4) credits.

See also Associate Degree Requirements.

As a result, the total number of credits required to complete an associate degree may vary, and total program credits are presented as a range. Total credits may differ based on transferred coursework and elective selections; students who complete all courses at RVCC typically follow the higher end of the range.

This approach ensures that all students meet Liberal Arts Core requirements while providing transparency about how variations in course credit structures may affect total program credits.

Participation in Graduation Exercises

The following students are eligible to participate in graduation exercises:

1. Students who have filed an Intent to Graduate form before the deadline; and
2. Students who have completed
   - all requirements by the end of Spring Semester. OR
   - all but six (6) semester hours of required credits for the degree or certificate by the end of Spring Semester. These final credits must be earned before the end of the subsequent summer semester. Students in this category must request permission by completing a Exception to Participate in Graduation Request Form and submitting it to the Vice President of Academic & Student Affairs before March 1st showing how the remaining credits will be earned. The VPASA must approve the plan submitted and will respond to the student via college email. Students who have credits remaining upon graduation are not eligible for graduation honors.
     - Exceptions to the above may be made by the President. However, no exceptions will be given after April 1st.

No credentials are issued to the students until they have completed all requirements for the degree or certificate. Students with outstanding balances or overdue library materials will not receive the credentials or be able to receive transcripts.

Clinical Facilities

Massage Therapy Program

Clinical sites depend on availability and are subject to change yearly.

Alice Peck Day
Lebanon, NH

Brian Bishop LMT
Newport, NH

Castle Hill Resort & Spa
Proctorville, VT

Cheshire Integrative Massage
Keene, NH

Corner Stone Center for Wellness
Keene, NH

Dartmouth Athletics
Hanover, NH

Dartmouth-Hitchcock Medical Center
Lebanon, NH

Deep Roots Massage
Keene, NH

Devine Back & Body Care
Keene, NH

Eclipse Float Center
Claremont, NH

Elements Massage
Concord, NH

European Face & Body Studio
Hanover, NH

Grace Aldrich, LMT
Peterborough, NH

Gretchen Wetheby, LMT
Greenfield, MA

Healing Spirits - Body Therapy
Lebanon, NH

Heron Dragon Acupuncture
White River Jct., VT

Integrative Massage
Keene, NH

Jackie's Artistic Touch Massage
N.Hartland, VT

LRGH Health
Laconia, NH

LST Escape with Massage
Lebanon, NH

Massage by Patrice
Chester, VT

Mudita Massage & Wellness, LLC
Keene, NH

Peace in the Village Restorative Massage
Claremont, NH

River Valley Club
Lebanon, NH

Season of Healing
Keene, NH

Skin Health Medi-Spa
Dover, NH

Springfield Hospital
Springfield, VT

Strong House Spa
Quechee, VT

Sunapee Lake Massage
Sunapee, NH

Therapeutic Massage
Grantham, NH

Vermont Massage Therapy
Hartford, VT

Vickie Branch, PLLC
New London, NH

Wellness Works, LLC
Peterborough, NH

Woodstock Inn
Woodstock, VT

Medical Laboratory Technician Program

Alice Peck Day
Lebanon, NH

Androscoggin VH
Berlin, NH

Brattleboro Memorial Hospital
Brattleboro, VT

Catholic Medical Center
Manchester, NH

Cheshire Med Center
Keene, NH

Concord Hospital
Concord & Laconia, NH

Copley Hospital
Morrisville, VT

Cottage Hospital
Woodsville, NH

Dartmouth-Hitchcock Medical Center
Lebanon, NH

Elliot Hospital
Manchester, NH

Grace Cottage Hospital
Townsend, VT

Holy Family Hospital
Methuen, MA

Littleton Regional Healthcare
Littleton, NH

Monadnock Memorial Hospital
Peterborough, NH

Mt. Ascutney
Ascutney, VT

New London Hospital Association
New London, NH

Northeastern Vermont Regional Hospital
St. Johnsbury, VT

Parkland Medical Center
Derry, NH

Porter Medical Center
Middlebury, VT

Rutland Regional Memorial Hospital
Rutland, VT

Speare Memorial Hospital
Plymouth, NH

Springfield Hospital
Springfield, VT

St. Joseph Hospital
Nashua, NH

Valley Regional Hospital
Claremont, NH

VAMC
White River Junction, VT

Nursing Programs: Associate of Science Degree in Nursing

Alice Peck Day Memorial Hospital
Lebanon, NH

Brattleboro Memorial Hospital
Brattleboro, VT

Brattleboro Retreat
Brattleboro, VT

Cedarcrest Center for Children with Disabilities
Keene, NH

Cheshire Medical Center
Keene, NH

Dartmouth Health
Lebanon, NH

Elliot Hospital
Manchester, NH

Lake Sunapee Visiting Nurse Association
Sunapee, NH

Maplewood Nursing Home
Westmoreland, NH

Mt. Ascutney Hospital
Windsor, VT

New London Hospital Association
New London, NH

Veterans Administration Center
White River Jct., VT

Valley Regional Hospital
Claremont, NH

Nursing Programs: Licensed Practical Nurse

Clinical sites depend on availability and are subject to change yearly.

Androscoggin Valley Hospital
Berlin, NH

Cheshire Medical Center
Keene, NH

Dartmouth-Hitchcock Medical Center
Lebanon, NH

Frisbee Memorial Hospital
Rochester, NH

Littleton Regional Healthcare
Littleton, NH

Northern Vermont Regional Hospital
St. Johnsbury, VT

Parkland Medical Center
Derry, NH

Occupational Therapy Assistant Program

Androscoggin Home Health and Hospice
Lewiston, ME

Bayada Home Health Care
Rutland, VT

Bedford Nursing & Rehab
Bedford, NH

Brattleboro Memorial Hospital
Brattleboro, Vermont 05301

Brattleboro Retreat
Brattleboro, VT

Caladonia Home Health Care & Hospice
St. Johnsbury, VT

Cedarcrest Center for Children with Disabilities
Keene, NH

Central Vermont Home Health and Hospice
Barre, Vt

Children Unlimited, Inc.
Conway, NH

Cottage Hospital
Woodsville, NH

Crotched Mountain Rehab Center
Greenfield, NH

Dartmouth Health
Lebanon, NH

Encompass Health Rehab
Concord, NH

Genesis ElderCare Rehabilitation Services, LLC dba
Genesis Rehab Services
All Sites of Service

HealthPRO Heritage, LLC
Peterborough, NH

Hillsborough County Nursing Home
Goffstown, NH

Huggins Hospital
Wolfeboro, NH

Independent Services Network
Manchester, NH

Lake Sunapee VNA
Sunapee, NH

Maplewood Nursing Home
Westmoreland, NH

Monadnock Community Hospital
Peterborough, NH

Monarch School of New England
Rochester, NH

New London Hospital
New London, NH

NHC-PHS
Manchester, NH

Pemi-Baker Community Health
Plymouth, NH

Rutland Medical Center
Rutland, VT

Springfield School District
Springfield, VT

St. Johnsbury School
St. Johnsbury, VT

VA Medical Center
White River Jct, VT

VA Medical Center
Manchester, NH

Valley Regional Hospital
Claremont, NH

Visiting Nurse Homecare and hospice of Carroll County
& Western Maine
North Conway, NH

Weeks Medical Center
Lancaster, NH

Windham Central Supervisory Union
Townshend, VT

Windham Southeast Supervisory Union
Brattleboro, VT

Phlebotomy Program

Alice Peck Day
Lebanon, NH

Brattleboro Memorial Hospital
Brattleboro, VT

Cheshire Memorial Hospital
Keene, NH

Concord Hospital
Concord & Laconia, NH

Cottage Hospital
Woodsville, NH

Monadnock Community Hospital
Peterborough, NH

Mt. Ascutney Hospital
Ascutney, VT

New London Hospital
New London, NH

Springfield Hospital
Springfield, VT

Valley Regional Hospital
Claremont, NH

Physical Therapist Assistant Program

Alice Peck Day Hospital
Lebanon, NH

Androscoggin Valley Hospital
Berlin, NH

Bayada Home Health Care, Inc.
Bennington, VT
Brattleboro, VT
Norwich, VT

Cedarcrest Center for Children with Disabilities
Keene, NH

Center for Physical Therapy Excellence
Merrimack, NH

Central VT Home Health & Hospice
Barre, VT

Cheshire Medical Center
Keene, NH

Choice PT
Plymouth, NH

Concord Hospital
Concord, NH

Coppola Physical Therapy
Derry, NH

Cottage Hospital
Woodsville, NH

Dan Wyand PT & Associates
St. Johnsbury, VT
Lyndonville, VT

Dartmouth-Hitchcock Medical Center
Lebanon, NH

Encompass Health
Concord, NH

Fusion Physical Therapy
Multiple Locations in NH

Granite VNA
Concord, NH

Hanover Hill Health Care Center
Manchester, NH

HealthPRO/Heritage LLC
Peterborough, NH

Huggins Hospital
Wolfeboro, NH

Keene PT & Sports
Keene, NH

Lake Sunapee VNA and Hospice
Sunapee, NH

Littleton Regional Healthcare
Littleton, NH

Marsh Brook Rehab
Somersworth, NH

Monadnock Community Hospital
Peterborough, NH

Mt. Ascutney Hospital
Ascutney, VT

New London Hospital
New London, NH

NHC-PHS
Manchester, NH
Epsom, NH

Northeast Kingdom PT
Newport, VT

Northern Physical Therapy
Lyndonville, VT

Pinnacle Rehab Network
Plaistow, NH

Powerback Rehab
Bedford, NH
Concord, NH
Keene, NH

Preferred Therapy Solutions
Wethersfield, CT

Progressive Therapy Services
Bow, NH

Rutland Regional Medical Center
Rutland, VT

Morrison & Sartwell Assisted Living & Nursing Home
Whitefield, NH

Saco Bay Physical Therapy
Saco, ME

Springfield Hospital
Springfield, VT

Timberlane Physical Therapy
Winooski, VT

Upper Valley Rehabilitation
Woodstock, VT

VA Medical Center
Manchester, NH
White River Jct., VT

Weeks & Gowen Physical Therapy
Charlestown, NH

Westview Health Care Center
Dayville, CT

Valley Regional Hospital
Claremont, NH

Radiologic Technology Program

Access Sports Medicine
Exeter, NH

Alice Peck Day Hospital
Lebanon, NH

Brattleboro Memorial Hospital
Brattleboro, VT

Catholic Medical Center
Manchester, NH

Central Vermont Medical Center
Berlin, VT

Cheshire Medical Center
Keene, NH

Concord Hospital
Laconia & Franklin, NH

Concord Orthopedics
Concord & New London, NH

Copley Hospital
Morrisville, VT

Cottage Hospital
Woodsville, NH

Dartmouth Health
Lebanon, NH

Monadnock Community Hospital
Peterborough, NH

North Country Hospital
Newport, VT

Northeastern VT Regional Hospital
St Johnsbury, VT

Rutland Regional Medical Center
Rutland, VT

Springfield Hospital
Springfield, VT

VA White River Junction Health Care
White River Jct, VT

Valley Regional Hospital
Claremont, NH

Weeks Memorial Hospital
Lancaster, NH

Respiratory Therapy Program

Brattleboro Memorial Hospital
Brattleboro, VT

Catholic Medical Center
Manchester, NH

Central Vermont Medical Center
Barre, VT

Cheshire Medical Center
Keene, NH

Concord Hospital
Concord, NH

Dartmouth-Hitchcock Medical Center
Lebanon, NH

Elliot Hospital
Manchester, NH

Exeter Hospital
Exeter, NH

Laconia Hospital
Laconia, NH

Lahey Hospital & Medical Center
Burlington, MA

Littleton Hospital
Littleton, NH

New London Hospital
New London, NH

North Country Hospital
Newport, VT

Southern NH Regional Medical Center
Nashua, NH

Speare Memorial Hospital
Plymouth, NH

Springfield Hospital
Springfield, VT

St. Joseph Hospital
Nashua, NH

Valley Regional Hospital
Claremont, NH

Veterans Administration Hospital
White River Jct., VT

Programs

Healthcare Applications Open Elective Options

Please speak with your advisor for assistance in determining the most relevant electives to take based on your career goals.

Course #	Course Title	Prerequisite	Semester Offered
ADCL120C	Survey of Addictive Behaviors & Treatment	None	Fall only (NHTI)
AHLT104R	Intro to OT/PT	College Comp, previous AS/AA, or waiver	Fall only
AHLT112R	Clinical Conditions	A&P 1	Fall only
AHLT123R	Functional Kinesiology	A&P 1	Spring only
AHLT135R	Foundations in Rehabilitation	Coreq: AHLT135R	Fall only
BIOL103R	Human Biology	None, HS chem or bio recommended	All
BIOL205R	Microbiology	Grade of at least a C in A&P 1 or Bio 1	All
CHEM125C	Intro to General, Organic, and Biochemistry	See NHTI website	Offered at NHTI
CHEM140R	General Chemistry I	SAT math score of 570 or higher OR corequisite MATH110R OR waiver	Fall only
CSCI104R	Professional Computing for Technology-Driven Careers (previously: BCPT101R Intro to Computer Apps)	None	All
ECE102R	Child Growth & Development	None	Fall only
ECE208R	Intro to Infant Mental Health	ECE102R or waiver	Fall only
ECE209R	Trauma-Informed Early Childhood Services	ECE102R or waiver	Fall, odd years
ENGL120C/MC COMM120C/MC	Communication or Communication: Mindful	See NHTI website	Offered at NHTI
HSV110R	Intro to Social Services	None	Fall only
HSV123R	Supportive Communication Skills	None	Fall only
MEDA125R	Medical Office Practice	None	Varies
MLTC126R	Intro to Lab Procedures	None	Fall only
OCTA110R	Fundamentals in OT	AHLT104R	Fall only
PHBC110R	Phlebotomy Lecture & Lab	None	Fall only
PHBC190R	Phlebotomy Internship	C or better in PHBC110R	Spring only
PSYC114R	Human Development	None	All
PSYC210R	Abnormal Psych	PSYC101R	Spring/ Summer
SOSC101R	Intro to Sociology	None	Varies

Updated September 2026

Information subject to change. Please see current course catalog and schedule for updated information.

Key for Program of Studies

The following pages contain requirements for RVCC certificate and degree programs. Many include specific program of studies that are designed to provide sequential progression from foundational to advanced courses. These are provided to inform the student to plan accordingly. Taking courses out of the sequence that is provided may result in an extended timeline for the program.

Key for Program of Studies

CL – class hours
LAB – lab hours

- These numbers represent the number of meeting hours each week if course is held during a full 15-week semester. Shortened or lengthened semesters will have weekly meeting hours adjusted accordingly.

CR – credits assigned to the course

Check current schedule for offerings.

For information related to Technical/Essential Standards and Program Outcomes, go to the College website.

Liberal Arts Core Courses

All Associate Degrees have a Liberal Arts core. That core draws not from specific occupational or professional objectives but from thought processes of the mathematician, the scientist, the writer, the humanist, and the social scientist. Grappling with universal questions, students learn how to critically think about the past, present, and future.

The Liberal Arts core consists of courses that are drawn from English, mathematics, the sciences, the social sciences, and the humanities/fine arts/world languages disciplines. They are essential elements in the achievement of identified College outcomes and together create a coherent liberal arts education.

Regularly Scheduled Offerings

The following table provides a guideline for course offerings in Liberal Arts. Courses marked with an asterisk (*) have prerequisites (see course descriptions). Courses may be offered during semesters and locations different to those published, and are subject to change.

ENGLISH
ENGL101R College Composition
ENGL122R Pro. Writing & Communications
ENGL203R American Literature
ENGL206R Creative Writing***
ENGL232R Reading Short Fiction
ENGL235R Poetry Workshop***
ENGL236R Fiction Writing Workshop***
ENGL 243R Comics & Graphic Novels
ENGL244R World Literature
ENGL286R Children's Literature

***Students may choose to use these courses to fulfill their ARTS requirement. Please see your advisor.

FINE ARTS
ARTS101R Intro to Drawing
ARTS102R Introduction to Painting
ARTS104R Biological Illustration
ARTS111R Photography & Digital Imaging

HUMANITIES
HUMA102R Art Appreciation
HUMA107R Understanding World Religions
HUMA109R Introduction to Philosophy
HUMA110R Humanities in Western Culture
HUMA140R Myth in US Culture
HUMA142R Topics US History to 1877
HUMA143R Topics US History: 1877-Present
HUMA204R Topics in World Culture

MATHEMATICS
MATH016R Fundamentals of Math Literacy
MATH019R Fund of Math Literacy STEM
MATH106R Statistics I
MATH110R Functions & Modeling I
MATH112R Mathematical Investigations
MATH114R Mathematics for the Environment
MATH120R Functions & Modeling II*
MATH210R Calculus I*
MATH211R Calculus II*

SCIENCE
BIOL101R Biology: Chemical and Cellular Basis of Life *
BIOL102R Biology: Adaptation, Evolution and Ecosystems *
BIOL103R Human Biology
BIOL104R Biological Illustration***
BIOL117R Environmental Science
BIOL162R Nutrition: the Science of Sustenance
BIOL201R Anatomy & Physiology I*
BIOL202R Anatomy & Physiology II*
BIOL203R Medical Microbiology*
BIOL205R Microbiology*
BIOL212R Topics in Biology
CHEM140R Chemistry I*

CHEM141R Chemistry II*
PHYS115R Astronomy
SCI113R Special Topics in Science

***Students may choose to use these courses to fulfill their ARTS requirement. Please see your advisor.

SOCIAL SCIENCE
ECON102R Macroeconomics
PSYC101R Intro to Psychology
PSYC114R Human Development
PSYC210R Abnormal Psychology*
PSYC212R Forensic Psychology*
SOSC101R Introduction to Sociology
SOSC201R Contemporary Social Problems*

WORLD LANGUAGE
LANG120R Sign Language I
LANG121R Sign Language II*

Work Based Learning (WBL)

Work based learning (WBL) is an educational opportunity for students to apply learning to the professional workplace, strengthening skills and learning more about the requirements of the field and how best to perform. WBL is identified in different ways, but includes courses titled: clinical, affiliation, fieldwork, and practicum. Some WBL is incorporated into courses that are offered each semester, while others are scheduled independently. They may be scheduled for a few days a week, or for several consecutive full weeks. Each experience is completed in a workplace environment. Specific proof of immunity may be required depending on your program of study and placement. Additional immunization, laboratory work, drug tests and/or written documentation may be required based on individual circumstances.

For all WBL experiences student knowledge, technical skills, attitude, attendance and behavior are evaluated based on predetermined criteria that are provided to the students and the agency. It is the student's responsibility to understand the goals, objectives and evaluation criteria for the experience and to adhere to all policies, rules and procedures set forth by RVCC, the academic department/program and the assigned workplace.

To ensure the safety and well being of others, the College must be certain that each student participating in a WBL experience possesses minimum skills, knowledge, personal maturity and judgment as defined by department/program standards. A student will not be placed in, or will be removed from, a WBL experience if performance or behavior is deemed unsatisfactory or unsafe as a result of a formal evaluation conducted by a faculty member/agency supervisor in accordance with published department/program criteria and procedures. In such circumstances in which a removal from the WBL is indicated a grade of "AF" will be assigned.

The RVCC Student Handbook describes sanctions that can be taken if a student violates the College Code of Conduct while participating in a WBL experience. There are occasions when a violation is significant enough that a student will be recommended for immediate expulsion from the WBL experience or suspension from a program. In such instances:

- The faculty will make a recommendation to the Vice President of Academic and Student Affairs that specifies the exact nature of the situation and the potential risks for continuation in the experience.
- The student will be notified of this recommendation in conference and a signature will be secured indicating the student understands that they must not return to the workplace setting.
- Upon review of the recommendation and supporting documentation, the VPAA will make a decision to support the faculty recommendation or will require a meeting with the student, college faculty and WBL supervisor to review the status and discuss possible options.

As with any academic decision, the student has the right to appeal as described in the RVCC Student Handbook.

Criminal Background Check Policy

A criminal background check is required by many facilities prior to WBL experiences. Failure to undergo a criminal background check prior to an assigned work based learning experience may result in inability to progress in a program. Should an agency refuse to place a student based on the outcome of the background check, the college/program shall have no responsibility for arranging an alternate clinical/fieldwork or practicum placement. Students may appeal the decision and will be given the opportunity to present information to dispute the background check. Students must agree that all results will be available to the program and the sites associated with the program. The criminal background check may be required several times during a two-year program and may be required for employment and/or licensure and/or certification. Cost for the criminal background check will be the responsibility of the student. Students should work with their Program Directors for assistance. Note: Some agencies require a state and federal background check.

Drug and Alcohol Test

Drug and Alcohol Testing is required by many facilities prior to WBL experiences. Failure to undergo a drug and

alcohol test prior to an assigned work based learning experience may result in inability to progress in a program. Should an agency refuse to place a student based on the outcome of a drug and alcohol test, the college/program shall have no responsibility for arranging an alternate clinical/fieldwork or practicum placement. Students may appeal the decision and will be given the opportunity to present information to dispute the drug and alcohol test. Students must agree that all results will be available to the program and the sites associated with the program. The drug and alcohol test may be required several times during a two-year program and may be required for employment and/or licensure and/or certification. Cost for the drug and alcohol test will be the responsibility of the student. Students should work with their Program Directors for assistance.

Academic Support & Student Success

Accessibility Services

In compliance with Section 504 of the 1973 Rehabilitation Act and the American Disabilities Act of 1991, RVCC does not discriminate against students with disabilities in terms of program admissions and/or opportunities for academic success.

Full information on Accessibility Services at RVCC can be found here: RVCC Accessibility Services Link

Advising Center

The Advising Center provides a wide range of academic support services to all students at the College. Students are encouraged to utilize the staff and resources available to achieve their academic goals. Services include:

- General Academic Advising
- Student Success Coaching
- Career services
- Transfer services

All students at River Valley Community College will be assigned an Academic Advisor based on their program. Advisors guide students to map out an education path that supports short and long-term career goals. They also help with course registration.

Student Success Coaching is designed to help students with the non-content-related skills used in courses, such as navigating Canvas, understanding their syllabus, time management strategies, and study skills.

Career Services provides employment and education planning for all students and alumni. They can help with resumé and cover letter writing, interest assessments, interviewing skills, job search strategies, labor market information, and employer information

The Advising Center facilitates transfer visits from colleges that our students typically use as transfer pathways. More information about these events is sent to students via email.

Career Counseling

Representatives from area businesses are eager to employ an educated workforce with people who have earned certificates and degrees at River Valley Community College. Students can expect to find career guidance from Program Directors and can also find support from professionals in the Advising Center. Regional jobs are posted and WorkReadyNH is a tuition-free workforce development program tailored to meet the needs of job seekers and career builders as well as provide training in the specific skills employers are seeking in their current and future employees.

Library Services

The Charles P. Puksta Library link supports the curricular and research needs of River Valley Community College by providing information resources, student-centered library services, and instruction. The library houses an instructional classroom, group and individual study rooms, a parents' room, treadmill desks, computers, color printing, copying and scanning, and WiFi.

In addition to serving students, staff, and faculty at the main location in Claremont, the library extends services with rotating collections to the College's academic centers in Keene and Lebanon, New Hampshire. Students who attend courses at any campus location are entitled to full access to library resources and services. Local community members are welcome to use the library and borrow physical materials, but electronic resources and Interlibrary Loan link services are unavailable for non-members of the College.

The library collection is built to support the specific programs at RVCC as well as to provide recreational reading and enrichment opportunities for the community. Puksta Library collects several different formats: newspapers, books, DVDs, picture books, graphic novels, study guides, flashcards, and anatomical models are included in the physical collection. Digital

materials include eBooks link, open educational resources, electronic databases link from the EBSCO and ProQuest suites of products, video streaming from the Kanopy link collection, and PrepStep link, which is an online platform that helps students prepare for occupational exams or the ATI TEAS. Additionally, the library has a small Library of Things that includes activity kits, yard games, puzzles and board games, as well as a few instruments.

At faculty's request, library instruction is available for classes and small groups to assist with accessing library resources and to ensure students are conducting effective research. For students, drop-in research and resource discovery assistance is available during regular hours of operation. The library circulation desk is staffed Monday – Friday, from 8 AM to 4 PM. Please direct questions about library resources, services, or support to library staff at RVCCLibrary@ccsnh.edu, or call the library at 603-542-7744, ext. 5465.

Student Evaluations of Faculty and Course

Each semester students are asked to evaluate their courses/instructors as part of a process to maintain and improve a quality educational program. The Office of Academic & Student Affairs will distribute the official faculty/course evaluation form electronically to student college emails. Confidentiality of responses is maintained.

Student Technology & Services

Bookstore

Textbooks, course materials, and program-related supplies may be purchased through an online bookstore. Materials are shipped directly to students. Students may be able to use financial aid for eligible purchases. While some courses require the purchase of materials, many courses utilize low-cost or open educational resources (OER) to reduce textbook costs.

Computer Labs

Personal computers are available on a scheduled basis for general student use. RVCC expects responsible use of the computer facilities and that students adhere to the Judicial Policy on computer use. No student is allowed to install any software on college computers.

Electronic Resources

Student Email System

Every student at River Valley Community College is issued a student email address that will be used as the primary tool for communication and is where electronic correspondence will be sent. You are encouraged to check this email account daily. Computers are available for student use in the library in Claremont and Student Success Centers at all three locations.

To determine your email address, login to the Student Portal. On the Home page, select Personal Information, then select View E-mail Addresses. Your College student email address will be displayed. You also have an inbox through Canvas to monitor.

To log on to your email account, go to the Student Portal and click on the link for M365 Student Mail.

Student Information System

The Student Information System (SIS) is where you can access your course schedule, grades and financial aid information. You can also pay your bill, request a transcript, and obtain your EasyLogin.

For account and IT assistance, you can contact any of the following:

Email: RVCCITSupport@ccsnh.edu

Phone: 603-542-7744 ext. 5360 *(If no answer, please leave a detailed voicemail to automatically create a ticket)*

24/7 Phone: 1-855-717-0069

Chat: chat.ccsnh.edu

You can visit the RVCC Technology Support page for further information.

Internet Access

Students may access the Internet through computers labs in the library and select classrooms. The Community College System of NH Computer Services Department reserves the right to monitor and restrict user activity on the network. Failure to comply with policies will result in a loss of account privileges. Students must comply with all computer policies.

Posters, Signs and Notices

The College has designated information boards on campus for posting notices, signs and posters. In an

effort to maintain an esthetically welcoming environment, we ask that you limit postings to these areas. All posters, signs and notices should be legible, include a dispose date, and receive prior approval from the Vice President of Academic & Student Affairs, or designee, before being posted on appropriate bulletin boards. Postings lacking a dispose of date will be assumed expired and removed.

Student Emails

Every student at River Valley Community College is issued a student email address that will be used as the primary tool for communication and is where electronic correspondence will be sent. You are encouraged to check this email account daily. Computers are available for student use in the library in Claremont and Student Success Centers at all three locations.

To determine your email address, login to the Student Portal. On the Home page, select Personal Information, then select View E-mail Addresses. Your College student email address will be displayed. You also have an inbox through Canvas to monitor.

To log on to your email account, go to the Student Portal and click on the link for M365 Student Mail.

See also Electronic Resources

Student IDs

Students are issued a student ID at the beginning of their first term free of charge and it should be visible at all times.

The student ID also serves as your library card and will provide you access to our library as well as other libraries in the Community College System and the University System. See library staff for more information.

There will be a $15.00 replacement fee charged for any lost student ID.

Student Information System (SIS)

The Student Information System (SIS) is where you can access your course schedule, grades and financial aid information. You can also pay your bill, request a transcript, and obtain your EasyLogin.

For account and IT assistance, you can contact any of the following:

Email: RVCCITSupport@ccsnh.edu

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24/7 Phone: 1-855-717-0069

Chat: chat.ccsnh.edu

You can visit the RVCC Technology Support page for further information.

See also Electronic Resources

Student Property - Lost and Found

The College is not responsible for property left by students who have graduated or left the College. Lost and found items should be brought to a staff member. Every attempt will be made to return found items. After 30 days, property will be removed from the College.

Transportation for Students

Claremont
Claremont is served by Southwestern Community Services (SCS). You can request a ride or a route deviation by calling 603-542-9609 24 hours in advance.

Lebanon
Students can ride a free shuttle that stops at the green outside of the Lebanon Academic Center.

Keene
Students can ride the City Express Shuttle.

Wireless Access

A wireless network is available in Claremont, Keene and Lebanon. Access to the Internet system is controlled solely by the Claremont IT staff and any computer not resident to this campus must be inspected by them before network access is possible. If a computer is deemed unsafe to the network for any reason, access to the network will be denied until the condition is fixed. Computers accessing the system must have up to date virus protection software and have current virus definition updates in place.

Rogue Wireless Access Points (personal wireless equipment) are not allowed and will result in discipline of the offending individual in accordance with College rules and State of New Hampshire laws. People attempting to "hack" the wireless network will be dealt with in accordance with applicable State of New Hampshire rules and laws. Accessing pornography over the campus

wireless network will result in the loss of access to the network. For more information, contact the IT Department, ext.5362.

Student Life & Engagement

Activities

Activities are promoted by the Student Government Association (SGA). They are open to all students and interest levels. Each year various events are planned. The activities are offered at low cost or no cost to current students. Students interested in helping to plan or participate in activities should consider joining SGA. For more information, contact a Student Government member or Student Government Advisor. Students must be in good academic and financial standing to participate in some activities.

Athletics

River Valley Community College does not sponsor intercollegiate athletics. However, recreational and club-level athletic activities may be organized based on student interest and participation. Potential activities may include individual or team sports as interest and resources allow. Community facilities may be available to support activities. Limited funding for student activities may be available.

Students participating in any organized activity must maintain satisfactory academic progress toward a degree. Students placed on academic probation or suspension are not eligible to participate until they are restored to good standing.

Eligibility for Extracurricular Activities

To participate in intercollegiate activities or hold office in student government/clubs, students must be "in good standing" at the College. A student officer who is placed on probation may continue to hold that office for the current semester. If such probation continues after the semester, the officer must be vacated and an election held to fill the vacancy.

Establishing New Organizations

Student organizations are reflective of student interests. Any student or group of students can establish a new club or organization. To do so, consult the Student Government Association Bylaws for starting new clubs on campus. The SGA will then vote to officially recognize the organization. Organizations must be open to all students and should not discriminate based on race, color, religion, national origin, age, sex, handicap, veteran status, sexual orientation, gender identify or expression, genetic information or marital status. A club's request for recognition by the SGA will indicate its willingness to comply with the SGA's guidelines for the expenditure of club funds.

Phi Theta Kappa (PTK)

Phi Theta Kappa (PTK) is the largest international honor society for two-year colleges recognizing and encouraging scholarship, leadership, service, and fellowship in two-year college students. Invitations for membership are extended to Associate degree students who have accumulated 12 credit hours or Certificate students who have accumulated 6 credits at RVCC, have achieved a 3.5 cumulative Grade Point Average, and have demonstrated leadership and service. The River Valley Community College chapter is Alpha Delta Chi.

The College is committed to providing an experience that educates and supports students in and out of the classroom. Building networks and resources along with co-curricular programs and activities help meet this student-centered mission. A conscientious effort is made to know students as individuals and to serve their interests and needs accordingly.

Student Functions

Any recognized organization can sponsor a function with prior Student Government Association (SGA) approval. Approval forms are available from SGA. The group's faculty advisor must sign the form and can answer questions the group might have. The approval form must be returned to the SGA Advisor for approval. **Students should consult the SGA Bylaws and Operating Rules for specific guidelines on all SGA activities.**

Student Government Association (SGA)

The purpose of the Student Government Association (SGA) shall be to support the student body through guidance and goverance over student affairs which are extracurricular in nature nurturing a successful student experience. Information about SGA is sent electronically

through email and is posted on the Student Information Boards at the Claremont campus, Keene and Lebanon locations.

Health & Wellness

Food Service

CLAREMONT - In the Falcon Room, there is a MicroMarket that supplies fresh sandwiches, food to be microwaved, and snacks for purchase.

KEENE - Vending machines are available around the Keene State Campus for drinks and snacks as well as multiple dining facilities.

LEBANON - Vending machines and microwave ovens are available in the Common Room for drinks and snacks.

Free Food on Campus

Free food is available on all campuses. Free food is supplied by the New Hampshire Food Bank and sponsored by Student Government Association. All students and employees are invited to donate if they choose and to take what they want, whenever they want it.
Claremont: food is located outside of the Falcon Room.
Keene: food is located in Room 107.
Lebanon: food is located in the common area downstairs.

Health Services

There is no formal health services system within the College, however, there are many resources available in close proximity to all three locations. Costs and eligibility requirements vary, so you are urged to call in advance, if possible.

Students are responsible for all expenses incurred as a result of medical services required in the event of an accident or injury while on campus or at clinical sites.

RVCC in Claremont is located approximately one mile from Valley Regional Hospital. This facility is utilized for any emergency medical problems occurring at the Claremont campus. RVCC at Keene is located approximately two miles from the Cheshire Medical Center, which is utilized for any emergency medical problems. RVCC at Lebanon is located approximately 2 miles from Alice Peck Day Memorial Hospital and Dartmouth.

Immunization Policy

Students, regardless of age, who are accepted into a CCSNH program requiring participation in a clinic practicum, internship, co-op or field experience, or student who participate in inter-collegiate athletics or reside in a residence hall, must present documented proof of immunizations against measles, mumps, rubella, tuberculin skin infection and tetanus before participation or residence can be approved. Records will be maintained by Program Directors & Clinical Coordinators. RVCC works with various software programs to help students collect and manage this information. Students should consult their program director for additional information.

Please note: Individual clinical sites may require a COVID-19 vaccination in order to participate. As with all clinical program requirements, the site reserves the right to deny participation to any student who does not meet basic eligibility criteria. CCSNH students who do not meet eligibility criteria for clinical programming may be required to select an alternate course of study in the event that the student cannot obtain the required clinical experience for their chosen course of study. Individual programs of study are not required to secure clinical experience for students who do not meet eligibility criteria.

Documentation standards are as follows:

1. Students shall be considered immune to measles, mumps, and rubella (MMR) only if they have:
   a. Documentation of immunization with 2 doses of live vaccine after 12 months of age;
   b. Laboratory confirmation of immune titers for measles, mumps and rubella; or
   c. Had one rubella, provided the student was born prior to 1957.
2. Students shall be considered immune to measles or rubella, instead of MMR only if they have:
   a. Had the disease confirmed by an office record of a doctor;
   b. Been born before 1957 and therefore considered immune;
   c. Laboratory confirmation of an immune titer;
   d. Been immunized with 2 doses of live vaccine after 12 months of age; or
   e. Been subject to the more stringent requirements of a clinic or practicum site.
3. Students shall be considered immune to mumps instead of MMR only if they have:
   a. Had disease confirmed by an office record;
   b. Been immunized with one dose of vaccine after 12 months of age; or
   c. Been subject to the more stringent requirements of a clinic or practicum site.

4. Students shall be considered immune to rubella instead of MMR only if they have:
   a. Laboratory confirmation of an immune titer;
   b. Been immunized with one dose of vaccine after 12 months of age; or
   c. Been subject to the more stringent requirements of a clinic or practicum site.
5. Students shall be considered immune to tetanus only if they have received tetanus- diphtheria booster within the last 10 years.
6. Students entering the medical field shall be considered immune to hepatitis B series only if they have been immunized with 3 doses of hepatitis B, according to the following schedule:
   a. After being given the first dose, the student shall receive a second dose no later than one month after the first; and
   b. After being given the second dose, the student shall receive a third dose no later than six months after the second.
7. Students shall be considered immune to tuberculin skin infection only if they have:
   a. Proof of a negative Purified Protein Derivative (PPD) within the last year;
   b. A positive PPD established by an x-ray with negative results within the last year; or
   c. Been subject to modification for clinic or practicum site.
8. The documented date of immunization for both measles and rubella shall include the day, month, and year. However, only month and year shall suffice as long as the month and year show that the immunization was given at least 13 months from month of birth. If only the year of immunization is provided, the date given shall be 2 years from the year of birth.
9. Exceptions to this policy shall be granted for good cause by the college President. Good cause shall include, but not be limited to, medical contra-indications or other reasons beyond the control of the student.
10. Requests for waiver shall be submitted in writing to the President of the College. The President shall determine if the application shall be granted or denied within 10 working days of its receipt.

Lactation Room

The Claremont and Lebanon campuses are equipped with modern lactation rooms. A hospital grade breast pump is available with kits in Claremont as well as sanitizing equipment, and other devices needed for feeding. The Lebanon Academic Center has a similar set up without a breast pump. Students who need a breast pump in Lebanon may reach out to Valley Regional Hospital or Dartmouth Hitchcock Medical Center to learn about obtaining one. Students in Keene can contact the center director who can arrange a clean, safe place on Keene State's campus. These spaces are available to all students who need to feed, change, or create a quiet environment for their child, not necessarily just for pumping.

Medical Insurance

All students are requested to carry medical insurance while attending the College. Students enrolled in any work-based learning (such as ECE, Allied Health, and Nursing programs) and/or engaged in interscholastic sports must have medical insurance. Students working in laboratories or shops that require the operation of machinery or equipment that could cause injury in case of malfunction or student error should be covered by medical insurance.

Medical Leave Policy

A matriculated student who, due to a serious medical condition that requires extended in-patient treatment in a medical facility and/or ongoing outpatient medical treatment, becomes unable to complete their academic requirements and/or who becomes unable to meet the program's technical standards and/or the requirements of the Student Code of Conduct, may apply for a formal Medical Leave of Absence for up to two consecutive semesters. Students considering a Medical Leave of Absence should be aware that granting of such leave does not relieve a student from financial responsibility to the College. A student who is seeking a Medical Leave of Absence who is also a financial aid recipient should contact the Financial Aid Office to discuss the leave and any potential implications for changes in financial aid eligibility. Students who have concerns about continuing health insurance coverage may also wish to consult information on Michelle's Law for important information. Students requesting Medical Leave of Absence must:

1. Provide a letter to the Vice President of Academic & Student Affairs identifying their program of study, the medical reason for the request, the proposed date on which the leave would begin, and the proposed date of readmission, and;
2. Provide the Vice President of Academic & Student Affairs documentation of the medical condition from a licensed health care professional directly involved in the treatment of the student's particular condition that is sufficiently comprehensive to facilitate the decision-making process.

The Vice President of Academic & Student Affairs (or designee) will make a determination regarding the appropriateness of the leave request and notify the student in writing whether the request for Medical Leave of Absence was granted and what conditions for readmission may apply. Students whose Medical Leave

requests are granted **must complete a course drop/ withdrawal in SIS for each course for current semester**, and will not be required to re-apply for admission at the end of the leave period provided that all conditions for readmission have been met.

Conditions for readmission may include, but are not limited to, submission of documentation from a licensed heath care professional directly involved in the treatment of the student's particular condition that is sufficiently comprehensive to provide reasonable assurance that the returning student will be able to meet all college and program academic, technical, and behavioral requirements. Other conditions for readmission may include a required in-person meeting with the Vice President of Academic & Student Affairs and/ or the student's program Department Chair; compliance with any new admission criteria implemented in the student's absence; following a new curriculum plan that may have been implemented in the student's absence; and/or repeating courses and/or clinical experiences to ensure clinical competence following an extended absence.

Students who choose to seek Medical Leave under the provisions of this policy should be aware that information they voluntarily disclose during the application and readmission processes will be handled under the confidentiality guidelines of the Family Educational Rights and Privacy Act (FERPA) and disclosed only to those persons with a direct academic need to know.

Recycling

River Valley Community College recycles and encourages faculty, staff, and student to do the same. Look for specially marked recycling receptacles around the main campus and the Keene and Lebanon locations.

Campus Safety & Security

Animals on Campus

This policy is intended to control the nuisance and potential health and safety hazard created by domestic animals (e.g. dogs, cats, livestock) and wild animals (e.g. raccoons, skunks, opossums) on campus. Dogs, except for service dogs used by individuals with disabilities, and dogs registered by faculty and staff with the Facilities Manager, are not permitted on College property, in College buildings, or at College sponsored events. RVCC adheres to the ADA guidelines pertaining to service animals on our campuses. Please refer to the following link for details: ADA.gov/Service Animals. Animals should not be left unattended in vehicles. Pet owners must clean up after their animals.

Campus Security

Students need to report emergencies, crimes, or acts of violation of rules, regulations or laws to the Vice President of Academic & Student Affairs. An incident report must be completed by the student regarding any emergency, crime or violation of law occurring on campus. Annually, through a campus safety and security brochure, the student handbook, and other college publications and resources, the Office of Academic & Student Affairs distributes information regarding crime prevention tips and existing counseling, mental health, and other services to students, both on campus and within the local community. Students will have access to campus buildings during regularly scheduled hours while classes are in session. Maintenance staff routinely inspects campus grounds and facilities for possible security concerns. Students and employees of the College are encouraged to be responsible for their security and the security of others. Students may report any campus maintenance/security concerns to the Vice President of Academic & Student Affairs.

Cancellation of Classes/Two Hour Delay

The College will hold classes as usual unless there is a utility malfunction or severe weather conditions. The College does not follow the same weather cancellation or delay standards used by public K-12 school systems because we do not operate buses and our students are adults. We, therefore, align our closing and delay decisions with other local colleges, businesses and industry. We are sensitive to our students who are parents and the challenges created by public K-12 weather cancellations plus the broad geographic area we serve with its significantly different weather conditions. Students should use their own judgment as to whether it is safe for them to drive to classes. In the event that conditions are such that the Claremont campus or Academic Centers in Keene and Lebanon must close or cancel classes, announcements will be made by 6:00am for the day classes and 2:00pm for evening classes that begin at 5:00pm and after. Notifications will be made through **RVCC Alerts** (see College website for additional **RVCC Alerts** information), the College website (RiverValley.edu), and the radio and TV stations listed below:

WKNE	103.7FM		Keene, NH
WKVT	92.7FM	1490AM	Brattleboro, VT
WTSL	92.3FM	1400AM	Lebanon, NH

WHDQ	106.1FM		Claremont, NH
WXXK	100.5FM		Newport, NH
WNNE	Channel 31		White River Jct, VT
WMUR	Channel 9		Manchester, NH

Clery Act - Crime Statistics & Reporting a Crime or Incident on Campus

River Valley Community College takes pride in being a safe and accessible institution of higher learning. To view our Crime Statistics Report visit RiverValley.edu, and click on Campus Safety under the About menu for a direct link to the report.

To report a crime or incident on campus, click on the Incident Tracker link on the Campus Safety page on the website and you will be linked to an Incident Reporting system to complete and submit electronically, or contact any faculty, staff or administrator who will assist you. Dial 911 for any emergency on the main campus or at the Keene and Lebanon locations.

Crime Awareness & College Security Information Report Executive Summary

Crime Awareness & College Security Information Report Executive Summary

Executive Summary

The information provided herein meets the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998. It has been prepared by the River Valley Community College Campus Safety Officer using statistical data and other information supplied by Facilities, the Campus Assessments, Response, and Evaluation (CARES) Team, and police departments from the cities of Claremont, Keene, and Lebanon. The report is updated annually.

This report provides readers with important information about the college's safety and security policies and procedures and includes statistics about incidents of crime at River Valley Community College (RVCC). When you review the statistics, you will note that RVCC is a safe institution. The safety you experience at the campuses in Claremont, Keene, and Lebanon, is due in part to the combined efforts of many individuals and departments, and the close working relationship with local law enforcement. We believe safety at RVCC is a shared responsibility, and we rely on every college member to contribute to safety on campus by reporting suspicious activities and using common sense when going about their daily activities.

RVCC Administration, the Facilities Manager, Campus Safety, the Safety Committee, and the CARES Team are collaboratively responsible for developing services, programs, and strategies for maintaining a reasonably safe environment at the Claremont campus and Academic Centers.

To meet this goal, the college focuses on three important functions:

- Maintain a strong partnership with the civil authorities and community groups in the greater Claremont, Keene, and Lebanon communities.
- Focus on emergency management requires a comprehensive approach to preventing, preparing for, responding to, and recovering from emergency situations. RVCC strives to be proactive when planning and handling emergency events. These efforts are charged to the college's Safety committee in conjunction with the CARES team – the college's first responder team for students in personal and emotional crises.
- Utilize systems that allow us to enhance safety through our badging system, automated locking systems, regularly scheduled drills, and applications such as Mutualink, an automated emergency response platform. Mutualink is certified by the Department of Homeland Security.

The safety of our campus community is vitally important to RVCC. It is our hope that you find this report informative and helpful and that your time at River Valley Community College is enjoyable and safe. If you have questions or would like additional information about safety, security, and emergency management at the college, please visit the Campus Safety Page on the RVCC Website.

Higher Education Act (HEA) – Legal Requirements The Federal Higher Education Act requires all colleges and universities to:

- Publish an annual report every year by October 1, which contains three years of campus crime statistics and certain campus security policy statements including a summary of the college's emergency response policies and evacuation procedures.
- Disclose crime statistics for the college, including public areas immediately adjacent to the campus or academic centers, non-campus facilities, or remote classrooms. The statistics are gathered from local

law enforcement, Campus Safety, Facilities, and other college officials who have significant responsibility for student and campus activities.
- Provide timely warning notices of those crimes that have occurred and post notices for any ongoing threat to students and employees.
- Disclose all incidents of crime in a public crime log.

The Campus Safety Team or designee is responsible for preparing and distributing this report. The Campus Safety Team or designee works with departments throughout the college, the President's Office, the CCSNH Chancellor's Office, Campus Safety & Security, and local law enforcement in Claremont, Keene, and Lebanon to compile the information herein.

The URL and direct link are included on the RVCC Campus Safety Website to inform prospective and current students and employees. Paper copies of the report may be obtained by contacting the RVCC Campus Security office at 603-542-7744 x5324 or the Office of Human Resources at 603-542-7744 x5323.

The Annual Security Report can be accessed on the RVCC Campus Safety website.

The URL for this report is www.rivervalley.edu/about/campus-safety

Drug Free Workplace & Drug Free Schools and Communities

It is unlawful to manufacture, distribute, dispense, possess or use a controlled substance prohibited in and on property owned or operated by River Valley Community College. No employee may report to or engage in college-related work while under the influence of alcohol or illegal drugs. Likewise, unlawful possession, use or distribution of illicit drugs or alcohol by students and employees is also prohibited. Employment policies are available in Human Resources and Student's Code of Conduct Policies.

Incident Reports

Incident reports have been referred to in previous sections and are documents that are placed on file to maintain record of any situation beyond normal college activities. Reportable incidents may include, but are not limited to: accidents in the building or parking lots, exposure to hazardous materials, fear or threat of bodily harm, harassment, slander, etc. Incident reporting can be done online at the RVCC Campus Safety webpage.

Parking & Traffic Regulations

All students, faculty and staff may park their motor vehicles in designated spots on RVCC property free of charge. All vehicles parked on RVCC property, anytime, must be properly licensed.

Commuter students, faculty, and staff are responsible for advising Campus Facilities if they are planning to leave their vehicle in designated spots on RVCC property overnight. Individuals may be asked to leave a set of keys with Campus Facilities in the event the vehicle needs to be moved due to an emergency and/or snow removal. There is no designated RVCC parking at the Lebanon Academic Center, please follow parking rules issued by the City of Lebanon. Parking permits must be obtained for our Keene Academic Center co-located with Keene State College.

Handicap parking will be reserved for vehicles operated by handicapped persons. All vehicles parked in handicapped spots must display State handicapped license plates or decals. If you are in need of a temporary handicap parking permit due to surgery, broken bones, etc., you must first supply the Vice President of Academic & Student Affairs for students of the Human Resources Officer for employees with documentation from your physician. Afterwards, a temporary parking permit will be issued. Any vehicle illegally parked in a handicapped parking space will be issued a ticket and could be towed at owners expense.

With the exception of the parking in marked spaces such as the College Vehicle Parking, or any other spots marked reserved or handicapped, all parking on campus is on a first come first served basis. Any unauthorized vehicles parked in marked areas will be ticketed and/or towed or booted at owner's expense. Please reserve the two-hour parking spots for short visits to the College.

There are two speed limit zones on the main campus (Claremont):

- Speed limit on College Place is 10 miles per hour unless otherwise posted.
- Speed limit in parking areas is 5 miles per hour.

Miscellaneous points:

- There will be no parking except in designated areas.
- Vehicles will yield to pedestrians at all times.
- Officers from the local police department may be called at any time to assist with those vehicles or persons driving vehicles in an unsafe manner.
- Violations of this policy may result in fines and/or actions described in the Student Code of Conduct.
- Transcripts, diplomas, and grade reports will be not issued until all fines are paid.

RVCC Alerts Emergency Notification System

RVCC ALERTS is River Valley Community College's emergency notification system that will help ensure rapid and reliable mass communication to students, faculty, and staff. The **RVCC ALERT** system is designed to communicate with cell phones (text and voice messages), landlines and email systems, should a weather closure/ delay, emergency situation or crisis occur on the RVCC campus or academic center.

RVCC students are automatically registered to receive alerts via college email, but will need to register (opt-in) and provide their emergency contact information to receive alerts via phone and/or text messaging or personal email. To register, you need to access the Secure Area of the Student Portal. On the home page, select Personal Information, then select the RVCC Alerts icon.

If you have questions about RVCC Alerts, please contact the Campus Safety Office at (603) 542-7744, ext. 5324.

Check with your phone plan for potential charges associated with text messaging. Costs associated with text messaging are dependent on the phone plan you carry. Some phone plans apply nominal charges for text messages. If you choose to receive ALERTS by text message, be aware that RVCC will not reimburse for these messages.

Safety and Fire Regulations

Eye Safety

In all science and mechanics laboratories when eye injuries or contamination might occur, proper safety glasses must by worn, or safety shields used, at all times. In the event of an accident, notify the supervising faculty, complete appropriate response steps as directed by the supervising faculty, and complete an accident report. If required, seek medical attention.

Fire Safety

Fire drills will be held periodically, and students should become familiar with procedures for evacuating the building. Fire alarm pull boxes are located near each exit and other locations throughout the College buildings.

When discovering a fire:

1. Immediately pull a fire alarm box;
2. Notify the Office of Academic & Student Affairs or Academic Center Director as to the location of the fire.

When the fire alarm sounds:

1. All machinery should be turned off and secured. Turn off any gas;
2. Leave the room and proceed promptly but calmly out of the building through the nearest exit;
3. The instructor will be the last person to leave the room, shutting the door as they leave;
4. Gather in the parking lot, away from the building;
5. Do not re-enter the building until an all-clear has been announced.

Fire escape routes are posted in each room. Students should be familiar with all safety rules and procedures that are available in each laboratory.

Smoking Policy

To promote the health and well being of RVCC students, faculty, staff and the general public on campuses and academic centers, smoking is restricted to personal vehicles and in the Gazebo adjacent to the Student Parking Lot at the main campus. Disposal of tobacco products on College grounds is also considered a violation of the Smoking Policy. Students violating the Smoking Policy may be fined as follows: first offense: $25.00; second and subsequent offense: $50.00.

Unattended Children on Campus Policy

It is the policy of the CCSNH to provide a friendly and safe campus while maintaining a learning environment for students and a disruption-free workplace for employees. Children are welcome to accompany adults to their appointments at a CCSNH College; however, children should not be left unattended anywhere on the College campus, including the grounds and parking facilities. Individuals under the age of 16 who are not registered in a class must at all times be under the supervision of an adult who is at least 18 years old. The College faculty and staff are not responsible for the care and supervision of unattended children.

In addition, children of students or employees who are not registered for classes are not permitted in classrooms and/or laboratories, even if the parent/ guardian is registered in the class. Parents/guardians are advised that students under the age of 16 who are enrolled in a class are not the responsibility of College employees, other than during designated class time or while doing class related activities on the campus. If a child is left unattended, the College will attempt to locate the parent/guardian and return the unattended child. If the parent/guardian cannot be located, the College may contact local law enforcement. The only exceptions to the above policy are prearranged tours, field trips, and college coordinated or sponsored programs for children.

Student Rights & Responsibilities

Absence due to Religious Observation

River Valley Community College makes a reasonable effort to support students seeking an accommodation for religious observance. Students who need accommodation for religious observance should speak with their faculty in order to minimize conflict with classes and assignments.

Consistent with the attendance policy for each program, class absences will be addressed on a case-by-case basis. Students are responsible for making up any work missed as the result of an accommodation. As soon as is reasonably possible, each student has the responsibility to communicate with their course instructors about religious observances that are likely to conflict directly with academic coursework or clinical assignments.

Students seeking religious accommodation should be prepared to discuss the following with their faculty:

Nature of religious observance
Date(s) and times
Specific accommodation needed to support observance
Timeframe to complete missed work
Any special considerations

Students who need support or would like to discuss how to communicate with faculty may contact the Office of Academic & Student Affairs.

Academic Integrity

River Valley Community College believes that "the educated person functions as a responsible and ethical member of society" (Educational Philosophy) and as such does not tolerate violations of academic integrity. Examples of violations of academic integrity include, but are not limited to cheating and plagiarism.

Cheating, which includes, but is not limited to: (1) use of any unauthorized assistance from other persons or technologies in taking quizzes, tests, or examinations or in the preparation and completion of class assignments; (2) dependence upon the aid of resources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the CCSNH colleges faculty, staff, or students; or (4) knowingly providing unauthorized assistance of any kind to another for the purpose of providing unfair advantage to the recipient in the completion of course assessments/ assignments (sometimes known as facilitation).

Plagiarism, which includes, but is not limited to, the use (intentional or unintentional), by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in providing term papers or other academic materials via direct sale, barter, or other means. Submitting parts of an assignment without citation or an entire assignment that you have previously submitted for the same class or another class are forms of self-plagiarism. Students repeating the same course should consult their instructor for their policies on reuse of work.

All incidents of academic dishonesty will be reported to the VPASA. Students who commit academic dishonesty may be subject to sanctions as described under the Community College System of New Hampshire Judicial Policies, II. Student Code of Conduct.

Copyright Policy

The Copyright law of the United States (Title 17 U.S. Code) governs the making of photocopies, electronic file sharing or distribution of copyrighted materials using the College's information technology system. Students are liable for any infringements of these laws. The NH Attorney General's office or the CCSNH Attorney's office will not defend students for copyright violation. For more information, see Copyright.gov, especially their FAQ's at Copyright.gov/help/faq.

Cell Phone Usage

The College requests that students carrying cell phones put ringers on silence or vibrate during class time. If it is necessary to respond to a call, please quietly leave the classroom environment. Faculty have the right to require all cell phones be turned off in their classroom except in extreme cases of emergency. Instructors also have the right to require cell phones be put away during exams and evaluation periods. The library is a place of study and therefore cell phone use is prohibited. Student are asked to silence cell phones while in the library.

Codes of Conduct, including Harassment

Any conduct that threatens or endangers the health, well-being, or safety of another person is prohibited; likewise, conduct that adversely affects individuals, the

college community and/or the pursuit of its objectives, whether on or off college premises or, inside or outside of the classroom is also prohibited. Code of Conduct policies are available on line. The RVCC Title IX / RSA188-H policy can be found here.

Family Education Rights and Privacy Act of 1974

The Family Educational Rights and Privacy Act of 1974 was enacted to protect the privacy of educational records, to establish the right of student to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. The federal law includes provisions for disclosure of Directory Information by educational institutions. River Valley Community College considers the following to be Directory Information: Student's name, address, telephone number, CCSNH email, date of birth, major field of study, dates of attendance, degrees, awards, honors and most recent educational institution attended.

If you do not wish disclosure of any or all of the categories of identifiable directory information, you must submit a Prevent Disclosure of Directory Information form.

Directory Information/Non-Disclosure: If you chose to withhold "Directory Information", any future requests for such information from non-institutional persons or organizations will be refused, except as provided by law. The College will honor your request to withhold general Directory Information but will assume no responsibility to get permission to release information in the future or assume any liability regardless of the effect upon you by withholding this information. Students have the right to review the entire contents of any of their records at the College. Students will be given access to their own record if possible at any time between 8:00 a.m. to 4:00 p.m. The only person authorized to release this information is the Vice President of Academic & Student Affairs. *Students wishing access to their records must contact the Vice President of Academic & Student Affairs personally. In cases involving the possibility of misinterpretation of data, the Vice President of Academic & Student Affairs shall interpret the data to the student.

Students shall have the opportunity for a hearing to challenge the content of their college records to insure that they are not inaccurate, misleading, or in violation of their privacy or rights. This type of challenge must be made in writing to the Vice President of Academic & Student Affairs.

*(With the single exception that letters of recommendation submitted on the basis of a pledge of confidentiality prior to January 1, 1975, will not be shown to students.)

No access to or release of any personally identifiable records or files of students will be allowed to any individual, agency or organization without the prior written consent of the student except as follows: the President, Vice President of Academic & Student Affairs, Registrar and their respective staffs, shall have unlimited access without permission to all student records.

They cannot, however, release any information without prior written authorization from the student except as follows:

1. to officials and teachers within the College who are directly involved in a legitimate educational manner with the student;
2. to authorized Federal and State officers as identified in Section 438 (b) (3) of Public Law 93-380;
3. to appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of any person.

Copies of the Family Educational Rights and Privacy Act of 1974, Part 99, dealing with Privacy Rights of Students, may be obtained from the Vice President of Academic & Student Affairs.

Non-Discrimination Policy

River Valley Community College does not discriminate in the administration of its admissions and educational programs, activities, or employment practices on the basis of race, color, religion, national or ethnic origin, age, sex, sexual orientation, marital status, disability, gender identify or expression, genetic information and veteran status, as defined under applicable law. This statement is a reflection of the mission of the Community College System of New Hampshire and River Valley Community College, and refers to, but is not limited to, the provisions of the following laws: Title VI and VII of the Civil Rights Act of 1964; The Age Discrimination Act of 1967; Title IX of the Education Amendment of 1972; Section 504 of the Rehabilitation Act of 1973; The Americans with Disabilities Act of 1975; Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1990; NH Law Against Discrimination (RSA 354-A). Inquiries regarding discrimination may be directed to: Jillian Davis, Vice President for Academic & Student Affairs, Claremont (603) 542-7744; or to Karen Graham, Director of Human Resources, Community College System of NH, 26 College Drive, Concord, NH 03301, (603) 271-6300. Inquiries may also be directed to the US Department of

Education, Office for Civil Rights, 5 Post Office Square, 8th Floor, Boston, MA 02109-3921, (617) 289-0111; the NH Commission for Human Rights, 2 Chennell Drive, Concord, NH 03301, (603) 271-2767; and/or the Equal Employment Opportunity Commission, JFK Federal Building, Boston, MA 02203, (617) 565-3200.

Pregnancy and Parenting Accommodations

River Valley Community College is committed to creating and maintaining a community where all individuals enjoy freedom from discrimination, including discrimination on the basis of sex, as mandated by Title IX of the Education Amendments of 1972. Sex discrimination, which can include discrimination based on pregnancy, marital status, or parental status, is prohibited and illegal in admissions, educational programs, and activities. The following are the procedures for ensuring the protection and equal treatment of pregnant persons, individuals with pregnancy-related conditions, and new parents.

Definitions:

"Medical necessity" is a determination made by a health care provider of a student's choosing.

"Pregnancy and pregnancy-related conditions" include, but are not limited to pregnancy, childbirth, false pregnancy, termination of pregnancy, conditions arising in connection with pregnancy, and recovery from any of these conditions.

"Pregnancy discrimination" includes treating a student affected by pregnancy or a pregnancy related condition less favorably than similar individuals not so affected, and includes a failure to provide legally mandated leave or accommodations.

"Pregnant student/Birth parent" refers to the student who is or was pregnant. Although the pronoun "she" and "her" are used herein, this procedure and its pregnancy-related protections apply to all pregnant persons regardless of gender identity or expression.

"Reasonable accommodations" for the purposes of this policy are changes in the academic environment or typical operations that enable a pregnant student or student with a pregnancy related condition to continue to pursue her studies and enjoy equal benefits of the College.

Non-discrimination and reasonable accommodation of students affected by pregnancy, childbirth, or related conditions:

RVCC and its faculty, staff, and other employees shall not require a student to limit her didactic studies due to pregnancy or pregnancy-related conditions. The benefits and services provided to students affected by pregnancy shall be no less than those provided to students with temporary medical conditions. Students with pregnancy-related disabilities, like any other student with a disability, are entitled to reasonable accommodation so they will not be disadvantaged in their didactic courses of study or research, and may seek assistance from the Accessibility Coordinator. Students attending a work-based learning experience may be subject to additional program policies regarding pregnancy and should consult their program handbook and speak with their Program Director. Where the Accessibility Coordinator requires students to identify their disabilities and request accommodations by a fixed date in the term, deadline exceptions may be granted in the case of disabilities arising as a result of pregnancy or pregnancy-related conditions.

Reasonable accommodations may include, but are not limited to:

Accommodations requested by the pregnant student to protect the health and safety of the student and/or her pregnancy (such as allowing the student to maintain a safe distance from hazardous substances)

Modifications to the physical environment (such as accessible seating or mobility support)

Extending deadlines and/or allowing the student to make up tests or assignments missed for pregnancy-related absences

Providing remote learning options

Excusing medically-necessary absences

Granting leave

RVCC Title IX / RSA188-H Policy

CCSNH and its Colleges are committed to creating and maintaining a positive and productive learning environment. In furtherance of this objective, CCSNH prohibits discrimination in the administration of its education programs and activities based on sex including conduct that constitutes sexual harassment or other forms of sexual misconduct, as described below. CCSNH also prohibits retaliation against anyone who is involved in making or reporting of a complaint, or in the investigation or hearing of a formal complaint of sexual misconduct/sexual harassment. The full RVCC policy is located on the RVCC Website.

Scope of Policy and Jurisdiction

This policy applies to and protects any person participating in or attempting to participate in the education program or activity of any CCSNH college. This policy applies to all college programs and activities including all locations within the United States, events, or circumstances over which the college exercises substantial control over both, the respondent and the context in which the sexual harassment occurs, whether such programs or activities occur on-campus or off-campus. CCSNH Human Resources Policy 323.01 also prohibits sexual harassment and retaliation and will govern investigations of reports where an employee is the complainant and/or respondent.

Inquiries regarding Title IX may be directed to:

For Students:
Eric Sutphin
Associate Vice President for Academic & Student Affairs and Title IX Coordinator
1 College Drive
Claremont, NH 03743
esutphin@ccsnh.edu
603-542-7744 x5331

For Employees:
Holley Dupre, JD
Systems Title IX Coordinator
CCSNH System Office
26 College Drive, Concord NH 03301
hdupre@ccsnh.edu
603-230-3595

Inquiries may also be directed to:

Office for Civil Rights, Boston Office
US Department of Education,
5 Post Office Square, 8th Floor
Boston, MA 02109-3921
OCR.Boston@ed.gov
617-289-0111
TTY 1-800-877-8339
FAX 617-289-0150

Social Media

For a student or program club to be recognized by the College as an official social media account, the club must seek approval from the Marketing Director, or designee. The Marketing Director, or designee, will review all social media inquiries as they relate to RVCC. River Valley Community College reserves the right to remove any content for any reason, including but not limited to, content that violates Student Code of Conduct policies, and any information or conduct that may violate local, state or federal laws and regulations.

Solomon Amendment

The Solomon Amendment requires institutions to provide directory-type information on students at least 17 years of age upon request of representatives of the Department of Defense for military recruiting purposes. For more information, please contact the Registrar's Office.

Statement of Non-Discrimination

The Community College System of NH does not discriminate in the administration of its admissions and educational programs, activities, or employment practices on the basis of race, creed, color, religion, ancestry or national origin, age, sex, sexual orientation, gender identity and expression, physical or mental disability, genetic information, or law enforcement, military, veteran, or marital status. This statement is a reflection of the mission of the Community College System of NH and refers to, but is not limited to, the provisions of the following laws:

- Title VI and VII of the Civil Rights Act of 1964, as amended
- The Age Discrimination in Employment Act of 1967 (ADEA)
- Title IX of the Education Amendment of 1972
- Section 504 of the Rehabilitation Act of 1973
- The Americans with Disabilities Act of 1990 (ADA)
- Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974
- NH Law Against Discrimination (RSA 354-A)
- NH Law RSA 188-F:3-a.
- Genetic Information Nondiscrimination Act of 2008

Inquiries regarding Title IX Sexual Harassment, Sexual Misconduct, Discrimination, and Retaliation Policy may be directed to Holley Dupre, Title IX Coordinator for the Community College System of NH, 26 College Drive, Concord, NH 03301, 603-230-3595. Inquiries may also be directed to the NH Commission for Human Rights, 2 Industrial Park Drive, Concord, NH 03301, 603-271-2767, FAX: 603-271-6339; and/or the Equal Employment Opportunity Commission, JFK Federal Building, 475 Government Center, Boston, MA, 02203, 617-565-3200 or 1-800-669-4000, FAX: 617-565-3196, TTY: 617-565-3204 or 1-800-669-6820.

Student Code of Conduct

730.06 STUDENT CODE OF CONDUCT AND JUDICIAL PROCESS (revised June 2024)

I. Introduction

A. Community Standards Policy Statement

The Community College System of New Hampshire provides educational pathways for learners and community members within the state and beyond. We support individuals through comprehensive degree and certificate programs that focus on academic rigor, teaching excellence and individualized learning. As a community of learners, we aspire to:

- Act with integrity and honesty in accordance with the highest academic, professional, and ethical standards
- Respect and honor the dignity of each person and foster a diverse and inclusive community
- Act responsibly and be accountable for our decisions, actions, and their consequences
- Seek, create and foster creativity and innovation, for the benefit of our communities.
- Strive for excellence in all our endeavors as individuals and an institution.
- Work together for the advancement of our institution and the communities we serve.

The standards and procedures documented here maintain and protect an environment that is conducive to learning and supports the Community College of New Hampshire's educational objectives. Those involved with the conduct process work to uphold community standards through restorative interventions that encourage students to be heard, respected, and treated with dignity. These students, including both residential and commuters, can participate in a fair and impartial resolution process that encourages personal accountability and responsible decision-making; promotes reflection and restoration; and reduces behavior that undermines student success and community safety.

B. Definitions

1. College Premises – Refers to all land, buildings, facilities, and other property in the possession of, or owned, used or controlled by any CCSNH college (including adjacent streets and sidewalks).
2. College Official – Refers to the college official(s) appointed by a CCSNH college to coordinate and monitor the judicial process. The College Official's role will include but not be limited to monitoring the judicial decision makers/committees and proceedings; advising judicial decision makers/committees and students on the applicable judicial process; reviewing requests for appeals; and maintaining judicial proceedings records.
3. Judicial Decision Maker/Committee – Refers to any college official or committee authorized to determine whether a student has violated the Community Standards and Student Code of Conduct and to impose outcomes or sanctions.
4. Appeals Committee – Refers to the person or persons appointed by a CCSNH college that is authorized to consider an appeal arising from a judicial decision maker/committee determination that a student has violated the Community Standards and Student Code of Conduct and/or the outcomes or sanctions imposed by such judicial decision maker/committee.
5. Complainant - Refers to any person who has filed a report or complaint alleging that a student has engaged in conduct that violates the Student Code of Conduct.
6. Respondent – Refers to a student against whom a report or complaint alleging violation of the Community Standards and Student Code of Conduct has been filed.

II. Student Code of Conduct

A. Scope

1. The Community Standards and Student Code of Conduct prohibits activities that directly and significantly interfere with the colleges'
   a. educational responsibilities of ensuring the opportunity of all members of the community to attain their educational objectives; or
   b. responsibilities of protecting the health and safety of persons in the campus community, maintaining and protecting property, keeping records, providing living accommodations and other services, and sponsoring non-classroom activities such as lectures, concerts, athletic events, and social functions, whether the violation occurs on or off the college premises or inside or outside of the classroom. Such conduct or attempted conduct is forbidden.
2. The colleges' jurisdiction and discipline shall be limited to violations of the Community Standards and Student Code of Conduct.
3. The Community Standards and Student Code of Conduct (herein referred to as "the Code") applies to any person registered, accepted, or enrolled in any course or program offered by any CCSNH college including those who are not officially enrolled for a particular term but who have a continuing relationship with the colleges.
4. The Code applies to student organizations including athletic teams.

5. The Code applies to students participating in off-campus college activities such as trips, co-ops, or internships.
6. Students are expected to familiarize themselves with College and CCSNH policies and the Code. Lack of familiarity will not constitute an excuse for failing to meet these expectations.
7. The list of prohibited conduct is not all-inclusive, but is illustrative of conduct that may violate the above expectations, exposing a student or student organization to disciplinary proceedings and sanctions.
8. Residential students are responsible for the activities that occur in their assigned residence hall rooms and their shared living/common spaces. All assigned occupants of a room may be subject to the same sanction as the individuals directly responsible for the violation. Likewise, a student may be held accountable for any violation that is committed by the student's non-student guest.
9. Students who assist others in violating any provision of the Code may be charged with a Code violation to the same extent as those persons committing the violation.
10. Students who attempt conduct in violation of the Code, even if unsuccessful, may be charged to the same extent as a completed violation.

B. Prohibited Conduct

Individuals who are subject to the Code shall be deemed in violation to the extent that they engage in any of the conduct outlined below:

1. Violation of published college policies, rules, or regulations;
2. Violation of federal, state, or local law;
3. Use, possession, sale, or distribution of narcotic or other controlled substances or purported controlled substances except as expressly permitted by law and college regulations;
4. Public intoxication or the use, possession, sale, or distribution of alcoholic beverages, except as expressly permitted by the law and college regulations;
5. Possession of firearms, explosives, other weapons, or dangerous chemicals on college premises (including in vehicles) except as authorized by the college.

C. Academic Misconduct

Students are also prohibited from engaging in academic misconduct. Any of the following behavior shall also be a violation of the Code:

1. Acts of dishonesty including but not limited to the following:
    a. Cheating, which includes, but is not limited to:
        i. use of any unauthorized assistance from other persons or technologies in taking quizzes, tests, or examinations or in the preparation and completion of class assignments;
        ii. dependence upon the aid of resources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
        iii. the acquisition, without permission, of tests or other academic material belonging to a member of college faculty, staff, or students; or
        iv. knowingly providing unauthorized assistance of any kind to another for the purpose of providing unfair advantage to the recipient in the completion of course assessments/assignments (sometimes known as facilitation);
    b. Plagiarism, passing off the work of another as one's own, which includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in providing term papers or other academic materials via direct sale, barter, or other means.
2. Grading Authority: Authority over individual assignment or course grades is reserved to instructors. Therefore, a student who commits an act of academic misconduct may also be subject to academic consequences at the discretion of the instructor in the course. This can result in, but is not limited to, the student failing the course. A student who wishes to file a Grade Appeal should refer to CCSNH Academic Affairs Policy 670.04.

D. Disruption of College Operations

Students are expected to comport themselves in a safe manner at all times while on any CCSNH campus. Students are required to consider their behavior not just in relation to themselves, but in relation to others in the school community. Any behavior that is deemed unsafe to the student or others around the student may be considered a disruption of college operations and shall be a violation of the Code. Behavior that may constitute a disruption of college operations includes, but is not limited to:

1. Disorderly conduct, including any behavior that obstructs or disrupts the regular or normal functions of the College or surrounding community, breaches the peace or violates the rights of others.
2. Failure to comply with the directions or interference of college officials, campus security personnel, or public law enforcement officers or emergency response/medical personnel acting in performance of their duties, including failure to identify oneself to these persons when requested to do so;
3. Furnishing false information to any college official, faculty or staff member;
4. Forgery, alteration, or misuse of any college document, record, or instrument of identification;
5. Tampering with the election process or financial management of any college recognized student organization;
6. Disruption or obstruction of any authorized college activity or of any authorized noncollege activity; or unauthorized occupancy of any college facility;
7. Failure to comply with directions of college officials, campus security personnel, or public law enforcement officers acting in performance of their duties, including failure to identify oneself to these persons when requested to do so;
8. Participation in a campus demonstration that disrupts the normal operations of the institution and/or infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any campus
building or area;
9. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on college premises or at functions sponsored by or participated in by the colleges.
10. Abuse of the Judicial System, including but not limited to:
    a. Failure to obey the summons of a judicial decision maker/committee;
    b. Falsification, distortion, or misrepresentation of information before the judicial decision maker/committee;
    c. Disruption or interference with the orderly conduct of a judicial proceeding;
    d. Attempting to discourage an individual's proper participation in or use of the judicial system;
    e. Attempting to influence the impartiality of a member of the judicial decision maker/ committee through threat, intimidation, or bribery prior to and/or during the course of the judicial proceeding;
    f. Failure to comply with the outcomes or sanctions imposed under the Code;
    g. Influencing or attempting to influence another person to commit an abuse of the judicial system;
    h. Aiding or abetting in the violation of the Code.
11. Disruptive student behavior in a classroom or other learning environment (to include both on and off campus locations), which disrupts the educational process as defined by the instructor. Disruptive student behavior also includes engaging in threatening, intimidating, or other inappropriate behavior toward the instructor or classmates outside of class.

E. Health and Safety Offenses

The following health and safety violations are illustrative of violations of the Code. Student behavior that jeopardizes health and safety shall constitute a violation of the Code, whether specifically listed below or not. Health and safety offenses that violate the Community Standards and Student Code of Conduct include, but are not limited to:

1. Unauthorized possession, duplication, or use of keys or key cards to any college premises or unauthorized entry to or use of college premises;
2. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college-sponsored or supervised functions; Reckless or dangerous operation of a motor vehicle on campus which endangers persons or property, including operating a
vehicle under the influence of alcohol and/or drugs.
3. Violation of the College Alcohol and Other Drug Policies.
4. Violation of CCSNH Firearms and Weapons on Campus Policy.
5. Violation of local, state, or federal law, or campus policies, related to fires and fire hazards.
6. Violation of the College Social Compact.

F. Offenses Involving Others

Students may not engage in any behavior that limits the rights of others in the school community. Examples of violations of the Code involving others include, but are not limited to:

1. Physical or verbal abuse that threatens or endangers the health, well-being, or safety of any member or guest of the CCSNH community and includes verbal abuse that is sufficiently serious to deny or limit the victim's ability to participate in or benefit from the college's educational programs;
2. Intentionally or recklessly causing physical harm or abuse, injury, constraint on another's physical movement or threat of harm (stated or implied) toward another person.

3. Threats of harm or injury, either stated or implied, addressed directly to any member or guest of the CCSNH community or posted in an electronic medium to leave no doubt
as to the intended target;
4. Acts of intimidation or coercion, whether stated or implied;
5. Offenses of domestic violence, dating violence and sexual assault; which would be referred to the campus Title IX officer.
6. Acts of harassment and/or retaliation, including discriminatory harassment, directed toward any member or guest of the CCSNH community.
    a. Discriminatory harassment refers to the verbal or physical conduct that denigrates or shows hostility toward an individual on the basis of race, color, gender, sexual identity or expression, national origin, religion, age, physical or mental disability, and sexual orientation; or because of opposition to discrimination or participation in the discrimination complaint process.
    b. Retaliation is any adverse action related to participation in an education program taken against a person because a person has filed a report or participated in any in the filing of an incident report or complaint, investigation or hearing process related to student conduct;
7. Hazing, which is defined in NH RSA 631:7 as "any act directed toward a student, or any coercion or intimidation of a student to act or to participate in or submit to any act, when:
    a. Such act is likely or would be perceived by a reasonable person as likely to cause physical or psychological injury to any person; and
    b. Such act is a condition of initiation into, admission into, continued membership in or association with any organization;" and under this Code includes acts that endanger the mental or physical health or safety of a student, or that destroy or remove public or private property, for the purpose of initiation,
    c. admission into, affiliation with, or as a condition for continued membership in, a group or organization.

G. Offenses Involving Property

Access to campus facilities is a privilege. Students who engage in conduct that damages campus property, personal property of another, or other public property will be subject to outcomes or sanctions under the Code. Offenses that shall constitute violations of the Community Standards and Student Code of Conduct include, but are not limited to:

1. Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or other personal or public property;
2. Theft or other abuse of technological resources, including but not limited to:
    a. Unauthorized entry into electronic files, to use, read, or change the contents, or for any other purpose;
    b. Unauthorized transfer of electronic files or copyrighted software programs;
    c. Unauthorized use of another individual's identification and password or key card;
    d. Use of technological resources that interferes with the work of another student, faculty member, or college official;
    e. Use of technological resources to send, publish, or display obscene, pornographic, threatening, or abusive messages;
    f. Use of technological resources to receive; browse, store or view obscene or pornographic materials for other than college-approved research. Use of technological resources for criminal activity;
    g. Use of technological resources to interfere with operation of the college computing system.

H. Abuse of Judicial System

A fair and impartial judicial system is the cornerstone of CCSNH's conduct process. Therefore, failure to abide by the rules of the judicial system shall constitute independent violations of the Code. Such violations include, but are not limited to:

1. Failure to obey the summons of a campus Official, Investigator, Judicial Decision Maker/Committee or Appeals Committee;
2. Falsification, distortion, or misrepresentation of information before the judicial decision maker/committee or appeals committee;
3. Disruption or interference with the orderly conduct of a judicial proceeding;
4. Attempting to discourage an individual's proper participation in or use of the judicial system;
5. Attempting to influence the impartiality of a member of the judicial decision maker/committee or appeals committee through threat, intimidation, or bribery prior to and/or during the judicial proceeding;
6. Failure to comply with the outcomes or sanctions imposed under the Code, including No-Contact Orders;
7. Influencing or attempting to influence another person to commit an abuse of the judicial system;

III. Violation of Civil/Criminal Law and CCSNH Community Standards and Code of Conduct

A. If a student is charged with a violation of the Community Standards and Student Code of Conduct that also constitutes a violation of a criminal statute, disciplinary proceedings may still be instituted against a student prior to, simultaneously with, or following civil or criminal proceedings off-campus.

B. When a student is charged by federal, state, or local authorities with a violation of law, the college will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a CCSNH college the judicial decision maker/committee, however, the college may advise off-campus authorities of the existence of the proceeding and of the internal handling of such matters within the college community. College officials, faculty and staff will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators.

IV. Violation of Community Standards and Code of Conduct Process

Within the outcomes and sanctions process, CCSNH strives to create a community of individuals who support each other. This is accomplished through an educational restorative process.

A. Outcomes & Sanction Definitions

1. **Warning**: A notice in writing or verbally to the student that they are violating or have violated community standards.
2. **Probation**: A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found during the period of probation to be violating any institutional regulations
3. **Loss of Privileges**: Denial of specified privileges for a designated period of time (e.g., social probation, vehicular privileges, deactivation of a group, limited access to facilities, *persona non grata*)
4. **Loss of Contact**: Restriction prohibiting an individual from harassing, threatening, accosting, approaching, or contacting a specified individual
5. **Fines**: Previously established and published fines may be imposed.
6. **Restitution**: Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
7. **Residence Hall Suspension**: Separation from the residence halls for a definite period of time, after which the student, group, or organization is eligible to return. Conditions for readmission will be specified.
8. **Residence Hall Expulsion**: Permanent separation from the residence halls.
9. **Class/College Suspension**: Separation from class(es) or the college for a definite period of time, after which the student, group, or organization is eligible to return. Conditions for readmission will be specified.
10. **College Dismissal/Expulsion**: Permanent separation from all CCSNH colleges, which may include loss of campus visitation privileges.
11. **Adaptable Resolution Pathway**: Such as an educational or service sanctions: Imposed in addition to or in lieu of the above sanctions; examples of such sanctions include but are not limited to work assignments, service to the college, written letter of apology, and mandatory meetings with a college official. Such sanctions require the approval of any person(s) whose participation is required for the completion of the sanction(s).
12. **Informal Resolution**: The Vice President of Student Affairs (or designee, including senior administrator at another college) may meet with individuals involved in an incident to determine if the alleged violation(s) have merit and/or if they can be resolved through an informal resolution. Informal resolution could include mediation, restorative conference, mutual agreement, negotiated resolution or another form of conflict resolution. During the informal resolution process, parties agree to the violations of the community standards and come to an agreement about the actions necessary due to the violation. Informal resolution outcomes are final and there are no appeal or other proceedings.
13. **Interim Sanctions**: In certain circumstances, the President or Vice Presidents of the college, or a designee, including senior administrator at another college, may impose a sanction prior to the hearing before the judicial decision maker/committee. Interim sanctions may be imposed only a) to ensure the safety and well-being of members of the college community or preservation of college property; b) to ensure the student's own physical or emotional safety and well-being; or c) to ensure the normal operations of the college. Notification of the imposition of interim sanctions must be communicated to the college official as soon as is practical, as well as to the appropriate Vice President (if the Vice President did not originate the imposition of sanctions).

B. Responding to Reports of Violations of Community Standards

1. **Training**: All individuals involved in conducting disciplinary proceedings and appeals shall receive annual training on the student code of conduct, investigations, and the hearing process; this shall include training on how to conduct an investigative and hearing process that protects the safety and welfare of complainant and responded and promotes accountability.
2. **Filing a Report**
    a. Any person who witnesses or learns of a potential violation of the Community Standards and Student Code of Conduct may report the incident to the appropriate Judicial Decision Maker/Committee by filing an incident report.
    b. Incident report forms may be obtained on the college website. Information in the incident report should include but not be limited to the following.
    c. Reporting person's name, address, phone, and student identification number (contact information and ID number shall not be released to the Respondent without written permission of the person reporting the incident);
        i. Date, time, and location of incident;
        ii. Person(s) involved in the incident;
        iii. Victim(s) or damages involved in the incident;
        iv. Complete narrative description of the incident;
        v. Name of Witnesses to the incident;
        vi. Any other information deemed appropriate.
3. **Investigation and Resolution of Complaint by Judicial Decision Maker/Committee**
4. In most circumstances, the following procedure shall apply to the Judicial Decision Maker/Committee. In some circumstances, federal law dictates that a different procedure shall apply, which will be set forth in the appropriate policy and communicated to the relevant parties in a timely fashion.
    a. The fact that a complaint has been filed creates no presumption that the Respondent has committed the alleged offense. The complaint will be referred to the appropriate Judicial Decision Maker/Committee, which will investigate (or request a formal investigation by an impartial investigator) and hear all complaints and may
        i. dispose of the complaint as unfounded;
        ii. mediate an informal resolution; or
        iii. issue (or recommend to be issued) sanctions as described in Section IV above.
    b. The Respondent and the Complainant, where applicable, have the right to be assisted by an advocate of their choice. An advocate, however, is not permitted to speak or to participate directly in any investigation or hearing before the Judicial Decision Maker/Committee.
    c. Within five (5) business days after the Respondent has been notified of the report, the Judicial Maker/Committee shall set a date and time for an initial hearing.
    d. At the initial hearing, the Judicial Decision Maker/Committee may receive evidence from the Complainant and the Respondent regarding any interim sanctions and shall determine whether
        i. the complaint should be disposed without further investigation and a report issued setting forth the findings and the sanctions, if any, to be imposed;
        ii. mediation is appropriate; or
        iii. a formal investigation is required. In the event a formal investigation is required, the Judicial Decision Maker/Committee will accept the findings of the investigator(s) and provide a report of the findings to respondent.
    e. If the Respondent is not in attendance at the judiciary hearing, the Judicial Decision Maker/Committee may proceed with what evidence has been submitted.
    f. Whether the investigation is completed by the Judicial Decision Maker/Committee or an impartial investigator, all findings will be based on a preponderance of the evidence; i.e., evidence that would lead a reasonable person to believe that it was more likely than not that the Respondent committed the alleged offense.
    g. If the investigator's report contains a finding that the Respondent committed the alleged offense, a time shall be set for an outcome or sanctions hearing before the Judicial Decision Maker/Committee to be held not less than one day nor more than ten days after the investigation report is issued.

C. Judicial or Appeals Committee Process

1. **Judicial/Appeals Committee Membership**
    a. A designated College Official will be appointed as the Chair of the Judicial or Appeals Committee by the college president, vice president or designee, including senior administrator at another college.
    b. When possible, a committee membership will be made up of the suggested members below:
        i. Two (2) faculty or staff selected based on the specifics of the case being heard

ii. Student representation based on the college's practice of appointing or electing student judiciary members.
iii. When a case involves residential life there should be a representative from that population on the committee

c. During the summer or vacations, a meeting may be called and members will be selected as follows:
    i. Regular members (as determined above) will serve, if available
    ii. In the event sufficient regular members are not available, the designated College Official will appoint additional members as necessary to reach a quorum and in such a manner as to reflect the original representation of the committee.
d. The Vice President of Student Affairs has the right to change the number and makeup of the judiciary or appeals committee as required to meet the needs of the campus, schedule availability, or the complaint at hand.
e. If the complaint has been brought by a member of the Judicial or Appeals Committee or the Vice President of Student Affairs, they shall recuse themselves from the Committee's deliberations and voting.

2. **Judicial/Appeals Committee Hearings**
    a. The VPSA or designee, including senior administrator at another college may determine if a grievance or appeal should be heard by a Judiciary Decision Maker or a Judiciary Committee.
    b. In the case of a Judiciary Committee, a minimum of three (3) members (including the Chair) shall constitute a quorum to conduct a hearing. If three appointed members are not available due to recusals or for other reasons, additional members shall be selected by the designated College Official pursuant to the methodology set forth in section c below.
    c. The Vice President of Student Affairs has the right to change the number and makeup of the appeals committee as required to meet the needs of the campus, or the complaint at hand.
    d. Hearings shall be conducted by the Judiciary or Appeals Committee according to the following guidelines:
        i. The parties shall receive written advance notification informing them of the allegations set forth in the complaint, the time, date and place of the hearing.
        ii. The Respondent may remain silent or submit only a written statement or response to the complaint.
        iii. Hearings normally shall be conducted in private. Admission to the hearing of any person not directly involved with the proceedings shall be at the discretion of the chairperson of the Judiciary or Appeals Committee.
        iv. When more than one individual is charged with the same violation, each Respondent shall have the right to an individual hearing. Otherwise, the cases may be heard jointly.
        v. The Complainant and the Respondent have the right to be assisted by an advocate they choose. The Complainant and/or the Respondent, however, are each responsible for presenting their own case and, therefore, advocates are not permitted to speak or to participate directly in any hearing before the Judiciary or Appeals Committee.
        vi. The Complainant, the Respondent and the Judiciary or Appeals Committee shall have the right to call witnesses. They also have the right to present pertinent records, exhibits, and written statements for consideration by the judiciary or appeals committee. All questioning of the Complainant, the Respondent, and witnesses will be conducted by the judiciary or appeals committee.
        vii. In certain cases, when a complaint has been brought by an individual who is either unable or unwilling to present the case, the college may appoint a representative to present the case. In these instances, a College Official or the impartial investigator will consult with the Judiciary or Appeals Committee to determine the appropriateness of serving in this role.
        viii. All procedural questions are subject to final decision by the chairperson of the Judiciary or Appeals committee.
        ix. After the hearing, the Judiciary or Appeals Committee shall determine based upon the evidence presented at the hearing (by majority vote) whether the Respondent
        Student has violated the Code. The chairperson will vote only in the event of a tie.
        x. The Judiciary or Appeals Committee determination shall be made on the basis of whether it is more likely than not that the Respondent committed the alleged offense and thereby violated the Code.
        xi. The Judiciary or Appeals Committee will issue a report of its findings and sanctions to be imposed to the

appropriate College Official within three (3) business days of the completion of its hearings on the matter.

xii. The College Official will provide written notification of findings and sanctions to the Complainant and the Respondent Student, and administrative offices on a need-to know basis. The original will be maintained with the college's judicial records.

e. The Chair of the Judicial or Appeals Committee shall be responsible for making a record of the hearing. There shall be a single record (whether written minutes, audiotape or other record) of all hearings before the Judiciary or Appeals Committee. The records shall be the property of the college and may only be reviewed by the parties or college official upon providing a written request to the appropriate College Official.

f. Except in the case of a student charged with failing to obey the summons of the Appeals Committee, Judicial Decision Maker/ Committee or College Official, no student may be found to have violated the Community Standards and Student Code of Conduct solely because the student failed to appear before the Judicial Decision Maker/ Committee or Appeals Committee. In all cases, the evidence in support of the charges shall be presented and considered.

g. The decision of the Appeals Committee is not subject to further appeal by the student. Any step, sanction, or decision within the judiciary process is open to review by the Vice President or designee, including senior administrator at another college.

D. Student Violation Appeals Process

1. A Respondent may appeal a disciplinary action by filing a written appeal with the College Official/ Appeals Committee within five (5) business days of being informed of the outcome or sanction being imposed. The imposed outcome or sanction remains in effect during the appeal process. The written appeal must indicate the grounds for reversing the outcome or sanction. Grounds for appeal shall be limited to:
   a. The original hearing/investigation was not conducted fairly and in conformity with prescribed procedures (see 3 above);
   b. New and relevant evidence, sufficient to alter the decision, has been revealed that was not brought out in the original hearing, because such evidence and/or facts were not known at the time of the original hearing;
   c. Inappropriate gravity of the sanction in relation to the offense.
2. The College Official/Appeals Committee has three (3) business days from the receipt of the appeal to determine whether the basis set forth in the appeal falls within the grounds allowed for appeal and to inform the appealing student in writing. If the College Official/Appeals Committee determines that the case does not fall within the grounds allowed for appeal, then the previous adjudication stands. If the College Official/Appeals Committee determines that the case does fall within the grounds allowed for appeal, the College Official/ Appeals Committee may:
   a. Meet with the Judicial Decision Maker/ Committee who issued the original disciplinary action to discuss a possible modification or rescission, as appropriate. If a decision to modify or rescind is not reached, the appeal will be forwarded immediately to the Appeals Committee
   b. Immediately forward the appeal to the Appeals Committee for consideration.
3. All preliminary processing of appeals will be concluded within five (5) business days unless the College Official/Appeals Committee determines that there are specific articulated extenuating circumstances (e.g., absence of key parties) that require an extension.
4. The College Official/Appeals Committee will provide notification of the outcome of the preliminary processing of the appeal in writing within three (3) business days of the decision to the respondent and, as applicable, the Complainant, and any administrative offices involved.
5. The decision of the Appeals Committee is not subject to further appeal by the student. Any step, sanction or decision within the judiciary process is open to review by the Vice President or designee, including senior administrator at another college.

V. Student Rights

A. Students in the Classroom

The classroom environment should encourage free discussion, inquiry and expression. Student performance must be evaluated on the basis of academic performance. At the same time, students are responsible for maintaining standards of academic performance established for each course in which they are enrolled. Students are responsible for learning the content and maintaining academic standards for any course of study, but in so doing, they have the right to take substantiated exception to the data or views presented in class, and they are responsible for learning the content of any course of study for which they are enrolled. Information about the personal views, beliefs, and political

associations of students' which instructors, advisors and counselors learn in their course of work should be considered confidential.

B. Student Freedom Off-Campus

Students are both citizens and members of an academic community with rights of freedom of speech, peaceful assembly and petition. Administrative officials and faculty members should
not employ institutional powers to inhibit the intellectual and personal development of students as promoted through the exercise of citizenship rights on and off campus. Where activities of
students off-campus result in the violation of law and interrogation by investigators, the colleges should:

1. Not duplicate the function of general laws until the college's interests as an academic community are distinctly and clearly involved;
2. Not subject the student to a greater penalty than would normally be imposed if the off-campus violation incidentally violates an institution regulation;
3. Take appropriate action independent of community pressure.

C. Freedom of Association

Students should be free to organize and join associations to promote their common interests. Affiliations with an external organization should not of itself disqualify a student organization from institutional recognition. Student organizations must submit a statement of purpose, criteria for membership, rules of procedures, and a current list of officers. Campus organizations should be open to all students without respect to race, creed or origin, except for religious qualifications which may be required by organizations whose aims are primarily sectarian.

D. Freedom of Inquiry and Expression

Students and student organizations shall be free to examine and discuss all questions of interest to them and to express opinions publicly and privately. At the same time, it should be made clear that in their public expressions or demonstrations students or student organizations speak only for themselves and not for the college, CCSNH, its board of trustees or employees. Students should be allowed to invite and to hear any person of their own choosing. Those routine procedures required by a college before a guest speaker is invited to appear on campus should be designed only to ensure that there is orderly scheduling of facilities and adequate preparation for the event, and that the occasion is conducted in a manner appropriate to an academic community. The institutional control of campus facilities should not be used as a device of censorship. It should be made clear to the academic and larger community that presence of guest speakers does not necessarily imply approval or endorsement of the views expressed either by the sponsoring group or by the college.

E. Student Participation in College Government

The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs. The role of student government and both its general and specific responsibilities should be made explicit and the actions of student government within the areas of its jurisdiction should be reviewed only through orderly and prescribed procedures.

F. Student Publications

College authorities, in consultation with students and faculty, have a responsibility to provide written clarification of the role of the student publications, the standards to be used in their development, and the limitations on external control of their operation. Editorial freedom entails corollary responsibilities to be governed by the cannons of responsible journalism, such as the avoidance of libel, indecency, unsubstantiated allegations and attacks on personal integrity, and the techniques of harassment and innuendo.

G. Establishing Student Conduct Standards

1. Conduct: In developing responsible student conduct and disciplinary procedures, the CCSNH and its colleges should:
    a. Establish and communicate, through publication, those standards of behavior which are considered essential to the educational objective and community life.
    b. Initiate disciplinary proceedings only for violations of standards of conduct formulated or published.
    c. Formulate and communicate disciplinary procedures, including the student's right to appeal a decision.
2. Search and Seizure within the Student Conduct Process: CCSNH regards the right of privacy as an essential freedom. Occupied premises, assigned lockers, privately owned automobiles or any other personal property owned or controlled by a student may not be searched without consent of the student except in the circumstances noted below. Before a search is conducted, school officials may have reasonable grounds to believe that the search will turn up evidence that the student has violated, or is violating, either the law or school rules. All searches will be reasonable and justified from their inception and reasonable in scope:

a. Residential Life health and safety inspections, Thanksgiving Break Closings, Winter Break Closings and Spring Break closings to insure the health, cleanliness, safety and maintenance of the Residence Halls. During inspections, if a policy violation comes to the attention of the staff (ex. candle), it may be addressed judicially.
b. Routine inspections, emergency repairs, and/or routine maintenance. Such activities do not normally include searches, but are for the purpose of inspection, maintenance and repair.
c. Entries authorized in advance by the President or Vice President of Student Affairs (or designee, including senior administrator at another college) in writing based upon reasonable information
that such entry is necessary for the purpose of detecting and removing items, including but not limited to, weapons or other contraband which violate a law or a school rule or pose a threat to the health and safety of students, faculty, staff or guests. The scope of any search conductedpursuant to this authorization shall extend no further than is necessary to secure and remove the item(s).
d. Entries and searches authorized by law. Entries and searches conducted by duly and authorized law enforcement officials under circumstances authorized by law.
e. Entry may be made to ensure the health and safety of occupants. Examples include, but are not limited to, fire or alarm evacuations, smell of smoke or burning items, and concern for non-responsive occupants.
f. Appropriate staff may enter if there is a reasonable belief that evidence exists that a violation of a college policy is taking place. Efforts will be made to seek compliance from the residents of the space before this type of entry is made.

VI. Student Rights—Grievance Procedures

All members of the CCSNH community are encouraged to make efforts to resolve conflicts informally before pursuing grievance or complaint procedures whenever appropriate. Students are encouraged to talk with or respond in writing to other students, faculty, or staff members to seek resolution to their concerns. In some cases, the institution acknowledges that such action may be inappropriate and/or ineffective in situations regarding potential discrimination or when there is the potential of an imbalance of power. In such situations, or if informal resolution is not possible, the student may pursue the complaint procedures described below to resolve concerns involving another student, faculty or staff.

A. Student Alleged Discrimination Process: If a student feels they have been experienced bias or discrimination based on race, creed, color, religion, ancestry or national origin, age, sex, sexual orientation, gender identity and expression, physical or mental disability, genetic information, or law enforcement, military, veteran, or marital status, they should use this process to report. As stated above, a student may elect to resolve a conflict informally first. Please note a student is never required to confront a faculty or staff member in situations regarding discrimination. In any situation regarding discrimination in regards to sex, sexual orientation, gender identity or expression students should contact the Title IX coordinator at their home campus. The Title IX process can be found here.

1. If the individual elects not to resolve the matter informally a formal grievance in writing must be submitted to:
   a. The Vice President of Student Affairs for grievances not related to the instructional process or grade dispute.
   b. Or through the chosen reporting structure set forth at the college.
2. The grievance should be submitted as soon as the complainant is able to report. A grievance that is submitted past a timely period will be evaluated to the extent the appropriate College Official is able to investigate. Timely reporting allows the college to follow up with the respondent in an appropriate fashion. The grievance shall specify the discrimination or event that took place and state briefly the underlying facts.
3. The Vice President of Student Affairs (VPSA), or designee, including senior administrator at another college, will meet with the individual alleged to have violated the student's rights. The VPSA, or designee, including senior administrator at another college, may attempt to resolve the issue informally at this stage. If resolution is not possible and the VPSA or designee, including senior administrator at another college determines that the grievance alleges facts which if true constitute a violation of the student's rights and has been timely filed, the matter will be forwarded to the College Official who convene the Judicial Committee within two weeks of the receipt of the formal grievance.
4. If the VPSA or designee, including senior administrator at another college determines that the grievance does not state a violation of the student's rights or is untimely, the VPSA or designee, including senior administrator at another

college will provide a written explanation to the student and the matter will be considered resolved at that point.

B. General Student Grievance: (Not including Grade Appeal)

1. Students are encouraged to discuss complaints regarding faculty, teaching instruction, or staff interactions with the specific employee involved, e.g., instructor, staff member, or student, to resolve the issue informally.
2. If the issue cannot be resolved by pursuing the process in step 1, or the individual is concerned regarding the outcome of the discussion in step 1, a formal grievance in writing must be submitted to:
   a. The Vice President of Academic Affairs for grievances related to the instructional process (Refer to CCSNH Academic Affairs Policy 670.04. for separate process for Grade Change/Appeal process), or:
   b. The Vice President of Student Affairs for grievances not related to the instructional process.
3. The grievance should be submitted as soon as the complainant is able to report. A grievance that is submitted past a timely period will be evaluated to the extent the appropriate College Official is able to investigate. Timely reporting allows the college to follow up with the respondent in an appropriate fashion. The grievance shall specify the discrimination or event that took place and state briefly the underlying facts.
4. The Vice President of Academic Affairs (VPAA) or Student Affairs (VPSA), or designee, including senior administrator at another college, will meet with the individual alleged to have violated the student's rights. The VPAA/VPSA, or designee, including senior administrator at another college, may attempt to resolve the issue informally at this stage. If resolution is not possible and the VPAA/VPSA or designee, including senior administrator at another college determines that the grievance alleges facts which if true constitute a violation of the student's rights and has been timely filed, the matter will be forwarded to the appropriate College Official who will start the process of investigation if necessary. If the VPAA/VPSA or designee, including senior administrator at another college determines that the grievance does not state a violation of the student's rights or is untimely, the VPAA/VPSA will provide a written explanation to the student and the matter will be considered resolved at that point.

C. Student Grade Appeal: Refer to CCSNH Academic Affairs Policy 670.04.

Outcomes for Community Standards and Code of Conduct Violations (Updated Fall 2024)

Student Conduct and Discipline

A student's continued enrollment at the College is dependent on academic performance and behavior. The awarding of academic credits and recognition and the conferring of degrees, certificates and awards are subject to the academic and judicial authorities of the College. A student's registration may be canceled and they may, following due process, be dismissed from the College at any time and on any grounds deemed advisable by the Administration.

Student conduct, both on and off campus, of a nature which would discredit the student and/or the College, may result in disciplinary action by the College. Persons are subject to the laws of the State regardless of their student status and are subject to College discipline when the College's interests as an academic community are distinctly and clearly involved.

The judicial process will be the responsibility of the Vice President of Academic and Student Affairs and the Judicial Committee. The Vice President may take administrative disciplinary action when it is deemed necessary to ensure the safety of students, faculty or staff and/or the continuation of the educational process. The final judicial authority of the College is vested in the President.

Student Rights – Grievance Procedures

Any student who feels that their rights have been violated may file a grievance following the procedure below. In the case of a grievance alleging discrimination based on race, color, religion, national or ethnic origin, age, sex, sexual orientation, marital status, disability, gender identify or expression, genetic information and veteran status, as defined under applicable law, the student may also report the conduct to the College's Affirmative Action/Equity Officer and/or Title IX Coordinator. In the case of a grievance alleging discrimination, the college may also initiate an investigation and take appropriate steps including, but not limited to, referring the matter to the appropriate College Official for disciplinary action.

1. Prior to filing a grievance, the student is encouraged to meet with the individual who has allegedly violated their rights, e.g., instructor, staff member, or student, to resolve the issue informally.

2. If the issue cannot be resolved by pursuing the process in Step 1, or the individual elects not to resolve the matter informally as prescribed in Step 1, a formal grievance in writing must be submitted to:
    - The Vice President of Academic & Student Affairs for grievances related to the instructional process (see college catalog or student handbook for separate process for Grade Change/Grade Appeal), or for grievances not related to the instructional process.
    - The grievance must be submitted within two (2) weeks of the date the complainant knew or reasonably should have known of the alleged violation. The grievance shall specify the right claimed to have been violated and briefly state the underlying facts.
3. The Vice President of Academic & Student Affairs, or designee, will meet with the individual alleged to have violated the student's rights. The VPASA, or designee, may attempt to resolve the issue informally at this stage. If resolution is not possible and the VPASA or designee determines that the grievance alleges facts which if true constitute a violation of the student's rights and has been timely filed, the matter will be forwarded to the Judicial Advisor who convene the Judicial Committee within two (2) weeks of the receipt of the formal grievance. If the VPASA or designee determines that the grievance does not state a violation of the student's rights or is untimely, the VPASA will provide a written explanation to the student and the matter will be considered resolved at that point.

Use of College Name

No student, group of students, club, or any organization may use the name of the College in any form of printing, including letterheads, or any form of publicity without obtaining written permission from the President. All publicity should be cleared through the President or their designee.

Degrees & Certificates

Accounting

Accounting

Degree Type
Associate of Science

Mission

The Accounting program at River Valley Community College prepares students to build a strong foundation in accounting principles and practices, preparing them for immediate employment, career advancement, or transfer to a four-year institution. Our mission is to empower students to achieve their career and academic goals through a curriculum that fosters technical proficiency, ethical decision-making, and lifelong learning.

Program Overview
Accounting is a cornerstone of every successful organization. The Associate of Science in Accounting at River Valley Community College provides a comprehensive foundation in accounting principles, financial analysis, and business practices. This program prepares students for entry-level positions in accounting and related fields or for transfer to a four-year institution to pursue advanced study.

Students gain technical proficiency in areas such as financial and managerial accounting, taxation, cost accounting, and business law, while developing essential skills in communication, problem-solving, and critical thinking. Coursework integrates technology applications, including spreadsheets, to reflect current industry standards.

Graduates are prepared for roles such as bookkeeper, accounting clerk, payroll specialist, and tax preparer, and will possess the analytical and professional competencies required for advancement in finance and business environments. More than a credential, this program is your key to your professional growth and financial expertise.

Admission and Enrollment Information
This program is open enrollment, meaning students must meet the general college admission requirements; no additional program-specific criteria apply. Students may begin the program in any academic term. Full-time and part-time study options are available.

Credits earned through early college or dual-enrollment programs may be applied toward degree requirements. Students who have completed coursework at other accredited institutions should submit official transcripts to the Admissions Office for evaluation of transfer credit.

Program Goals and Outcomes
Program Goals
Goals of the Accounting program include the following:

- Provide a Strong Foundation: Equip students with a comprehensive knowledge of accounting principles.
- Foster Inclusive Learning: Create a dynamic classroom environment enriched by diverse perspectives, experiences, and goals.
- Develop Critical Competencies: Strengthen skills in critical thinking, problem-solving, communication, and ethical decision-making.
- Provide Engaging Curriculum: Deliver rigorous, forward-focused coursework that incorporates current industry practices and emerging trends, guiding students to explore and identify areas of accounting that align with their interests.
- Promote Professional Growth: Encourage leadership, collaboration, and service through coursework and co-curricular opportunities.
- Support Academic and Career Pathways: Prepare students for immediate employment, career advancement, or transfer to four-year institutions.

Program Outcomes
Upon completion of the program, students will be able to:

- Prepare, analyze, and interpret financial statements in accordance with generally accepted accounting principles (GAAP).
- Complete tasks in intermediate and cost accounting, including budgeting, cost analysis, and managerial accounting for decision-making.
- Apply federal and state tax regulations to prepare accurate individual and business tax returns.
- Employ spreadsheets and professional computing tools to process transactions, analyze data, and generate reports.
- Use quantitative methods and statistical techniques to evaluate financial performance and support strategic decisions.
- Interpret business law principles and apply ethical standards to accounting practices and financial reporting.
- Produce clear, concise, and professional written and oral communications tailored to diverse business audiences.
- Apply foundational concepts in finance, management, and economics to support accounting decisions within organizational contexts.

- Identify accounting issues, analyze alternatives, and recommend solutions using sound judgment and professional standards.
- Plan for career advancement or transfer by identifying personal strengths and aligning them with industry opportunities.

Careers & Degree Pathways
Career Opportunities
Graduates are prepared for roles such as:

- Accounts Payable/Receivable Specialist
- Payroll Coordinator
- Bookkeeper
- Financial Analyst Assistant
- Banking and Finance Support

Transfer Pathways
Students can transfer into bachelor's programs such as:

- Accounting
- Finance
- Business Administration
- Economics
- Forensic Accounting
- Auditing and Assurance Services
- Taxation

NOTE
* See course descriptions for co/prerequisite course requirements.

** Total program credits are presented as a range and may vary based on transfer coursework and elective selection. Students who complete all courses at RVCC follow the higher credit total. See Graduation Requirements for more details.

	Total Credits	60-65

Course Sequencing

First Year: Fall Semester

Item #	Title	Credits
ACCT101R	Accounting I	3
CSCI104R	Professional Computing for Technology-Driven Careers	3
BUS101R	Introduction to Business	3
ENGL101R	College Composition	4
	Statistics I or Functions & Modeling I	4

First Year: Spring Semester

Item #	Title	Credits
ACCT102R	Accounting II	3
ACCT105R	Spreadsheets	3
ECON102R	Macroeconomics	3
	Science Elective	4
	English/Humanities/Fine Arts/ World Language/Science/ Mathematics or Social Science Elective	3-4

Second Year: Fall Semester

Item #	Title	Credits
ACCT203R	Accounting III	3
ACCT204R	Introduction to Finance	3
ACCT212R	Taxes	3
ENGL122R	Professional Writing & Communications	3
	Humanities/Fine Arts/World Language Elective	3

Second Year: Spring Semester

Item #	Title	Credits
BUS110R	Principles of Management	3
	Business Management/ Accounting Elective	3
ACCT215R	Cost Accounting	3
BUS240R	Business Law	3
	English/Humanities/Fine Arts/ World Language/Science/ Mathematics or Social Science Elective	3-4

Accounting Certificate

Degree Type
Certificate

Mission
The Accounting program at River Valley Community College prepares students to build a strong foundation in accounting principles and practices, preparing them for immediate employment, career advancement, or transfer to a four-year institution. Our mission is to empower students to achieve their career and academic goals through a curriculum that fosters technical proficiency, ethical decision-making, and lifelong learning.

Program Overview
Accounting is the language of business – and professionals who understand it are essential in every industry. The Accounting Certificate program provides a broad foundation in financial principles, spreadsheets,

and professional communication skills that employers value. This program is designed for individuals who want to strengthen their credentials, pivot into an accounting-related role, or complement another field of study with practical business knowledge. Graduates gain the skills to handle bookkeeping, assist with financial reporting, and support decision-making in a variety of industries including small businesses and non-profit organizations. Graduates can identify career pathways and educational opportunities for continued growth, including the Advanced Accounting Certificate, the Accounting Associate Degree, and the Business Management Associate Degree at RVCC.

Admission and Enrollment Information
This program is open enrollment, meaning students must meet the general college admission requirements; no additional program-specific criteria apply. Students may begin the program in any academic term. Full-time and part-time study options are available.

Credits earned through early college or dual-enrollment programs may be applied toward program requirements. Students who have completed coursework at other accredited institutions should submit official transcripts to the Admissions Office for evaluation of transfer credit.

Program Goals and Outcomes
Program Goals
The Accounting Certificate program is designed to:

- Provide a Foundation: Equip students with a broad knowledge of accounting principles.
- Foster Inclusive Learning: Create a dynamic classroom environment enriched by diverse perspectives, experiences, and goals.
- Develop Critical Competencies: Strengthen skills in critical thinking, problem-solving, communication, and ethical decision-making.
- Provide Engaging Curriculum: Deliver rigorous, forward-focused coursework that incorporates current industry practices and emerging trends, guiding students to explore and identify areas of accounting that align with their interests.
- Promote Professional Growth: Encourage leadership, collaboration, and service through coursework and co-curricular opportunities.
- Support Academic and Career Pathways: Prepare students for immediate employment, career advancement, or enrollment in the Accounting degree program.

Program Outcomes
Upon completion of the Advanced Accounting Certificate Program, students will be able to:

- Prepare, analyze, and interpret financial statements in accordance with generally accepted accounting principles (GAAP).
- Employ spreadsheets and professional computing tools to process transactions, analyze data, and generate reports.
- Produce clear, concise, and professional written and oral communications tailored to diverse business audiences.
- Identify career pathways and educational opportunities for continued growth, including the Advanced Accounting Certificate and the Accounting Associate Degree at RVCC.

Career Opportunities
Graduates are prepared for entry-level roles such as:

- Accounting Clerk or Assistant
- Bookkeeper
- Payroll Specialist
- Accounts Payable/Receivable Coordinator

NOTE
* See course descriptions for co/prerequisite course requirements.

	Total Credits	18

Course Sequencing

Fall Semester

Item #	Title	Credits
ACCT101R	Accounting I	3
CSCI104R	Professional Computing for Technology-Driven Careers	3
ENGL122R	Professional Writing & Communications	3

Spring Semester

Item #	Title	Credits
ACCT102R	Accounting II	3
ACCT105R	Spreadsheets	3
	Accounting Elective	3

Advanced Accounting Certificate

Degree Type
Certificate

Mission
The Accounting program at River Valley Community College prepares students to build a strong foundation in accounting principles and practices, preparing them for immediate employment, career advancement, or transfer to a four-year institution. Our mission is to empower students to achieve their career and academic

goals through a curriculum that fosters technical proficiency, ethical decision-making, and lifelong learning.

Program Overview
Accounting is a cornerstone of every successful organization. River Valley Community College's Advanced Accounting Certificate is designed for students who want to build strong technical skills and practical knowledge for careers in accounting and finance. This 10-course, 30-credit program focuses on core accounting principles, financial analysis, tax preparation, and essential business tools like spreadsheets and professional communication. It's ideal for those seeking entry-level positions, career advancement, or a pathway to RVCC's Associate Degree in Accounting. Accounting careers offer stability and clear advancement paths. With this certificate, you'll have the foundation to start strong and keep building.

Admission and Enrollment Information
This program is open enrollment, meaning students must meet the general college admission requirements; no additional program-specific criteria apply. Students may begin the program in any academic term. Full-time and part-time study options are available.

Credits earned through early college or dual-enrollment programs may be applied toward program requirements. Students who have completed coursework at other accredited institutions should submit official transcripts to the Admissions Office for evaluation of transfer credit.

Program Goals and Outcomes
Program Goals
The Advanced Accounting Certificate program is designed to:

- Provide a Strong Foundation: Equip students with a comprehensive knowledge of accounting principles.
- Foster Inclusive Learning: Create a dynamic classroom environment enriched by diverse perspectives, experiences, and goals.
- Develop Critical Competencies: Strengthen skills in critical thinking, problem-solving, communication, and ethical decision-making.
- Provide Engaging Curriculum: Deliver rigorous, forward-focused coursework that incorporates current industry practices and emerging trends, guiding students to explore and identify areas of accounting that align with their interests.
- Promote Professional Growth: Encourage leadership, collaboration, and service through coursework and co-curricular opportunities.
- Support Academic and Career Pathways: Prepare students for immediate employment, career advancement, or enrollment in the Accounting degree program.

Program Outcomes
Upon completion of the Advanced Accounting Certificate Program, students will be able to:

- Prepare, analyze, and interpret financial statements in accordance with generally accepted accounting principles (GAAP).
- Complete tasks in intermediate and cost accounting, including budgeting, cost analysis, and managerial accounting for decision-making.
- Apply federal and state tax regulations to prepare accurate individual and business tax returns.
- Employ spreadsheets and professional computing tools to process transactions, analyze data, and generate reports.
- Produce clear, concise, and professional written and oral communications tailored to diverse business audiences.
- Plan for career advancement or transfer by identifying personal strengths and aligning them with industry opportunities.

Career Opportunities
Graduates are prepared for entry-level roles such as:

- Payroll Assistant
- Bookkeeper
- Financial Analyst Assistant
- Banking and Finance Support

NOTE
* See course descriptions for co/prerequisite course requirements.

	Total Credits	30

Course Sequencing

First Year: Fall Semester

Item #	Title	Credits
ACCT101R	Accounting I	3
CSCI104R	Professional Computing for Technology-Driven Careers	3
ENGL122R	Professional Writing & Communications	3

First Year: Spring Semester

Item #	Title	Credits
ACCT102R	Accounting II	3
ACCT105R	Spreadsheets	3

Second Year: Fall Semester

Item #	Title	Credits
ACCT212R	Taxes	3
ACCT203R	Accounting III	3
ACCT204R	Introduction to Finance	3

Second Year: Spring Semester

Item #	Title	Credits
ACCT215R	Cost Accounting	3
	Accounting Elective	3

Advanced Machine Tool Technology

Advanced Machine Tool Technology

Degree Type
Certificate

(Minimum enrollment of 8 for program to run)

The Advanced Machine Tool Technology Certificate is designed to offer students comprehensive technical training that provides an in-depth knowledge and understanding of the machine tool trade. This innovative, state of the art course of study leverages community resources in an effort to build and sustain a well-trained/well-educated workforce that will meet the machine tool industry needs of today and in the future. The certificate is offered through our Office of Workforce Development to local business employers on a contract basis. For further information about the Advanced Machine Tool Technology program, contact the Office of Workforce Development at (603) 542-7744 x5347 or dosborn@ccsnh.edu.

	Total Credits	24

Course Sequencing

Item #	Title	Credits
MTTN101R	CNC I - G&M Code Programming	3
MTTN102R	Blueprint Reading with GD&T	3
MTTN104R	Machine Tool Math	3
MTTN105R	Introduction to Inspection	3
MTTN106R	Machining Processes I	4
MTTN201R	CNC II – CNC Operation, CAM	4
MTTN204R	Machining Processes II	4

Business

Business Management

Degree Type
Associate of Science

Mission
The Business Management program at River Valley Community College prepares students to thrive in diverse business environments by developing essential knowledge, practical skills, and professional confidence. Our mission is to empower students to achieve their career and academic goals through a curriculum that fosters adaptability, leadership, and lifelong learning.

Program Overview
River Valley Community College offers a Business Management program designed to prepare graduates for success in a wide range of professional settings. This program provides a versatile degree applicable across industries, including finance, marketing, human resources, and entrepreneurship. Students develop critical thinking, problem-solving, and communication skills – competencies essential for leadership and adaptability in today's evolving workplace.

Graduates of the Business Management program gain more than a degree – they leave with a versatile skill set and practical experience that prepare them for success in today's dynamic economy. This program provides a strong academic foundation combined with real-world applications, equipping students for immediate employment, career advancement, or transfer to a four-year institution. Career opportunities span customer service, retail management, banking, sales, and small business operations, while fostering the adaptability and leadership needed for long-term growth. Whether entering the workforce or pursuing further education, graduates are positioned to thrive in any industry.

Admission and Enrollment Information
This program is open enrollment, meaning students must meet the general college admission requirements; no additional program-specific criteria apply. Students may begin the program in any academic term. Full-time and part-time study options are available.

Credits earned through early college or dual-enrollment programs may be applied toward degree requirements. Students who have completed coursework at other accredited institutions should submit official transcripts to the Admissions Office for evaluation of transfer credit.

Program Goals and Outcomes
Program Goals
Goals of the Business Management program include the following:

- Provide a Versatile Foundation: Equip students with a broad understanding of business principles applicable across industries.

- Foster Inclusive Learning: Create a dynamic classroom environment enriched by diverse perspectives, experiences, and goals.
- Develop Critical Competencies: Strengthen skills in critical thinking, problem-solving, communication, and ethical decision-making.
- Provide Engaging Curriculum: Deliver rigorous, forward-focused coursework that incorporates current industry practices and emerging trends, guiding students to explore and identify areas of business that align with their interests.
- Promote Professional Growth: Encourage leadership, collaboration, and service through coursework and co-curricular opportunities.
- Support Academic and Career Pathways: Prepare students for immediate employment, career advancement, or transfer to four-year institutions.

Program Outcomes
Upon completion of the program, students will be able to:

- Demonstrate understanding of core business principles, including accounting, finance, management, and economics, to support organizational decision-making.
- Prepare, interpret, and analyze financial statements and accounting data to evaluate organizational performance and inform strategic planning.
- Employ spreadsheets and professional computing tools to manage data, perform analysis, and support operational efficiency.
- Produce clear, concise, and professional written and oral communications tailored to diverse business audiences.
- Use statistical methods and quantitative reasoning to analyze business problems and support evidence-based decisions.
- Apply ethical principles and social responsibility frameworks to organizational practices.
- Analyze organizational structures, leadership styles, and behavioral dynamics to improve team performance and organizational effectiveness.
- Assess complex business scenarios, identify problems, and propose practical solutions using interdisciplinary approaches.
- Plan for career advancement or transfer by identifying personal strengths and aligning them with industry opportunities.

Careers & Degree Pathways
Career Opportunities
Graduates are prepared for roles such as:

- Customer service associate or manager
- Retail sales
- Store manager
- Administrative assistant
- Relationship banker
- Sales consultant
- Sales support specialist
- Small business operations

Transfer Pathways
Students can transfer into bachelor's programs such as:

- Business Administration
- Finance
- Marketing
- Human Resource Management
- Entrepreneurship
- Supply Chain Management
- Organizational Leadership
- Healthcare Management

NOTE
* See course descriptions for co/prerequisite course requirements.

** Total program credits are presented as a range and may vary based on transfer coursework. Students who complete all courses at RVCC follow the higher credit total. See Graduation Requirements for more details.

	Total Credits	60-63

Course Sequencing

First Year: Fall Semester

Item #	Title	Credits
ACCT101R	Accounting I	3
CSCI104R	Professional Computing for Technology-Driven Careers	3
BUS101R	Introduction to Business	3
ENGL101R	College Composition	4
ENGL122R	Professional Writing & Communications	3

First Year: Spring Semester

Item #	Title	Credits
ACCT102R	Accounting II	3
ACCT105R	Spreadsheets	3
BUS110R	Principles of Management	3
	Accounting Elective	3
	Business Elective	3

Second Year: Fall Semester

Item #	Title	Credits
ACCT204R	Introduction to Finance	3
BUS216R	Organizational Behavior	3
	Accounting/Business Elective	3
	Humanities/Fine Arts/World Language Elective	3
	Statistics I or Functions & Modeling I	4

Second Year: Spring Semester

Item #	Title	Credits
BUS240R	Business Law	3
BUS242R	Ethics and Social Responsibility in Business	3
	Science Elective	4
	Social Science Elective	3
ECON102R	Macroeconomics	3

Business Management Certificate

Degree Type
Certificate

Mission
The Business Management program at River Valley Community College prepares students to thrive in diverse business environments by developing essential knowledge, practical skills, and professional confidence. Our mission is to empower students to achieve their career and academic goals through a curriculum that fosters adaptability, leadership, and lifelong learning.

Program Overview
River Valley Community College offers a Business Management Certificate designed for students seeking a fast, focused credential that builds essential business skills. This 24-credit, eight-course program provides a strong foundation in core areas such as management, business law, accounting, and professional computing – skills that employers value across industries. The certificate is ideal for career changers, professionals looking to advance, or students planning to continue toward an associate or bachelor's degree. All courses apply directly to RVCC's Business Management degree, creating a clear pathway for further education. Graduates leave with practical knowledge and confidence to succeed in entry-level roles or to pursue additional academic opportunities. More than a short-term credential, this program is your first step toward long-term success in business.

Admission and Enrollment Information
This program is open enrollment, meaning students must meet the general college admission requirements; no additional program-specific criteria apply. Students may begin the program in any academic term. Full-time and part-time study options are available.

Credits earned through early college or dual-enrollment programs may be applied toward program requirements. Students who have completed coursework at other accredited institutions should submit official transcripts to the Admissions Office for evaluation of transfer credit.

Program Goals and Outcomes
Program Goals
Goals of the Business Management program include the following:

- Provide a Versatile Foundation: Equip students with a broad understanding of business principles applicable across industries.
- Foster Inclusive Learning: Create a dynamic classroom environment enriched by diverse perspectives, experiences, and goals.
- Develop Critical Competencies: Strengthen skills in critical thinking, problem-solving, communication, and ethical decision-making.
- Provide Engaging Curriculum: Deliver rigorous, forward-focused coursework that incorporates current industry practices and emerging trends, guiding students to explore and identify areas of business that align with their interests.
- Promote Professional Growth: Encourage leadership, collaboration, and service through coursework and co-curricular opportunities.
- Support Academic and Career Pathways: Prepare students for immediate employment, career advancement, or transfer to four-year institutions.

Program Outcomes
Upon completion of the certificate, students will be able to:

- Demonstrate understanding of core business principles, including accounting, management, and business law, to support organizational decision-making.
- Prepare, interpret, and analyze financial statements and accounting data to evaluate organizational performance and inform strategic planning.
- Employ professional computing tools to manage data and support operational efficiency.
- Communicate effectively in workplace settings.
- Use knowledge gained from elective courses to deepen understanding in areas such as ethics, social responsibility, organizational behavior, finance, and related business disciplines.

- Plan for career advancement or further study by identifying personal strengths and aligning them with industry opportunities.

Career Opportunities
Graduates are prepared for entry-level roles such as:

- Administrative assistant
- Customer service representative
- Retail sales associate
- Office support specialist
- Bookkeeping assistant
- Small business operations

NOTE

* See course descriptions for co/prerequisite course requirements.

	Total Credits	24

Course Sequencing

First Year: Fall Semester

Item #	Title	Credits
CSCI104R	Professional Computing for Technology-Driven Careers	3
BUS101R	Introduction to Business	3

First Year: Spring Semester

Item #	Title	Credits
BUS240R	Business Law	3
	Accounting/Business Elective	3

Second Year: Fall Semester

Item #	Title	Credits
ACCT101R	Accounting I	3
	Accounting/Business Elective	3

Second Year: Spring Semester

Item #	Title	Credits
ACCT102R	Accounting II	3
BUS110R	Principles of Management	3

Computer Technology

Cybersecurity

Degree Type
Associate of Science

The Cybersecurity Associate of Science degree prepares students to protect organizations against evolving digital threats through a comprehensive study of cybersecurity principles, technologies, and practices. Reflecting the rapidly changing cybersecurity landscape, the program has evolved from its original healthcare-specific focus to provide a balanced, industry-wide approach that prepares graduates to secure information systems across a variety of sectors, including healthcare, business, government, education, finance, and critical infrastructure.

The curriculum integrates technical coursework with general education to develop both the practical and professional competencies expected of today's cybersecurity workforce. Students gain hands-on experience securing networks and operating systems, investigating cyber incidents, analyzing vulnerabilities, and implementing defensive strategies while developing critical thinking, communication, and analytical skills.

Graduates are prepared for entry-level positions such as cybersecurity analyst, information security specialist, security operations center (SOC) analyst, and IT security specialist. The program also provides a strong academic foundation for students intending to transfer to bachelor's degree programs in Cybersecurity, Information Technology, Computer Science, Digital Forensics, and related disciplines.

Recognizing the changing nature of cyber threats, the updated curriculum includes coursework in Security and AI Concepts, examining both the opportunities and risks associated with artificial intelligence in cybersecurity environments, and Ethical Hacking, which introduces penetration testing methodologies and adversarial thinking used to identify and mitigate vulnerabilities before they can be exploited.

Coursework supports preparation for industry-recognized certifications such as CompTIA A+, CompTIA Security+, CompTIA Network+, Cisco Certified Network Associate (CCNA), and other credentials that enhance career readiness and professional advancement.

Applicants must meet the College's general admission requirements. Students attending part-time may require more than two years to complete the program.

Students must earn a grade of "C" or higher in all required CSCI and CYBS courses to progress within the program and graduate.

Students who are unable to pass a criminal background check may encounter limitations in obtaining or maintaining employment in the information technology field and should consider alternative educational pathways.

Program Mission

To develop and train cybersecurity professionals who can protect organizational systems, networks, data, and

emerging technologies through ethical practice, technical expertise, and lifelong learning in an evolving digital landscape.

Program / Student Outcomes

Graduates of the Cybersecurity degree program will be able to:

- Apply foundational cybersecurity concepts and frameworks to protect information systems and organizational assets.
- Identify, assess, and mitigate cybersecurity risks using industry-standard security controls and best practices.
- Configure, monitor, and secure networks, operating systems, and endpoint devices within enterprise environments.
- Analyze security events and incidents to support detection, response, investigation, and recovery efforts.
- Conduct vulnerability assessments and apply ethical hacking methodologies to identify weaknesses and recommend remediation strategies.
- Evaluate the impact of emerging technologies, including artificial intelligence, and implement strategies to address the security challenges and opportunities they present.
- Administer and support Windows and Linux operating systems commonly found in cybersecurity environments.
- Apply principles of digital forensics to preserve, examine, and interpret evidence related to cyber incidents.
- Communicate technical information effectively to both technical and non-technical audiences through written, verbal, and collaborative methods.
- Demonstrate ethical reasoning, professionalism, and legal awareness in the practice of cybersecurity.
- Integrate technical knowledge and practical experience through capstone or experiential learning opportunities that prepare them for employment, professional certification, and continued academic study.
- Evaluate career pathways and educational opportunities that support advancement into specialized cybersecurity roles and bachelor's degree programs.

NOTE

* Many courses have co/prerequisites. See course descriptions for requirements.

** Total program credits are presented as a range and may vary based on transfer coursework and elective selection. Students who complete all courses at RVCC follow the higher credit total. See Graduation Requirements for more details.

	Total Credits	61-66

Course Sequencing

First Year: Fall Semester

Item #	Title	Credits
CSCI101R	Principles of IT I	3
CSCI110R	Introduction to Networks	3
CYBS101R	Principles of Information Assurance	3
	Social Science Elective	3
MATH110R	Functions & Modeling I	4

First Year: Spring Semester

Item #	Title	Credits
CSCI102R	Principles of IT II	3
CYBS120R	Network Security	3
CYBS130R	Enterprise Security Management	3
CYBS140R	Secure Electronic Commerce	3
ENGL101R	College Composition	4

Second Year: Fall Semester

Item #	Title	Credits
CSCI203R	Introduction to Linux	3
CYBS150R	Security & AI Concepts	3
CYBS250R	Digital Forensics	3
MATH106R	Statistics I: An Introduction to Statistical Reasoning	4
	English/Humanities/Fine Arts/ World Language/Science/ Mathematics or Social Science Elective	3-4

Second Year: Spring Semester

Item #	Title	Credits
CSCI175R	Introduction to C++	4
CYBS270R	Ethical Hacking	3
CSCI296R	Technology Capstone	3
	Science Elective	4
	Humanities/Fine Arts/World Language Elective	3

Information Technology & Network Administration

Degree Type
Associate of Science

The Information Technology and Network Administration Associate of Science degree prepares

students for careers supporting, securing, and administering today's interconnected technology environments. Combining technical coursework with general education, the program provides a comprehensive foundation in networking, systems administration, virtualization, security, and emerging technologies. Developing communication, analytical, and problem-solving skills valued by employers and four-year institutions.

Graduates are prepared to enter the workforce in roles such as network support specialist, help desk technician, systems administrator, network administrator, infrastructure technician, and IT support professional. The curriculum provides a solid foundation for students intending to transfer to bachelor's degree programs in Computer Science, Information Technology, Applied Computer Science, and related disciplines. Students planning to transfer are encouraged to select higher-level mathematics coursework whenever appropriate.

Students gain hands-on experience configuring and troubleshooting network infrastructure, administering Windows and Linux systems, implementing virtualization technologies, and applying security best practices to protect organizational assets. The program also introduces students to current industry standards and practices that support preparation for certifications such as Cisco Certified Network Associate (CCNA), CompTIA A+, CompTIA Network+, CompTIA Security+, and Microsoft credentials.

Applicants must meet the College's general admission requirements. Students attending part-time may require more than two years to complete the program.

Students must earn a grade of "C" or higher in all required CSCI and CYBS courses to progress within the program and graduate.

Students who are unable to pass a criminal background check may encounter limitations in obtaining or maintaining employment in the information technology field and should consider alternative educational pathways.

Program Mission

To develop and train information technology and networking professionals who can design, administer, secure, and support technology systems that enable organizations to operate effectively in a rapidly evolving digital environment.

Program / Student Outcomes

Graduates of the Information Technology and Network Administration degree program will be able to:

- Apply foundational principles of information technology, networking, and systems administration to support organizational technology needs.
- Install, configure, troubleshoot, and maintain wired and wireless network infrastructures using industry-standard tools and practices.
- Administer and support Microsoft Windows Server and Linux operating systems within enterprise environments.
- Implement security best practices to identify, mitigate, and respond to risks affecting information systems and network resources.
- Deploy and manage virtualization, storage, and emerging technologies commonly used in modern IT environments.
- Analyze technical problems, evaluate solutions, and apply critical thinking skills to resolve real-world technology challenges.
- Communicate technical concepts effectively through written, verbal, and interpersonal interactions with diverse audiences.
- Apply programming, database, and analytical skills to support operational and business objectives.
- Demonstrate professionalism, ethical decision-making, and collaboration in technology settings.
- Integrate knowledge and practical experience through capstone or experiential learning opportunities that prepare them for successful transition into the workforce or continued academic study.

NOTE
* See course descriptions for co/prerequisite course requirements.

** Total program credits are presented as a range and may vary based on transfer coursework. Students who complete all courses at RVCC follow the higher credit total. See Graduation Requirements for more details.

	Total Credits	61-66

Course Sequencing

First Year: Fall Semester

Item #	Title	Credits
CSCI101R	Principles of IT I	3
CSCI110R	Introduction to Networks	3
	Social Science Elective	3
MATH110R	Functions & Modeling I	4
ENGL101R	College Composition	4

First Year: Spring Semester

Item #	Title	Credits
CSCI102R	Principles of IT II	3
CSCI106R	Communication Infrastructure	3
CSCI121R	Switching & Routing and Wireless Essentials	3
MATH120R	Functions & Modeling II	4
	Humanities/Fine Arts/World Language Elective	3

Second Year: Fall Semester

Item #	Title	Credits
CSCI203R	Introduction to Linux	3
CSCI204R	Administering Windows Servers	3
CSCI236R	Enterprise Networking and Security and Automation	3
MATH106R	Statistics I: An Introduction to Statistical Reasoning	4
	Science Elective	4

Second Year: Spring Semester

Item #	Title	Credits
CSCI175R	Introduction to C++	4
CSCI220R	Storage and Virtualization	3
CYBS120R	Network Security	3
	Computer Technology Elective	3
CSCI296R	Technology Capstone	3

Cybersecurity Certificate

Degree Type
Certificate

The Cybersecurity Certificate provides focused, hands-on preparation for individuals seeking to enter the cybersecurity field, advance within their current roles, or develop specialized security skills in a rapidly growing industry. The curriculum reflects today's cybersecurity landscape by moving beyond a narrow industry focus to provide a broad foundation applicable across business, healthcare, education, and other sectors that depend on secure information systems.

Students develop practical skills in network defense, enterprise security, digital forensics, and cybersecurity operations while learning to identify vulnerabilities and protect organizational resources from evolving threats. The program emphasizes both technical proficiency and professional responsibility, preparing graduates to contribute effectively to cybersecurity teams in a variety of environments.

The certificate serves as a stackable credential that transitions seamlessly into the Cybersecurity Associate of Science degree. Students who choose to continue their education may apply certificate coursework toward the associate degree, creating an efficient pathway to expanded career opportunities, additional certification preparation, and transfer options.

Coursework supports preparation for industry-recognized certifications such as CompTIA Security+, CompTIA Network+, and related credentials that validate cybersecurity knowledge and enhance employability.

Students must earn a grade of "C" or higher in all required CYBS and CSCI courses to progress within the program and graduate.

Program Mission

To develop and train cybersecurity professionals who can help organizations identify, prevent, and respond to cyber threats while adapting to emerging technologies and evolving security challenges.

Program / Student Outcomes

Graduates of the Cybersecurity Certificate program will be able to:

- Explain fundamental cybersecurity principles and the role of security professionals in protecting organizational assets.
- Identify common threats, vulnerabilities, and attack methods affecting modern information systems.
- Apply security controls and defensive practices to support the confidentiality, integrity, and availability of information.
- Analyze basic security incidents and contribute to response and recovery activities;
- Demonstrate foundational knowledge of enterprise security, digital forensics, and network protection.
- Evaluate the impact of emerging technologies, including artificial intelligence, on cybersecurity practices and threat environments.
- Communicate effectively and professionally within technical teams and organizational settings.
- Demonstrate ethical conduct and an understanding of legal considerations relevant to cybersecurity practice.
- Apply certificate coursework toward continued study in the Cybersecurity Associate of Science program and future professional certification goals.

NOTE

* Most courses have co/prerequisites. See course descriptions for requirements.

Total Credits	18

Course Sequencing

Fall Semester

Item #	Title	Credits
CSCI101R	Principles of IT I	3
CSCI110R	Introduction to Networks	3
CYBS250R	Digital Forensics	3

Spring Semester

Item #	Title	Credits
CYBS120R	Network Security	3
CYBS130R	Enterprise Security Management	3
CYBS140R	Secure Electronic Commerce	3

Information Technology & Network Administration Certificate

Degree Type
Certificate

The Information Technology and Network Administration Certificate provide students with focused, firsthand training in networking, operating systems, and technical support. Designed for individuals seeking rapid entry into the technology workforce, career advancement, or upskilling opportunities, the certificate develops practical skills that can be applied immediately in a variety of IT settings.

Students learn to install, configure, support, and troubleshoot computer systems and network infrastructures while gaining experience with Windows Server, Linux, network operations, and foundational cybersecurity concepts. Graduates may pursue entry-level positions such as help desk technician, technical support specialist, computer service technician, network support technician, or customer support representative.

The certificate curriculum also serves as a stackable credential that seamlessly transitions into the Information Technology and Network Administration Associate of Science degree. Students who choose to continue their education can apply certificate coursework toward the associate degree, allowing them to build upon their skills and advance toward additional career opportunities and transfer pathways.

Coursework supports preparation for industry-recognized certifications, including CompTIA A+, CompTIA Network+, and related credentials that validate technical knowledge and enhance employability.

Students must earn a grade of "C" or higher in all required CSCI and CYBS technology courses to progress within the program and graduate.

Program Mission

To prepare students with the knowledge and skills needed to support, manage, and secure modern networks while providing a pathway to technology careers, industry certification opportunities, and professional advancement.

Program / Student Outcomes

Graduates of the Information Technology and Network Administration certificate program will be able to:

- Demonstrate foundational knowledge of information technology systems, networking concepts, operating systems, and server technologies.
- Install, configure, administer, and troubleshoot computer hardware, operating systems, and network devices using industry-standard tools and practices.
- Configure and support networking technologies including switching, routing, wireless systems, and network services.
- Apply foundational cybersecurity principles and security best practices to support secure and reliable technology environments.
- Analyze and resolve hardware, software, system, and connectivity issues using structured troubleshooting methods.
- Demonstrate professional communication, customer service, critical thinking, and technical problem-solving skills appropriate for information technology environments.
- Apply acquired knowledge toward industry certifications and continued academic progression into the Information Technology and Network Administration Associate of Science degree program.

NOTE
* See course descriptions for co/prerequisite course requirements.

	Total Credits	18

Course Sequencing

Fall Semester

Item #	Title	Credits
CSCI101R	Principles of IT I	3
CSCI110R	Introduction to Networks	3
CSCI204R	Administering Windows Servers	3

Spring Semester

Item #	Title	Credits
CSCI102R	Principles of IT II	3
CSCI121R	Switching & Routing and Wireless Essentials	3
CYBS120R	Network Security	3

Early Childhood Education

Early Childhood Education

Degree Type
Associate of Science

A career working with young children offers the opportunity to influence young lives as they grow and develop. Students are prepared to be competent early childhood professionals who can provide a nurturing environment with a strong understanding of the ways in which young children grow and learn. Students learn to provide care and education that is developmentally appropriate. The Early Childhood Education Program focuses on young children, birth through age 8 years, and their families.

The Early Childhood Education Program combines theory and practical experience. The curriculum uses standards for professional preparation as outlined by the National Association for the Education of Young Children (NAEYC). (Additional information about these standards is available at www.naeyc.org, NAEYC's web site. Programmatic learning objectives are available on the Early Childhood Education program pages on the College's web site and in the program's student handbook.) Graduates are prepared for immediate entry into the field. Alumni of the program are employed in a variety of settings, including, but not limited to, the following: child care centers, Head Start programs, laboratory schools, parent cooperatives, and after-school programs.

In addition, graduates of the program are prepared for continued study beyond the associate degree. More information on transfer options and articulation agreements is available through the Program Director.

The applicant for the Early Childhood Education Program should meet the general requirements for admission to the College. In addition, the applicant should possess strong interpersonal communication skills.

The Early Childhood Education Level I and Level II Certificates may be combined with other programs at the College for a dual degree option.

Practicum I and Practicum II placements are arranged by the Program Director. Students are required to have professional liability insurance during these placements. In addition, most practicum sites will require a state registry and criminal records check and written records of physical examination. Students are responsible for providing the practicum site with appropriate documentation and for all associated fees. Students are also responsible for completing any required orientation meetings and activities prior to the beginning of their practicum hours. Students must provide their own transportation to and from the practicum site.

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Applicants seeking admission to the Early Childhood Education Program who believe they may have difficulty with a state registry and criminal records check are advised to contact the New Hampshire Bureau of Child Care Licensing (1-800-852-3345) prior to matriculation.

The Early Childhood Education Program Technical Standards are located on the College's website and in the program's handbook.

NOTE

* Several courses have co/prerequisites. See course descriptions for requirements.

** Total program credits are presented as a range and may vary based on transfer coursework and elective selection. Students who complete all courses at RVCC follow the higher credit total. See Graduation Requirements for more details.

	Total Credits	62-66

Course Sequencing

First Year: Fall Semester

Item #	Title	Credits
ECE101R	Foundations of Early Childhood Education	3
ECE102R	Child Growth and Development	3
HSV123R	Supportive Communication Skills	3
ENGL101R	College Composition	4
	Mathematics Elective	4

First Year: Spring Semester

Item #	Title	Credits
ECE103R	Health, Safety, and Nutrition for the Young Child	3
ECE104R	Curriculum for Early Childhood Care and Education	3
ECE105R	Children with Special Needs and Their Families	3
PSYC101R	Introduction to Psychology	3
	Science Elective	4

Second Year: Fall Semester

Item #	Title	Credits
ECE120R	Learning, Behavior & Positive Guidance	3
ECE203R	Early Language & Literacy Development	3
ECE190R	Early Childhood Practicum I	3
	Early Childhood Education 200-level Elective	3
	Humanities/Fine Arts/World Language Elective	3

Second Year: Spring Semester

Item #	Title	Credits
ECE290R	Early Childhood Practicum II	3
ECE220R	Early Childhood Practicum Seminar	2
	Early Childhood Education 200-level Elective	3
ENGL286R	Children's Literature	3
PSYC114R	Human Development	3
	English/Humanities/Fine Arts/ World Language/Science/ Mathematics or Social Science Elective	3-4

Early Childhood Education Infant and Toddler Certificate

Degree Type
Certificate

A career working with young children offers the opportunity to influence young lives as they grow and develop. Students are prepared to be competent early childhood professionals who can provide a nurturing environment with a strong understanding of the ways in which young children grow and learn. Students learn to provide care and education that is developmentally appropriate. The Early Childhood Education Program focuses on young children, birth through age 8 years, and their families.

The Early Childhood Education Program combines theory and practical experience. The curriculum uses standards for professional preparation as outlined by the National Association for the Education of Young Children (NAEYC). (Additional information about these standards is available at www.naeyc.org, NAEYC's web site. Programmatic learning objectives are available on the Early Childhood Education program pages on the College's web site and in the program's student handbook.) Graduates are prepared for immediate entry into the field. Alumni of the program are employed in a variety of settings, including, but not limited to, the following: child care centers, Head Start programs, laboratory schools, parent cooperatives, and after-school programs.

In addition, graduates of the program are prepared for continued study beyond the associate degree. More information on transfer options and articulation agreements is available through the Program Director.

The applicant for the Early Childhood Education Program should meet the general requirements for admission to the College. In addition, the applicant should possess strong interpersonal communication skills.

The Early Childhood Education Level I and Level II Certificates may be combined with other programs at the College for a dual degree option.

Practicum I and Practicum II placements are arranged by the Program Director. Students are required to have professional liability insurance during these placements. In addition, most practicum sites will require a state registry and criminal records check and written records of physical examination. Students are responsible for providing the practicum site with appropriate documentation and for all associated fees. Students are also responsible for completing any required orientation meetings and activities prior to the beginning of their practicum hours. Students must provide their own transportation to and from the practicum site.

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NOTE

* ECE 208R, 105R and 200R have co/prerequisites. See course descriptions for requirements.

	Total Credits	18

Course Sequencing

Fall Semester

Item #	Title	Credits
ECE101R	Foundations of Early Childhood Education	3
ECE102R	Child Growth and Development	3
ECE208R	Introduction to Infant Mental Health	3

Spring Semester

Item #	Title	Credits
ECE103R	Health, Safety, and Nutrition for the Young Child	3
ECE105R	Children with Special Needs and Their Families	3
ECE200R	Developmentally Appropriate Programs for Infants and Toddlers	3

Early Childhood Education Level I Certificate

Degree Type
Certificate

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The Early Childhood Education Program combines theory and practical experience. The curriculum uses standards for professional preparation as outlined by the National Association for the Education of Young Children (NAEYC). (Additional information about these standards is available at www.naeyc.org, NAEYC's web site. Programmatic learning objectives are available on the Early Childhood Education program pages on the College's web site and in the program's student handbook.) Graduates are prepared for immediate entry into the field. Alumni of the program are employed in a variety of settings, including, but not limited to, the following: child care centers, Head Start programs, laboratory schools, parent cooperatives, and after-school programs.

In addition, graduates of the program are prepared for continued study beyond the associate degree. More information on transfer options and articulation agreements is available through the Program Director.

The applicant for the Early Childhood Education Program should meet the general requirements for admission to the College. In addition, the applicant should possess strong interpersonal communication skills.

The Early Childhood Education Level I and Level II Certificates may be combined with other programs at the College for a dual degree option.

Practicum I and Practicum II placements are arranged by the Program Director. Students are required to have professional liability insurance during these placements. In addition, most practicum sites will require a state registry and criminal records check and written records of physical examination. Students are responsible for providing the practicum site with appropriate documentation and for all associated fees. Students are also responsible for completing any required orientation meetings and activities prior to the beginning of their practicum hours. Students must provide their own transportation to and from the practicum site.

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	Total Credits	12

Course Sequencing

Fall Semester

Item #	Title	Credits
ECE101R	Foundations of Early Childhood Education	3
ECE102R	Child Growth and Development	3

Spring Semester

* ECE 104R has a co/prerequisite. See course description for requirements.

Item #	Title	Credits
ECE103R	Health, Safety, and Nutrition for the Young Child	3
ECE104R	Curriculum for Early Childhood Care and Education	3

Early Childhood Education Level II Certificate

Degree Type
Certificate

A career working with young children offers the opportunity to influence young lives as they grow and develop. Students are prepared to be competent early childhood professionals who can provide a nurturing environment with a strong understanding of the ways in which young children grow and learn. Students learn to provide care and education that is developmentally appropriate. The Early Childhood Education Program focuses on young children, birth through age 8 years, and their families.

The Early Childhood Education Program combines theory and practical experience. The curriculum uses standards for professional preparation as outlined by the National Association for the Education of Young Children (NAEYC). (Additional information about these standards is available at www.naeyc.org, NAEYC's web site. Programmatic learning objectives are available on the Early Childhood Education program pages on the College's web site and in the program's student handbook.) Graduates are prepared for immediate entry into the field. Alumni of the program are employed in a variety of settings, including, but not limited to, the following: child care centers, Head Start programs, laboratory schools, parent cooperatives, and after-school programs.

In addition, graduates of the program are prepared for continued study beyond the associate degree. More information on transfer options and articulation agreements is available through the Program Director.

The applicant for the Early Childhood Education Program should meet the general requirements for admission to the College. In addition, the applicant should possess strong interpersonal communication skills.

The Early Childhood Education Level I and Level II Certificates may be combined with other programs at the College for a dual degree option.

Practicum I and Practicum II placements are arranged by the Program Director. Students are required to have professional liability insurance during these placements. In addition, most practicum sites will require a state registry and criminal records check and written records of physical examination. Students are responsible for providing the practicum site with appropriate documentation and for all associated fees. Students are also responsible for completing any required orientation meetings and activities prior to the beginning of their practicum hours. Students must provide their own transportation to and from the practicum site.

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Applicants seeking admission to the Early Childhood Education Program who believe they may have difficulty with a state registry and criminal records check are advised to contact the New Hampshire Bureau of Child Care Licensing (1-800-852-3345) prior to matriculation.

	Total Credits	24

Course Sequencing

Fall Semester

Item #	Title	Credits
ECE101R	Foundations of Early Childhood Education	3
ECE102R	Child Growth and Development	3
ECE120R	Learning, Behavior & Positive Guidance	3
PSYC101R	Introduction to Psychology	3

Spring Semester

* ECE 104R, 1054R and 190R have co/prerequisites. See course descriptions for requirements.

Item #	Title	Credits
ECE103R	Health, Safety, and Nutrition for the Young Child	3
ECE104R	Curriculum for Early Childhood Care and Education	3
ECE105R	Children with Special Needs and Their Families	3
ECE190R	Early Childhood Practicum I	3

General Studies

General Studies

Degree Type
Associate of Science

The Associates in Science Degree in General Studies provides a flexible option to meet the needs of the student. The General Studies program allows students to:

- Combine a certificate with additional coursework to obtain an Associate's degree when one is not available
- Complete an Associate's degree to transfer to programs not aligned with other degrees at RVCC
- Build a program that is not available at RVCC with existing courses

The General Studies program requires 60 credits: 30 credits in Degree Major courses, 10 credits in Open Electives and an additional 20 credits in Liberal Arts coursework.

NOTE

* GSTC 102R (Program Design Portfolio) may be required for students who complete the General Studies Associates Degree and must be taken within the first academic year.

** Total program credits are presented as a range and may vary based on transfer coursework and elective selection. Students who complete all courses at RVCC follow the higher credit total. See Graduation Requirements for more details.

	Total Credits	60-78

Course Sequencing

First Year: Fall Semester

Item #	Title	Credits
ENGL101R	College Composition	4
	Degree Major Course	3-4
	Degree Major Course	3-4
	English/Humanities/Fine Arts/ World Language/Science/ Mathematics or Social Science Elective	3-4
	Mathematics Elective	4

First Year: Spring Semester

Item #	Title	Credits
	Humanities/Fine Arts/World Language Elective	3
	Social Science Elective	3
	Degree Major Course	3-4
	Degree Major Course	3-4
	Open Elective	3-4

Second Year: Fall Semester

Item #	Title	Credits
	English/Humanities/Fine Arts/ World Language/Science/ Mathematics or Social Science Elective	3-4
	Science Elective	4
	Open Elective	3-4
	Degree Major Course	3-4
	Degree Major Course	3-4

Second Year: Spring Semester

Item #	Title	Credits
	Open Elective	3-4
	Degree Major Course	3-4
	Degree Major Course	3-4
	Degree Major Course	3-4
	Degree Major Course	3-4

Healthcare

Healthcare Applications Certificate

Degree Type
Certificate

This certificate is designed to train students for entry level jobs in the healthcare field including home health aid, community health worker/wellness coach, rehabilitation aid, clinical secretary and dietetic aid. This is a stackable certificate which leads into other competitive programs. Students in this program must achieve a "C" or higher in all courses to graduate.

** Total program credits are presented as a range and may vary based on transfer coursework and elective selection. Students who complete all courses at RVCC follow the higher credit total. See Graduation Requirements for more details.

	Total Credits	32-36

Course Sequencing

First Year: Fall Semester

For the open elective courses, students should work with their advisor to choose one of the following: Healthcare Applications Open Elective Options

Item #	Title	Credits
ENGL101R	College Composition	4
	Mathematics Elective	4
BIOL201R	Anatomy and Physiology I	4
HLTH101R	Medical Terminology	3
	Open Elective	3-4

First Year: Spring Semester

Item #	Title	Credits
BIOL202R	Anatomy and Physiology II	4
	Humanities/Fine Arts/World Language Elective	3
HLTH166R	Legal and Ethical Issues in Health Care	3
	Open Elective	3-4
	Social Science Elective	3

Healthcare Applications Certificate: Pre-Dental Hygiene

Degree Type
Certificate

This certificate is designed to prepare students to apply to the Dental Hygiene Program at NHTI.

Students in this program must achieve a "C" or higher in all courses to graduate.

** Total program credits are presented as a range and may vary based on transfer coursework and elective selection. Students who complete all courses at RVCC follow the higher credit total. See Graduation Requirements for more details.

	Total Credits	32-36

Course Sequencing

First Year: Fall Semester

For the open elective courses, students should work with their advisor to choose one of the following: Healthcare Applications Open Elective Options

Notes: The AS in Dental Hygiene at NHTI does not require College Comp or Med Term to satisfy degree requirements for graduation; however, those courses are required to complete the healthcare applications certificate. For the Mathematics Elective, MATH 120C (Quantitative Reasoning) or higher is required; student will need to check with NHTI Admissions to determine which RVCC math course to take.

Item #	Title	Credits
ENGL101R	College Composition	4
	Mathematics Elective	4
BIOL201R	Anatomy and Physiology I	4
HLTH101R	Medical Terminology	3
	Open Elective	3-4

First Year: Spring Semester

Notes: Both Intro to Psychology and Intro to Sociology are required for the Dental Hygiene Program at NHTI. The AS in Dental Hygiene at NHTI does not require Legal & Ethical Issues in Healthcare to satisfy degree requirements for graduation.

Recommended Elective Courses:

- BIOL 205R Microbiology
- ENGL 120C/ ENGL 120MC Communication or Communication: Mindful
- CHEM 125C Intro to General, Organic, and Biochemistry
- SOSC 101R Intro to Sociology

Item #	Title	Credits
BIOL202R	Anatomy and Physiology II	4
	Humanities/Fine Arts/World Language Elective	3
HLTH166R	Legal and Ethical Issues in Health Care	3
	Open Elective	3-4
	Social Science Elective	3

Healthcare Applications Certificate: Pre-LPN

Degree Type
Certificate

This certificate is designed to prepare students to apply to the Licensed Practical Nursing Program at RVCC.

Students in this program must achieve a "C" or higher in all courses to graduate.

** Total program credits are presented as a range and may vary based on transfer coursework and elective selection. Students who complete all courses at RVCC follow the higher credit total. See Graduation Requirements for more details.

	Total Credits	32-35

Course Sequencing

First Year: Fall Semester

For the open elective courses, students should work with their advisor to choose one of the following: Healthcare Applications Open Elective Options

Please note: The LPN certificate does not require College Comp, a Math Elective, or Medical Terminology, although these will be helpful foundations for your coursework. They are required to complete the pre-LPN certificate.

Item #	Title	Credits
ENGL101R	College Composition	4
	Mathematics Elective	4
BIOL201R	Anatomy and Physiology I	4
HLTH101R	Medical Terminology	3
PSYC114R	Human Development	3

First Year: Spring Semester

Please note: The LPN certificate does not require a Humanities, Fine Arts, World Language Elective or Legal & Ethical Issues in Healthcare, although these will be helpful foundations for your coursework. They are required to complete the pre-LPN certificate.

Item #	Title	Credits
BIOL202R	Anatomy and Physiology II	4
	Humanities/Fine Arts/World Language Elective	3
HLTH166R	Legal and Ethical Issues in Health Care	3
	Open Elective	3-4
PSYC101R	Introduction to Psychology	3

Healthcare Applications Certificate: Pre-Medical Lab Tech

Degree Type
Certificate

This certificate is designed to prepare students to apply to the Medical Laboratory Technician Program at RVCC.

Students in this program must achieve a "C" or higher in all courses to graduate.

** Total program credits are presented as a range and may vary based on transfer coursework and elective selection. Students who complete all courses at RVCC follow the higher credit total. See Graduation Requirements for more details.

	Total Credits	34-36

Course Sequencing

First Year: Fall Semester

For the open elective courses, students should work with their advisor to choose one of the following: Healthcare Applications Open Elective Options

Note: Students may opt to take BIOL103R Human Biology instead of BIOL201R A&P I; however, the HCAP certificate requires BIOL201R and BIOL202R to satisfy requirements for graduation. The AS in Medical Laboratory Technician does not require A&P I or Med Term to satisfy degree requirements for graduation, although they will provide a solid foundation for the MLT courses.

Item #	Title	Credits
ENGL101R	College Composition	4
	Mathematics Elective	4
BIOL201R	Anatomy and Physiology I	4
HLTH101R	Medical Terminology	3
CHEM140R	General Chemistry I	4

First Year: Spring Semester

Note: The AS in Medical Laboratory Technician degree does nor require Legal and Ethical Issues in Healthcare, although this course will provide a good foundation for the MLT program.

MLTC126R Intro to Lab Procedures may be taken in place of BIOL205R or CHEM140R in the HCAP certificate.

Item #	Title	Credits
BIOL202R	Anatomy and Physiology II	4
	Humanities/Fine Arts/World Language Elective	3
HLTH166R	Legal and Ethical Issues in Health Care	3
BIOL205R	Microbiology	4
	Social Science Elective	3

Healthcare Applications Certificate: Pre-OTA

Degree Type
Certificate

This certificate is designed to prepare students to apply to the Occupational Therapy Assistant Program at RVCC.

Students in this program must achieve a "C" or higher in all courses to graduate.

Recommended Elective Courses:
AHLT104R Intro to OT/PT (1 credit) ***and*** OCTA110R

Fundamentals of OT (2 credits)
AHLT112R Clinical Conditions
AHLT123R Functional Kinesiology
AHLT135R Foundations in Rehabilitation
PSYC101R Intro to Psychology
PSYC114R Human Development

** Total program credits are presented as a range and may vary based on transfer coursework and elective selection. Students who complete all courses at RVCC follow the higher credit total. See Graduation Requirements for more details.

	Total Credits	32-36

Course Sequencing

First Year: Fall Semester

Note: The AS in OTA degree does not require Med Term to satisfy degree requirements for graduation; however, it is required for the HCAP certificate.

Item #	Title	Credits
ENGL101R	College Composition	4
	Mathematics Elective	4
BIOL201R	Anatomy and Physiology I	4
HLTH101R	Medical Terminology	3
	Open Elective	3-4

First Year: Spring Semester

Note: The AS in OTA degree does not require Legal and Ethical Issues in Healthcare to satisfy degree requirements for graduation, although it is required for the HCAP certificate.

Item #	Title	Credits
BIOL202R	Anatomy and Physiology II	4
	Humanities/Fine Arts/World Language Elective	3
HLTH166R	Legal and Ethical Issues in Health Care	3
	Open Elective	3-4
	Social Science Elective	3

Healthcare Applications Certificate: Pre-PTA

Degree Type
Certificate

This certificate is designed to prepare students to apply to the Physical Therapist Assistant Program at RVCC.

Students in this program must achieve a "C" or higher in all courses to graduate.

** Total program credits are presented as a range and may vary based on transfer coursework and elective selection. Students who complete all courses at RVCC follow the higher credit total. See Graduation Requirements for more details.

	Total Credits	32-35

Course Sequencing

First Year: Fall Semester

Note: In the fall semester it is recommended that students take AHLT112R Clinical Conditions ***and*** AHLT104R Intro to OT/PT. The AS in PTA degree does not require Med Term to satisfy degree requirements for graduation; however, it is required for the HCAP certificate.

Item #	Title	Credits
ENGL101R	College Composition	4
MATH106R	Statistics I: An Introduction to Statistical Reasoning	4
BIOL201R	Anatomy and Physiology I	4
HLTH101R	Medical Terminology	3
	Open Elective	3-4

First Year: Spring Semester

Note: The AS in PTA degree does not require Legal and Ethical Issues in Healthcare to satisfy degree requirements for graduation; however, it is required for the HCAP certificate.

Item #	Title	Credits
BIOL202R	Anatomy and Physiology II	4
	Humanities/Fine Arts/World Language Elective	3
HLTH166R	Legal and Ethical Issues in Health Care	3
PSYC114R	Human Development	3
PSYC101R	Introduction to Psychology	3

Healthcare Applications Certificate: Pre-RN

Degree Type
Certificate

This certificate is designed to prepare students to apply to the Registered Nursing Program at RVCC.

Students in this program must achieve a "C" or higher in all courses to graduate.

** Total program credits are presented as a range and may vary based on transfer coursework and elective

selection. Students who complete all courses at RVCC follow the higher credit total. See Graduation Requirements for more details.

	Total Credits	33-35

Course Sequencing

First Year: Fall Semester

Note: The ADN degree does not require Med Term to satisfy degree requirements for graduation; however, it is required for the HCAP certificate.

Item #	Title	Credits
ENGL101R	College Composition	4
	Mathematics Elective	4
BIOL201R	Anatomy and Physiology I	4
HLTH101R	Medical Terminology	3
PSYC101R	Introduction to Psychology	3

First Year: Spring Semester

Note: The ADN degree does not require Legal & Ethical Issues to satisfy degree requirements for graduation; however, it is required for the HCAP certificate.

Item #	Title	Credits
BIOL202R	Anatomy and Physiology II	4
	Humanities/Fine Arts/World Language Elective	3
	Microbiology (BIOL205R), Medical Microbiology (BIOL203R) or Microbiology Elective	4
HLTH166R	Legal and Ethical Issues in Health Care	3
PSYC114R	Human Development	3

Healthcare Applications Certificate: Pre-Rad Tech

Degree Type
Certificate

This certificate is designed to prepare students to apply to the Radiologic Technology Program at RVCC.

Students in this program must achieve a "C" or higher in all courses to graduate.

** Total program credits are presented as a range and may vary based on transfer coursework and elective selection. Students who complete all courses at RVCC follow the higher credit total. See Graduation Requirements for more details.

	Total Credits	32-35

Course Sequencing

First Year: Fall Semester

Note: The AS in Rad Tech degree does not require Med Term to satisfy degree requirements for graduation; however, this course is required for the HCAP certificate.

For the open elective courses, students should work with their advisor to choose one of the following: Healthcare Applications Open Elective Options

Item #	Title	Credits
ENGL101R	College Composition	4
BIOL201R	Anatomy and Physiology I	4
HLTH101R	Medical Terminology	3
	Open Elective	3-4

First Year: Spring Semester

Note: The AS in Rad Tech degree does not require Legal and Ethical Issues or a second elective course to satisfy degree requirements; however, they are required for the HCAP certificate.

Item #	Title	Credits
	Computer Technology Elective	3
	Humanities/Fine Arts/World Language Elective	3
HLTH166R	Legal and Ethical Issues in Health Care	3
BIOL202R	Anatomy and Physiology II	4
	Social Science Elective	3

Healthcare Applications Certificate: Pre-Respiratory Therapy

Degree Type
Certificate

This certificate is designed to prepare students to apply to the Respiratory Therapy Program at RVCC.

Students in this program must achieve a "C" or higher in all courses to graduate.

** Total program credits are presented as a range and may vary based on transfer coursework and elective selection. Students who complete all courses at RVCC follow the higher credit total. See Graduation Requirements for more details.

	Total Credits	33-36

Course Sequencing

First Year: Fall Semester

For the open elective courses, students should work with their advisor to choose one of the following: Healthcare Applications Open Elective Options

Item #	Title	Credits
ENGL101R	College Composition	4
	Statistics I or Functions & Modeling I	4
BIOL201R	Anatomy and Physiology I	4
HLTH101R	Medical Terminology	3
	Open Elective	3-4

First Year: Spring Semester

Note: The AS in Respiratory Therapy does not require Legal and Ethical Issues to satisfy degree requirements for graduation; however, it is required for the HCAP certificate.

Item #	Title	Credits
BIOL202R	Anatomy and Physiology II	4
	Humanities/Fine Arts/World Language Elective	3
HLTH166R	Legal and Ethical Issues in Health Care	3
	Microbiology (BIOL205R), Medical Microbiology (BIOL203R) or Microbiology Elective	4
	Social Science Elective	3

Liberal Arts

Liberal Arts - English Concentration

Degree Type

Associate of Arts

MISSION

The Associate of Arts in Liberal Arts aspires to create a community of inspired learners by offering challenging courses designed to cultivate scholarly inquiry, social responsibility and academic integrity. Liberal Arts faculty create a rigorous academic environment, characterized by mutual respect and collegiality, in which students are encouraged to discover their true potential and purpose.

The goal of the Liberal Arts program is to engage students in study across multiple disciplines with the goal of cultivating a broad knowledge base and strong skill set that prepares students for the workforce or continued study towards a bachelor's degree. Through study in the arts, humanities, social sciences, mathematics and sciences, students learn to think critically, communicate in multiple mediums, conduct research, solve complex problems, demonstrate ethical reasoning and system thinking, and grow as globally responsible citizens.

The AA in Liberal Arts English Concentration offers the opportunity to explore a wide variety of writing genres and techniques, communication approaches across multiple modalities, and interpretive analysis as applied to literature and beyond. This flexible degree option can lead to a wide variety of transfer opportunities and career pathways. Four-year transfer options include programs in English/Language Arts Education, Journalism, Literature and Theory, Creative Writing, Film Studies, Communications, and more! Career pathways include, but are not limited to: social media management, human resources, content and technical writing, teaching and tutoring, public relations, publishing, and brand management. In fact, a CNN report stated that those with English-related degrees "are employable anywhere in the economy where there is thinking to be done."

TRANSFER

Many students enter into the Liberal Arts Degree Program with the intent of transferring on to a four year college or university. For these individuals, an advisor will work closely to design the program that best meets each student's goals. Requirements of the four-year college will guide some of the course selections made by the student. Future plans and personal areas of interest will also contribute to each student's program design.

PROGRAM OUTCOMES

Upon completion of the Liberal Arts program, students will be able to:

- Synthesize and apply knowledge from multiple perspectives to evaluate social, ethical, cultural and global issues
- Assimilate a variety of intellectual and practical skills to solve sophisticated problems
- Communicate complex ideas and concepts both orally and in writing across multiple disciplines
- Address real-world problems by exercising mental agility, analytical and creative thinking and interpersonal negotiation
- Develop a foundation sufficient for transfer to a four year college or university

REQUIREMENTS

The minimum requirements for the Associate of Arts in Liberal Arts degree are as follows:

- College Composition: 3-4 credits
- English Elective: 3-4 credits
- Humanities/Fine Arts/World Language: 9 credits

- Mathematics: 6-8 credits
- Natural or Physical Sciences: 7-8 credits
- Social Sciences: 9 credits
- Liberal Arts Electives 12-15 credits
- Open Electives 9 credits

For the English Concentration, you must take at least twenty (20) credits in the major field/concentration (applied to the specific degree requirements, including Liberal Arts electives and Open Electives) as specified in the program map below.

** Total program credits are presented as a range and vary based on transfer coursework and elective selection. See Graduation Requirements for more details.

NOTE: If you have transferred in 3-credit classes, you may need to take an additional course in order to satisfy the 60-credit degree minimum. Please consult with your advisor.

	Total Credits	60-76

Course Sequencing

First Year: Fall Semester

Item #	Title	Credits
ENGL101R	College Composition	4
	Social Science Elective	3
	Humanities/Fine Arts/World Language Elective	3
	Humanities/Fine Arts/World Language Elective	3
	Mathematics Elective	4

First Year: Spring Semester

Item #	Title	Credits
	200-Level English Elective	3-4
	Social Science Elective	3
	English Elective	3-4
	Open Elective	3-4
	Mathematics Elective	4

Second Year: Fall Semester

Item #	Title	Credits
	Humanities/Fine Arts/World Language Elective	3
	Social Science Elective	3
	English Elective	3-4
	English Elective	3-4
	Lab Science Elective	4

Second Year: Spring Semester

Item #	Title	Credits
	English Elective	3-4
	English Elective	3-4
	Liberal Arts Elective	3-4
	Lab Science Elective	4

Liberal Arts - Mathematics Concentration

Degree Type

Associate of Arts

MISSION

The Associate of Arts in Liberal Arts aspires to create a community of inspired learners by offering challenging courses designed to cultivate scholarly inquiry, social responsibility and academic integrity. Liberal Arts faculty create a rigorous academic environment, characterized by mutual respect and collegiality, in which students are encouraged to discover their true potential and purpose.

The goal of the Liberal Arts program is to engage students in study across multiple disciplines with the goal of cultivating a broad knowledge base and strong skill set that prepares students for the workforce or continued study towards a bachelor's degree. Through study in the arts, humanities, social sciences, mathematics and sciences, students learn to think critically, communicate in multiple mediums, conduct research, solve complex problems, demonstrate ethical reasoning and system thinking, and grow as globally responsible citizens.

The AA in Liberal Arts Mathematics Concentration provides students with opportunities to analyze contemporary issues in mathematics and science as students learn to read, interpret, critique, and respond to mathematical and scientific literature while exploring projects connected to their passions, talents, and interests. The mathematics concentration is sufficiently flexible to prepare students to transfer into four-year mathematical science majors or to explore a variety of mathematics courses while meeting students at different entry points. Students receive personalized learning experiences with small affordable classes taught by accomplished faculty who utilize technology and active learning strategies.

TRANSFER

Many students enter into the Liberal Arts Degree Program with the intent of transferring on to a four year college or university. For these individuals, an advisor will work closely to design the program that best meets each student's goals. Requirements of the four-year

college will guide some of the course selections made by the student. Future plans and personal areas of interest will also contribute to each student's program design.

PROGRAM OUTCOMES

Upon completion of the Liberal Arts program, students will be able to:

- Synthesize and apply knowledge from multiple perspectives to evaluate social, ethical, cultural and global issues
- Assimilate a variety of intellectual and practical skills to solve sophisticated problems
- Communicate complex ideas and concepts both orally and in writing across multiple disciplines
- Address real-world problems by exercising mental agility, analytical and creative thinking and interpersonal negotiation
- Develop a foundation sufficient for transfer to a four year college or university

REQUIREMENTS

The minimum requirements for the Associate of Arts in Liberal Arts degree are as follows:

- College Composition: 3-4 credits
- English Elective: 3-4 credits
- Humanities/Fine Arts/World Language: 9 credits
- Mathematics: 6-8 credits
- Natural or Physical Sciences: 7-8 credits
- Social Sciences: 9 credits
- Liberal Arts Electives 12-15 credits
- Open Electives 9 credits

** Total program credits are presented as a range and vary based on transfer coursework and elective selection. See Graduation Requirements for more details.

NOTE: If you have transferred in 3-credit classes, you may need to take an additional course in order to satisfy the 60-credit degree minimum. Please consult with your advisor.

Total Credits	60-76

Course Sequencing

First Year: Fall Semester

Item #	Title	Credits
ENGL101R	College Composition	4
	Social Science Elective	3
	Humanities/Fine Arts/World Language Elective	3
	Humanities/Fine Arts/World Language Elective	3
	Mathematics Elective	4

First Year: Spring Semester

Item #	Title	Credits
	200-Level English Elective	3-4
	Social Science Elective	3
	Liberal Arts Elective	3-4
	Open Elective	3-4
	Mathematics Elective	4

Second Year: Fall Semester

Item #	Title	Credits
	Humanities/Fine Arts/World Language Elective	3
	Social Science Elective	3
	Open Elective	3-4
	Mathematics Elective	4
	Lab Science Elective	4

Second Year: Spring Semester

Item #	Title	Credits
	Mathematics Elective	4
	Mathematics Elective	4
	Liberal Arts Elective	3-4
	Lab Science Elective	4

Liberal Arts - Open Pathway

Degree Type

Associate of Arts

MISSION

The Associate of Arts in Liberal Arts aspires to create a community of inspired learners by offering challenging courses designed to cultivate scholarly inquiry, social responsibility and academic integrity. Liberal Arts faculty create a rigorous academic environment, characterized by mutual respect and collegiality, in which students are encouraged to discover their true potential and purpose.

The goal of the Liberal Arts program is to engage students in study across multiple disciplines with the goal of cultivating a broad knowledge base and strong skill set that prepares students for the workforce or continued study towards a bachelor's degree. Through study in the arts, humanities, social sciences,

mathematics and sciences, students learn to think critically, communicate in multiple mediums, conduct research, solve complex problems, demonstrate ethical reasoning and system thinking, and grow as globally responsible citizens.

TRANSFER

Many students enter into the Liberal Arts Degree Program with the intent of transferring on to a four year college or university. For these individuals, an advisor will work closely to design the program that best meets each student's goals. Requirements of the four-year college will guide some of the course selections made by the student. Future plans and personal areas of interest will also contribute to each student's program design.

PROGRAM OUTCOMES

Upon completion of the Liberal Arts program, students will be able to:

- Synthesize and apply knowledge from multiple perspectives to evaluate social, ethical, cultural and global issues
- Assimilate a variety of intellectual and practical skills to solve sophisticated problems
- Communicate complex ideas and concepts both orally and in writing across multiple disciplines
- Address real-world problems by exercising mental agility, analytical and creative thinking and interpersonal negotiation
- Develop a foundation sufficient for transfer to a four year college or university

REQUIREMENTS

The minimum requirements for the Associate of Arts in Liberal Arts degree are as follows:

- College Composition: 3-4 credits
- English Elective: 3-4 credits
- Humanities/Fine Arts/World Language: 9-12 credits
- Mathematics: 6-8 credits
- Natural or Physical Sciences: 7-8 credits
- Social Sciences: 9-12 credits
- Liberal Arts Electives 12-15 credits
- Open Electives 9-12 credits

** Total program credits are presented as a range and vary based on transfer coursework and elective selection. See Graduation Requirements for more details.

NOTE: If you have transferred in 3-credit classes, you may need to take an additional course in order to satisfy the 60-credit degree minimum. Please consult with your advisor.

	Total Credits	60-76

Course Sequencing

First Year: Fall Semester

Item #	Title	Credits
ENGL101R	College Composition	4
	Social Science Elective	3
	Humanities/Fine Arts/World Language Elective	3
	Humanities/Fine Arts/World Language Elective	3
	Mathematics Elective	4

First Year: Spring Semester

Item #	Title	Credits
	200-Level English Elective	3-4
	Social Science Elective	3
	Liberal Arts Elective	3-4
	Open Elective	3-4
	Mathematics Elective	4

Second Year: Fall Semester

Item #	Title	Credits
	Humanities/Fine Arts/World Language Elective	3
	Social Science Elective	3
	Open Elective	3-4
	Liberal Arts Elective	3-4
	Lab Science Elective	4

Second Year: Spring Semester

Item #	Title	Credits
	Liberal Arts Elective	3-4
	Open Elective	3-4
	Liberal Arts Elective	3-4
	Lab Science Elective	4

Liberal Arts - Open Pathway Online Accelerated

Degree Type

Associate of Arts

MISSION

The Associate of Arts in Liberal Arts aspires to create a community of inspired learners by offering challenging courses designed to cultivate scholarly inquiry, social responsibility and academic integrity. Liberal Arts faculty

create a rigorous academic environment, characterized by mutual respect and collegiality, in which students are encouraged to discover their true potential and purpose.

The goal of the Liberal Arts program is to engage students in study across multiple disciplines with the goal of cultivating a broad knowledge base and strong skill set that prepares students for the workforce or continued study towards a bachelor's degree. Through study in the arts, humanities, social sciences, mathematics and sciences, students learn to think critically, communicate in multiple mediums, conduct research, solve complex problems, demonstrate ethical reasoning and system thinking, and grow as globally responsible citizens.

The Open Pathway Online Accelerated Program allows students to complete their Liberal Arts Degree in less than 18 months with a fully virtual experience. Course options include Zoom classes and asynchronous online classes. Please see the program map for the accelerated degree timeline.

TRANSFER

Many students enter into the Liberal Arts Degree Program with the intent of transferring on to a four year college or university. For these individuals, an advisor will work closely to design the program that best meets each student's goals. Requirements of the four-year college will guide some of the course selections made by the student. Future plans and personal areas of interest will also contribute to each student's program design.

PROGRAM OUTCOMES

Upon completion of the Liberal Arts program, students will be able to:

- Synthesize and apply knowledge from multiple perspectives to evaluate social, ethical, cultural and global issues
- Assimilate a variety of intellectual and practical skills to solve sophisticated problems
- Communicate complex ideas and concepts both orally and in writing across multiple disciplines
- Address real-world problems by exercising mental agility, analytical and creative thinking and interpersonal negotiation
- Develop a foundation sufficient for transfer to a four year college or university

REQUIREMENTS

The minimum requirements for the Associate of Arts in Liberal Arts degree are as follows:

- College Composition: 3-4 credits
- English Elective: 3-4 credits
- Humanities/Fine Arts/World Language: 9 credits
- Mathematics: 6-8 credits
- Natural or Physical Sciences: 7-8 credits
- Social Sciences: 9 credits
- Liberal Arts Electives 12-15 credits
- Open Electives 9 credits

The course sequencing and requirements necessary to complete the degree in accordance with the Online Accelerated Open Concentration are specified in the program map below.

** Total program credits are presented as a range and vary based on transfer coursework and elective selection. See Graduation Requirements for more details.

NOTE: If you have transferred in 3-credit classes, you may need to take an additional course in order to satisfy the 60-credit degree minimum. Please consult with your advisor.

	Total Credits	60-71

Course Sequencing

First Year: Fall Semester

Item #	Title	Credits
ENGL101R	College Composition	4
PSYC101R	Introduction to Psychology	3
	Humanities/Fine Arts/World Language Elective	3
	Humanities/Fine Arts/World Language Elective	3
	Statistics I or Functions & Modeling I	4

First Year: Spring Semester

Item #	Title	Credits
	Humanities/Fine Arts/World Language Elective	3
	Social Science Elective	3
	Open Elective	3-4
	Liberal Arts Elective	3-4
BIOL103R	Human Biology	4

First Year: Summer Semester

Item #	Title	Credits
	Liberal Arts Elective	3-4
	Open Elective	3-4
	Liberal Arts Elective	3-4
PHYS115R	Astronomy	4

Second Year: Fall Semester

Item #	Title	Credits
	Liberal Arts Elective	3-4
	Open Elective	3-4
	Liberal Arts Elective	3-4
	Lab Science Elective	4

Liberal Arts - Psychology Concentration

Degree Type
Associate of Arts

MISSION

The Associate of Arts in Liberal Arts aspires to create a community of inspired learners by offering challenging courses designed to cultivate scholarly inquiry, social responsibility and academic integrity. Liberal Arts faculty create a rigorous academic environment, characterized by mutual respect and collegiality, in which students are encouraged to discover their true potential and purpose.

The goal of the Liberal Arts program is to engage students in study across multiple disciplines with the goal of cultivating a broad knowledge base and strong skill set that prepares students for the workforce or continued study towards a bachelor's degree. Through study in the arts, humanities, social sciences, mathematics and sciences, students learn to think critically, communicate in multiple mediums, conduct research, solve complex problems, demonstrate ethical reasoning and system thinking, and grow as globally responsible citizens.

TRANSFER

Many students enter into the Liberal Arts Degree Program with the intent of transferring on to a four year college or university. For these individuals, an advisor will work closely to design the program that best meets each student's goals. Requirements of the four-year college will guide some of the course selections made by the student. Future plans and personal areas of interest will also contribute to each student's program design.

PROGRAM OUTCOMES

Upon completion of the Liberal Arts program, students will be able to:

- Synthesize and apply knowledge from multiple perspectives to evaluate social, ethical, cultural and global issues
- Assimilate a variety of intellectual and practical skills to solve sophisticated problems
- Communicate complex ideas and concepts both orally and in writing across multiple disciplines
- Address real-world problems by exercising mental agility, analytical and creative thinking and interpersonal negotiation
- Develop a foundation sufficient for transfer to a four year college or university

REQUIREMENTS

The minimum requirements for the Associate of Arts in Liberal Arts degree are as follows:

- College Composition: 3-4 credits
- English Elective: 3-4 credits
- Humanities/Fine Arts/World Language: 9 credits
- Mathematics: 6-8 credits
- Natural or Physical Sciences: 7-8 credits
- Social Sciences: 9 credits
- Liberal Arts Electives 12-15 credits
- Open Electives 9 credits

** Total program credits are presented as a range and vary based on transfer coursework and elective selection. See Graduation Requirements for more details.

NOTE: If you have transferred in 3-credit classes, you may need to take an additional course in order to satisfy the 60-credit degree minimum. Please consult with your advisor.

	Total Credits	60-76

Course Sequencing

First Year: Fall Semester

Item #	Title	Credits
ENGL101R	College Composition	4
	Psychology Elective	3-4
	Humanities/Fine Arts/World Language Elective	3
	Humanities/Fine Arts/World Language Elective	3
	Mathematics Elective	4

First Year: Spring Semester

Item #	Title	Credits
	200-Level English Elective	3-4
	Psychology Elective	3-4
	Psychology Elective	3-4
	Open Elective	3-4
	Mathematics Elective	4

Second Year: Fall Semester

Item #	Title	Credits
	Humanities/Fine Arts/World Language Elective	3
	Psychology Elective	3-4
	Open Elective	3-4
	Psychology Elective	3-4
	Lab Science Elective	4

Second Year: Spring Semester

Item #	Title	Credits
	Open Elective	3-4
	Psychology Elective	3-4
	Psychology Elective	3-4
	Lab Science Elective	4

Liberal Arts - Science Concentration

Degree Type
Associate of Arts

MISSION

The Associate of Arts in Liberal Arts aspires to create a community of inspired learners by offering challenging courses designed to cultivate scholarly inquiry, social responsibility and academic integrity. Liberal Arts faculty create a rigorous academic environment, characterized by mutual respect and collegiality, in which students are encouraged to discover their true potential and purpose.

The goal of the Liberal Arts program is to engage students in study across multiple disciplines with the goal of cultivating a broad knowledge base and strong skill set that prepares students for the workforce or continued study towards a bachelor's degree. Through study in the arts, humanities, social sciences, mathematics and sciences, students learn to think critically, communicate in multiple mediums, conduct research, solve complex problems, demonstrate ethical reasoning and system thinking, and grow as globally responsible citizens.

The AA in Liberal Arts-Science Concentration provides students with opportunities to explore the sciences along with other academic fields that are inherently integrated with science. Students who are interested in transferring to BA/BS programs in biology or health science will be advised to take the traditional sequence of science and math courses complimented by study in the gamut of other liberal arts courses. Students who are interested in science but unsure of the specific sub-discipline in which they might want to work or pursue further study will work with an advisor to choose courses that allow them to explore their interests in the sciences as well as other areas in the liberal arts.

TRANSFER

Many students enter into the Liberal Arts Degree Program with the intent of transferring on to a four year college or university. For these individuals, an advisor will work closely to design the program that best meets each student's goals. Requirements of the four-year college will guide some of the course selections made by the student. Future plans and personal areas of interest will also contribute to each student's program design.

If students are transferring to a four-year program focusing on Biology or Chemistry fields:
Lab Science Electives: students are advised to take BIOL101R (bio1), BIOL102R (bio2), CHEM140R (chem 1), and CHEM141R (chem 2) for their first 4 lab science electives and either BIOL205R (micro)/BIOL201R (A&P1)/BIOL202R (A&P2) for their 5th lab science course. Any additional lab science courses could be taken using the two "open elective" course requirements.
Mathematics Electives: students are advised to take either MATH110R (functions and modeling 1), MATH120R (functions and modeling 2), MATH210R (calc1), MATH 211R (calc2) or MATH106R (stats1) for their three math elective courses, depending on what field they want to study after transferring to a four year degree program. Any additional math courses could be taken using the two "open elective" course requirements.

PROGRAM OUTCOMES

Upon completion of the Liberal Arts program, students will be able to:

- Synthesize and apply knowledge from multiple perspectives to evaluate social, ethical, cultural and global issues
- Assimilate a variety of intellectual and practical skills to solve sophisticated problems
- Communicate complex ideas and concepts both orally and in writing across multiple disciplines
- Address real-world problems by exercising mental agility, analytical and creative thinking and interpersonal negotiation
- Develop a foundation sufficient for transfer to a four year college or university

REQUIREMENTS

The minimum requirements for the Associate of Arts in Liberal Arts degree are as follows:

- College Composition: 3-4 credits
- English Elective: 3-4 credits
- Humanities/Fine Arts/World Language: 9 credits
- Mathematics: 6-8 credits
- Natural or Physical Sciences: 7-8 credits
- Social Sciences: 9 credits

- Liberal Arts Electives 12-15 credits
- Open Electives 9 credits

** Total program credits are presented as a range and vary based on transfer coursework and elective selection. See Graduation Requirements for more details.

NOTE: If you have transferred in 3-credit classes, you may need to take an additional course in order to satisfy the 60-credit degree minimum. Please consult with your advisor.

	Total Credits	63-76

Course Sequencing

First Year: Fall Semester

Item #	Title	Credits
ENGL101R	College Composition	4
	Social Science Elective	3
	Humanities/Fine Arts/World Language Elective	3
	Lab Science Elective	4
	Mathematics Elective	4

First Year: Spring Semester

Item #	Title	Credits
	200-Level English Elective	3-4
	Social Science Elective	3
	Lab Science Elective	4
	Open Elective	3-4
	Mathematics Elective	4

Second Year: Fall Semester

Item #	Title	Credits
	Humanities/Fine Arts/World Language Elective	3
	Social Science Elective	3
	Open Elective	3-4
	Mathematics Elective	4
	Lab Science Elective	4

Second Year: Spring Semester

Item #	Title	Credits
	Liberal Arts Elective	3-4
	Humanities/Fine Arts/World Language Elective	3
	Lab Science Elective	4
	Lab Science Elective	4

Massage Therapy

Massage Therapy

Degree Type
Certificate

This program is currently on hold for Fall 2026.

Massage Therapy: Healing Hands with Heart

The Massage Therapy Certificate program prepares graduates for rewarding careers as licensed massage therapists in private practice, hospitals, chiropractic offices, wellness centers, cruise ships, spas, resorts and fitness centers. The program, which can be completed in as little as 12 months or 24 months, prepares students to enter the field with a broad background and the ability to work with a diverse group of clients and health care providers.

Massage Therapists are in demand! According to U.S. Bureau of Labor Statistics*, employment for massage therapists is expected to increase by 15% between 2024 and 2034, much faster than average for all occupations. In addition, it was reported that the median annual income for a massage therapist in 2024 was $57,950 per year.

https://www.bls.gov/ooh/healthcare/massage-therapists.htm

Our mission is to develop and advance the art, science and practice of massage therapy in a caring, professional and ethical manner.

Admission Requirements:

1. Meet the college requirements of admission.
2. Complete the admission forms.
3. Complete the Essential Skills of a Massage Therapist link survey.
4. Request transcripts from high school and/or college and have directly sent to RVCC.
5. Schedule an interview with the Massage Therapy Program Director
6. File for Financial Aid if applicable at: https://fafsa.ed.gov/

Program Start Dates: TBD

Internship Experiences for Real World Learning:

In the final semester of the program, the student meets with the Program Director to choose an internship site

that aligns with future career goals. Under the supervision of a Licensed Massage Therapist, Chiropractor, Physical Therapist, Physician or other health care provider, the student gains valuable real world experience.

Learning Expectation:

Consistent mastery of course content is essential for success in the Massage Therapy program. A minimum grade of B- is required in all program courses to progress and graduate, and courses completed with a grade below B- will not count toward program requirements.

Associate Degree and Dual Degree options:

There are several options for students to complete additional coursework to earn an Associate Degree along with the Massage Therapy Certificate. Some options include: Liberal Arts, or dual majors with Occupational Therapy Assistant or Physical Therapist Assistant program.

Additional Information

Upon completion of the program, the student is responsible for the following initial license requirements per the State of NH OPLC.

Submit your application with the required fee.
You must schedule and pass the Massage and Bodywork Licensing Examination (MBLEx link).
Upload a current adult CPR and First Aid certifications with your application

Complete information can be found on the OPLC link website.

Certificate Program

Courses are offered in fall, spring and summer. You will work with the Program Director to design your learning experience.

Total Credits	36

Course Sequencing

Fall Semester - Full-Time Student

Item #	Title	Credits
MASS101R	Basic Massage Theory and Application	3
MASS102R	Human Body I	3
MASS105R	Massage Essentials	2
MASS110R	Introduction to Eastern Massage Therapy	1
MASS112R	Massage Modality Course	1
MASS112R	Massage Modality Course	1
MASS126R	Massage Rules and Ethics	1

Spring Semester - Full-Time Student

Item #	Title	Credits
MASS103R	Human Body II	3
MASS111R	Introduction to Spa Techniques	1
MASS112R	Massage Modality Course	1
MASS112R	Massage Modality Course	1
MASS117R	Massage Business Practices I	1
MASS121R	Intermediate Massage Theory and Application	3
MASS192R	Massage Professional Experience	2

Summer Semester - Full-Time Student

Item #	Title	Credits
MASS104R	Human Body III	3
MASS118R	Massage Business Practices II	2
MASS130R	Advanced Massage Theory and Application	3
MASS140R	Massage Capstone	3
MASS195R	Massage Practicum	1

Fall Semester #1 - Part-Time Student

Item #	Title	Credits
MASS101R	Basic Massage Theory and Application	3
MASS102R	Human Body I	3
MASS126R	Massage Rules and Ethics	1

Spring Semester #1 - Part-time Student

Item #	Title	Credits
MASS103R	Human Body II	3
MASS121R	Intermediate Massage Theory and Application	3

Summer Semester #1 - Part-Time Student

Item #	Title	Credits
MASS104R	Human Body III	3
MASS130R	Advanced Massage Theory and Application	3

Fall Semester #2 - Part-Time Student

Item #	Title	Credits
MASS105R	Massage Essentials	2
MASS110R	Introduction to Eastern Massage Therapy	1
MASS112R	Massage Modality Course	1
MASS112R	Massage Modality Course	1

Spring Semester #2 - Part-Time Student

Item #	Title	Credits
MASS111R	Introduction to Spa Techniques	1
MASS112R	Massage Modality Course	1
MASS112R	Massage Modality Course	1
MASS117R	Massage Business Practices I	1
MASS192R	Massage Professional Experience	2

Summer Semester #2 - Part-time student

Item #	Title	Credits
MASS140R	Massage Capstone	3
MASS195R	Massage Practicum	1
MASS118R	Massage Business Practices II	2

Medical Laboratory Technician

Medical Laboratory Technician

Degree Type
Associate of Science

Medical Laboratory Technicians (MLTs) play a critical role in the detection, diagnosis, and treatment of disease. MLTs perform highly complex laboratory procedures ranging from detailed manual techniques to sophisticated computerized technology. The continued growth of the laboratory science profession is producing an increased demand for educated and motivated laboratory professionals. Opportunities for employment for the MLT include: hospital and reference laboratories, physician offices, clinics, forensic laboratories, pharmaceutical companies, and research facilities.

The MLT program curriculum is mathematically and scientifically rigorous and integrates professional and general education courses to provide students with both skills required for the profession as well as general life skills. Students entering into this program should have strong interest and ability in science and math, as well as strong attention to detail, as these areas are the foundation for all program courses. In addition to classroom studies, students will spend their final semester in practicum placement at an accredited hospital or private laboratory refining skills in specific clinical areas. In order to be eligible for the Clinical Practicum, students must have met grade requirements listed below. Students need to make personal and financial plans to attend this practicum full time during their final spring semester. Clinical affiliations are arranged based on pre-determined criteria and are subject to availability of facilities located throughout New Hampshire and Vermont. Students are required to have liability and health insurance prior to being placed for their clinical rotations. CPR certification is recommended and may be required by some clinical sites. Students must also be able to provide their own personal transportation to all clinical assignments. A criminal record background check may be required for affiliation experience at the request of an agency. All students are required to provide proof of immunity to infectious disease (through vaccination or titer) prior to attending clinical practicum. The cost of all items listed is the responsibility of the student.

Admission Requirements

- Satisfy general requirements for admission to the College
- Have credits (or the equivalent) in high school or college algebra, English, biology and chemistry.
- Interview with the Program Director or MLT Academic Advisor
- Complete the Supplemental MLT Application Questionnaire found on the RVCC MLT Webpage

All student's health status and abilities must be compatible with the tasks and duties of a MLT including the ability to perform certain motor skills involved in collecting blood, using pipettes and a microscope, and accurately reading color charts for interpretation. During the interview with the Academic Advisor, students will be required to verify their ability to perform the essential skills required by employers who hire MLTs through attestation on the "Essential Skills of a MLT" form which can be found on the MLT RVCC Website.

Upon completion of the MLT program, students are qualified for immediate employment and are eligible to sit for any national MLT certification, including the certification examination offered by the ASCP Board of

Certification (BOC). Most employers will require passing of the ASCP exam within a certain time frame following initial employment.

The RVCC MLT program has a direct articulation agreement with both Colby Sawyer's Health Science Bachelor's Degree and UAMS's MLT to MLS bridge programs. More information on this articulation can be provided during the interview with the Program Director or Academic Advisor.

This two-year Associate Degree program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences, 5600 N. River Road, Suite 720, Rosemont, Il 60018; www.naacls.org; (773) 714-8880

NOTES

* Most science courses listed have co/prerequisites. See course descriptions for requirements.

* All MLTC courses require matriculation in the program or permission of the instructor for registration. All program specific courses require a grade of "B-" or better in order to progress through the program. The Clinical Practicum must be passed with a grade of "B-" or better for program completion. All courses without an MLTC prefix must be passed with a "C" or better.

** Total program credits are presented as a range and may vary based on transfer coursework. Students who complete all courses at RVCC follow the higher credit total. See Graduation Requirements for more details.

	Total Credits	64-66

Course Sequencing

First Year: Fall Semester

* Students choose Human Biology or Anatomy & Physiology 1 & 2 based on future plans; students planning on attending UNH MLS program following graduation must take A&P 1 & 2. See advisor for clarification.

* If students take BIOL 201R (A&P1) they must take BIOL 202R (A&P2)

Item #	Title	Credits
MLTC126R	Introduction to Laboratory Procedures	3
CHEM140R	General Chemistry I	4
ENGL101R	College Composition	4
	BIOL 103R or BIOL 201R	4

First Year: Spring Semester

* For Mathematics Elective: students choose Statistics if they plan to attend UNH MLS program following graduation

* If students take BIOL 201R (A&P1) they must take BIOL 202R (A&P2)

Item #	Title	Credits
MLTC112R	Clinical Immunology	2
MLTC113R	Clinical Chemistry	4
BIOL202R	Anatomy and Physiology II	4
	Mathematics Elective	4
	Social Science Elective	3

First Year: Summer Semester

Item #	Title	Credits
MLTC111R	Urinalysis & Body Fluids	2
BIOL205R	Microbiology	4

Second Year: Fall Semester

Item #	Title	Credits
MLTC201R	Hematology	4
MLTC202R	Blood Banking	4
MLTC204R	Pathogenic Microbiology	4
	Humanities/Fine Arts/World Language Elective	3

Second Year: Spring Semester

Item #	Title	Credits
MLTC220R	Senior Seminar	1
MLTC290R	Clinical Practicum	12

Occupational Therapy Assistant

Occupational Therapy Assistant

Degree Type
Associate of Science

Occupational therapy is the profession for individuals who enjoy solving challenging problems that help people of all ages overcome physical, developmental, mental and/or emotional disabilities and achieve independence; you will find many opportunities in the field of occupational therapy. The need for therapists will grow well into the 21st century, reflecting the importance of function, prevention of disability, and promotion of health. The Certified Occupational Therapy Assistant (COTA), under the supervision of a registered

Occupational Therapist, uses therapeutic activities to help people with an illness or disability live healthy, productive lives. Therapy is functional, purposeful, and individualized for each client. In the classroom, students experience simulated and actual clinical activities. Students will learn vital skills to safely work with people with many types of abilities, disabilities, and functional challenges.

American Occupational Therapy Association Vision 2025

As an inclusive profession, occupational therapy maximizes health, well-being, and quality of life for all people, populations, and communities through effective solutions that facilitate participation in everyday living. (AOTA, 2017)
[AOTA.org/about/mission-vision]

Admission Requirements

General college admission requirement:

- High School Diploma including general education core.

Program requirements: (all located in the OTA Admission Packet located on RVCC website):

- Demonstration of knowledge of the field of occupational therapy through flexible pathways (more information available in the OTA Application packet)
- Signed Essential Skills Agreement
- Signed Licensure/Liability Agreement
- A pre-admissions advising appointment with the Program Director after all program and college application materials are submitted.

Curriculum Grading and Progression Through Program

Students who earn less than a "B-" (80%) grade for any professional course must repeat that course. Students who repeat the course for the second time and earn less than a "B-grade will be suspended from the program for one semester. Students who earn less than a "C" (73.33%) grade for any liberal arts course must repeat that course. Students who repeat the course for a second time and earn less than a "C" grade should refer to the Student Handbook policy. At selected points in the curriculum. Students must pass a comprehensive examination in order to progress.

Curriculum Flexibility

The curriculum may be completed in two to three years. A curriculum plan is individualized for each student and done so with the OTA Program Director. All students must complete the curriculum within a three year period from the date of their matriculation.

Criminal Background History: Consideration for Applicants

OTA Students with Criminal Backgrounds Students are asked about their criminal background on their RVCC application. Background checks are required for all OTA students and are completed in the first semester of the program. If a student has answered the application question dishonestly they will be investigated by the director of public safety and will be dismissed from the OTA program and/or the College. However, if a student with a criminal background answers the question honestly, a criminal background check will be conducted upon admission and the director of public safety will determine the student's fitness for the college. If the student is determined to be of low risk to the college, their criminal background will not interfere with their acceptance to the college. A student, with a criminal background, accepted into the OTA program may have difficulty being placed for Level II Fieldwork. Some fieldwork sites have policies forbidding the placing of students with certain criminal backgrounds in their settings. It is important for the OTA academic fieldwork coordinator to be aware of any student with a criminal background so efforts may be made, sooner than later, to establish for them, a fieldwork site.

OTA Students Previously Convicted of a Felony or Other Serious Crime Taking and passing the national certification exam is mandatory for practicing occupational therapy in the United States. States require OT practitioners to be licensed. A passing score on the certification exam is typically a requirement to secure an OT/OTA state license. Prospective students who have been convicted of felonies and/or other serious crimes (as defined by NBCOT) may not be eligible to take the national certification exam to become an Occupational Therapy Practitioner.

As of January 1, 2019, the NBCOT will implement its Policy for Presumptive Denial. Exam candidates who do not meet NBCOT eligibility requirements have the right to appeal any decision made by the NBCOT.

NBCOT Presumptive Denial Policy URL: https://www.nbcot.org/-/media/NBCOT/PDFs/Presumptive_Denial_Policy.ashx NBCOT Early Determination Review Any potential or current OTA student concerned about their future eligibility to take the certification exam, as it relates to their criminal background may participate in NBCOT's Early Determination Review. NBCOT Early Determination

Review Payment Form URL: https://www.nbcot.org/-/media/NBCOT/PDFs/early-determination-review-paymentform.ashx?la=en

Program Accreditation

The associate-degree-level occupational therapy assistant program has applied for Re-Activation of Accreditation by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA).

7501 Wisconsin Avenue
Suite 510E
Bethesda, MD 20814

Graduates of the program will be able to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). Most states require licensure in order to practice; however, state licenses are usually based upon the results of the NBCOT Certification Examination.

** Total program credits are presented as a range and may vary based on transfer coursework. Students who complete all courses at RVCC follow the higher credit total. See Graduation Requirements for more details.

	Total Credits	69-71

Course Sequencing

First Year: Fall Semester

Item #	Title	Credits
AHLT104R	Introduction to Occupational and Physical Therapy	1
OCTA110R	Fundamentals of Occupational Therapy	2
AHLT112R	Clinical Conditions for Occupational/Physical Therapy	3
AHLT135R	Foundations of Rehabilitation	3
BIOL201R	Anatomy and Physiology I	4
PSYC101R	Introduction to Psychology	3

First Year: Spring Semester

Item #	Title	Credits
AHLT123R	Clinical Kinesiology	3
OCTA213R	Psychosocial Function in Occupational Therapy	3
OCTA214R	Physical Function in Occupational Therapy	3
OCTA120R	Foundations of Professional Practice	2
OCTA190R	OTA Level IA Fieldwork	1
BIOL202R	Anatomy and Physiology II	4

First Year: Summer Semester

Item #	Title	Credits
PSYC114R	Human Development	3
ENGL101R	College Composition	4

Second Year: Fall Semester

Item #	Title	Credits
AHLT210R	Physical Therapy/Occupational Therapy Management	2
AHLT220R	Clinical Neurology	2
OCTA221R	Clinical Neurology Lab for OTA	1
OCTA212R	Occupational Therapy in Pediatrics	3
OCTA230R	Advanced Concepts in Professional Practice	1
OCTA215R	Occupational Therapy for Aging Populations	1
OCTA192R	OTA Level IB Fieldwork	1
	Mathematics Elective	4
	Humanities/Fine Arts/World Language Elective	3

Second Year: Spring Semester

Item #	Title	Credits
OCTA290R	OTA Level IIa Fieldwork Experience	6
OCTA291R	OTA Level IIb Fieldwork Experience	6
OCTA220R	Seminar in Occupational Therapy	2

Phlebotomy

Phlebotomy

Degree Type
Certificate

A career as a Phlebotomy Technician is a rewarding path for someone who desires to work directly with patients. The phlebotomist (PBT) is often the first contact a

patient has with the clinical laboratory and phlebotomists must use care and skill to obtain blood specimens from patients for analysis in the clinical laboratory. Technologists and physicians depend upon the phlebotomist to collect quality patient specimens in order to produce quality laboratory results.

Applicants for the Phlebotomy Program must satisfy the general requirements for admission to the College and meet the technical and physical standards that are expected of phlebotomists in the workforce. Students must be 18 years of age by December 31st of the year they start the program in order to be eligible for the internship

The Phlebotomy Program takes place over two semesters and begins every fall. The Phlebotomy Course (PHBC110R) integrates theoretical and practical work and emphasizes interpersonal skills providing the basis for the certificate recipient to work as an entry-level phlebotomist. Students who successfully complete PHBC 100R with a C or better are eligible for the 120-hour Phlebotomy Internship (PHBC190R) in a hospital or other blood draw center.

Students entering the Phlebotomy Internship must be at least 18 years old. Students enrolled in PHBC 190R must make personal and professional accommodations in order to attend this full-time, three week internship. The internship is only offered in the spring semester and must be taken over a consecutive three week period during the day shift. Clinical internships will be arranged through the Clinical Coordinator. To Register for PHBC 190R (Phlebotomy Internship) students must be matriculated in the program and provide all required paperwork to the Program Director by November 15th. Each student will be instructed in specific requirements for their placements during PHBC 110R. Paperwork for each student includes some, or all, of the following dependent upon placement of internship:

- Completion of PHBC110R with a C or better
- Proof of health insurance
- Criminal Background Check free from offenses
- 10 or 12 panel Drug Screen
- CPR Certification
- Bureau of Elbery Abuse Screen
- Receipt of proof of immunity to infectious disease through documentation of titer or receipt of vaccines

Phlebotomists must possess a number of physical and interpersonal skills in order to perform their job safely. All students will be required to verify their ability to complete these tasks on the first day of class by completion of the "Essential Skills of the Phlebotomist" form that can be found on the RVCC Phlebotomy webpage. These skills include, but are not limited to, fine motor skills, some mobility, operating mechanical and computerized equipment and performing clerical duties. Good communication skills are critical in dealing with patients, clients, physicians, nurses and other health care workers.

Successful completion of both PHBC 110R and PHBC 190R with grades of C or better in each courses are required in order to obtain the Phlebotomy Certification. Before a certification can be issued, students must meet all financial obligations with the college.

Students who successfully complete this program are qualified for immediate employment and are eligible to sit for national certification examinations offered by several professional organizations.

NOTE

* Both courses have co/prerequisites. See course descriptions for requirements.

	Total Credits	6

Course Sequencing

Fall Semester

Item #	Title	Credits
PHBC110R	Phlebotomy	3

Spring Semester

Item #	Title	Credits
PHBC190R	Phlebotomy Internship	3

Physical Therapist Assistant

Physical Therapist Assistant

Degree Type
Associate of Science

This Physical Therapist Assistant (PTA) program at River Valley Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: accreditation@apta.org; website: CAPTEOnline.org. If needing to contact the program/institution directly, please call 603-542-7744 x5434; kboyle@ccsnh.edu.

The PTA program prepares students to work under the direction and supervision of a licensed physical therapist.

The program also prepares students for the PTA licensure examination in the student's respective state or jurisdiction. Job opportunities for PTAs can be found across the country and include a variety of different settings such as hospitals, outpatient clinics and long term care facilities. 100% of our PTA graduates report having a job within one year of passing their licensing exam.

RVCC's PTA program includes coursework focused on passing the national licensure examination. 100% of 2022 RVCC PTA program graduates successfully passed the national licensing exam on their first try compared to the nationwide average of 80%.

Application deadlines: The PTA program requires supplementary application materials. Applicants must meet all requirements for consideration before entering the program. While there is no deadline, space is limited and applicants should be prepared for a competitive selection process. Full details are available at the PTA Program webpage on the college website.

Requirements for application consideration: Acceptance is contingent on demonstration of a set academic standard. Refer to the PTA application packet (URL above) or admissions office for details.

Technical Standards: Students must meet motor, sensory, communication, behavioral, and critical thinking standards for admission to the program. These standards are in accordance with the rigors of the field. For more information, please refer to the PTA Program Application Packet (URL above).

Transfer Options: RVCC has transfer agreements with Plymouth State University and Franklin Pierce University which allows students to apply their work at River Valley Community College towards a Bachelor's degree. Students would then apply to the Doctorate in Physical Therapy (DPT) graduate program. An Associate Degree in PTA is considered terminal, and is not a stepping stone to a DPT degree.

Special Requirements: The PTA program requires students to take technical and liberal arts courses. All technical courses for the program are offered exclusively at RVCC's Claremont campus. The liberal arts courses availability is more flexible; courses may also be offered at our satellite Academic Centers or online. PTA Students are required to keep pace with the class schedule and must take courses in sequential order. Students must meet technical, dress code and grade standards as well as additional clinical education requirements including, but not limited to, immunizations, CPR certification, liability insurance, health insurance, a Criminal/Sexual Offender Records Information check and/or drug test. Students are responsible for those expenses. All liberal arts courses in the PTA program must be passed with a minimum grade of "C" in order to progress. All PTAC and AHLT courses must be passed with a grade of B- or higher. At selected points in the program, students must pass a comprehensive examination in order to progress.

The PTA program combines classroom and laboratory work at the college with two full-time (8 weeks and 10 weeks) supervised clinical education experiences. The Director of Clinical Education works with each student to assign appropriate clinical sites. Assignments depend on the availability of clinical sites. Students should plan to travel an estimated 90 minutes one way to their clinical sites or to temporarily relocate. A car is required for personal transportation to all clinical education experience assignments.

Once matriculated into the PTA program, all courses must be successfully completed within 3 years unless special permission has been obtained from the Program Director to continue for a fourth year. The testing of competencies is required after a leave of absence or a prolonged period of study.

Graduates must pass a national examination and satisfy licensing requirements in most states in order to practice legally under the supervision of a physical therapist.

NOTES

* For many AHLT and PTAC courses: must be matriculated in professional program or receive special written permission from the Program Director or instructor.

* Many courses have co/prerequisites. See course descriptions for requirements.

** Total program credits are presented as a range and may vary based on transfer coursework. Students who complete all courses at RVCC follow the higher credit total. See Graduation Requirements for more details.

Total Credits	67-69

Course Sequencing

First Year: Fall Semester

Item #	Title	Credits
ENGL101R	College Composition	4
BIOL201R	Anatomy and Physiology I	4
AHLT104R	Introduction to Occupational and Physical Therapy	1
AHLT112R	Clinical Conditions for Occupational/Physical Therapy	3
PTAC112R	Physical Therapy Procedures I	3
AHLT135R	Foundations of Rehabilitation	3

First Year: Spring Semester

Item #	Title	Credits
MATH106R	Statistics I: An Introduction to Statistical Reasoning	4
BIOL202R	Anatomy and Physiology II	4
AHLT123R	Clinical Kinesiology	3
PTAC115R	Therapeutic Exercise	3
PTAC122R	Physical Therapy Procedures II	3

First Year: Summer Semester

Item #	Title	Credits
PTAC190R	PTA Clinical Practicum I	6
PTAC192R	PTA Clinical Practicum I Seminar	1

Second Year: Fall Semester

Item #	Title	Credits
	Humanities/Fine Arts/World Language Elective	3
PSYC101R	Introduction to Psychology	3
PSYC114R	Human Development	3
AHLT210R	Physical Therapy/Occupational Therapy Management	2
AHLT220R	Clinical Neurology	2
PTAC221R	Clinical Neurology Lab for PTA	1
PTAC211R	Physical Therapy Procedures III	3

Second Year: Spring Semester

Item #	Title	Credits
PTAC250R	PTA Clinical Practicum II Senior Seminar	2
PTAC292R	PTA Clinical Practicum II	8

Radiologic Technology

Radiologic Technology

Degree Type
Associate of Science

The acquisition of medical imaging is usually carried out by the radiographer, often known as a radiologic technologist. Candidates and R.T.s are held to stringent ethics standards in order to be eligible for certification and registration.

X-rays were discovered by Wilhelm Conrad Roentgen on November 8, 1895. Since the initial discovery, technology has evolved rapidly. Radiography includes diagnostic radiography as well as additional imaging modalities such as mammography, computed tomography (CT), magnetic resonance imaging (MRI), PET-CT, PET-MRI, cardiac-interventional radiography, vascular-interventional radiography, quality management (QM), bone densitometry, nuclear medicine (NM), radiation therapy, and sonography. Radiography has been an indispensable diagnostic tool of modern medicine. Broken bones can be aligned, ulcers can be detected, and many other injuries and conditions can be treated when the exact nature is known to the physician.

What is a Radiologic Technologist?

A Radiologic Technologist is a scientific artist who works as part of the health professional team. With this art, they contribute to the diagnosis and treatment of the patient. They are responsible for the accurate demonstration of body structures on a radiograph or other image receptor. The Radiologic Technologist determines the proper exposure factor, manipulates medical imaging equipment, evaluates the radiographic images for quality and provides for patient protection and comfort.

Program Overview

The Radiologic Technology Program of the River Valley Community College has been developed with the purpose of providing competent Radiographers for the Imaging field. A Radiographer is an important member of the Allied Health Care team. They are responsible for producing high quality medical images for diagnostic purposes. Radiographic procedures are performed on patients of all ages. The program also offers student experiences in the most recent imaging advancements and technology for the acquisition and processing of images in the medical field. Including the use of portable equipment in operating room, emergency room and intensive care units.

Radiography Program Mission Statement:

The mission of the Radiologic Technology Program at River Valley Community College is to prepare competent, entry-level radiographers who possess the knowledge, technical skills, and professional values required to excel in the field of medical imaging. The program is dedicated to promoting the highest standards of image quality and patient care, fostering ethical and

professional behavior while cultivating a commitment to person-centered care and lifelong learning in a diverse and evolving healthcare environment.

Program Accreditation

The RVCC Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182. (www.jrcert.org). The Radiologic Technology Program was accredited in 2021 and awarded a 5 year accreditation. In 2024, the program's accreditation was updated to reflect compliance with all relevant Standards; therefore, the JRCERT awarded a maximum 8-year accreditation. The next site visit is scheduled for the fourth quarter of 2029.

Admission Requirements

Priority deadline to submit the following items is December 31st each year. Rolling admissions will continue after the priority deadline until the program is at full capacity.

The following items are needed to complete a Radiologic Technology Degree application:

1. Submit a completed admission application
2. Attend a Radiologic Technology Information Session.
3. Order a copy of your transcripts (High school/GED or HiSet and college transcript(s)). Have them sent directly to RVCC either electronically to rvccadmissions@ccsnh.edu, or mailed to:
   River Valley Community College
   1 College Pl
   Claremont, NH 03743
4. Fieldwork Observation requirement. Download the Fieldwork Observation Form. Attend a 4-8 hour observation, fill out the form and have it signed, submit the completed form in the application portal link or by emailing lrothenberg@ccsnh.edu. See our current list of area healthcare facilities link where observations can be done, or choose a location near you.
5. Complete the Rad Tech Essential Skills form (link) which will be automatically emailed to lrothenberg@ccsnh.edu once you hit the submit button.

Acceptance to the program is based on the Rad Tech Admissions Rubric Link.

Criminal background checks, fingerprinting, immunization records, drug screens, and CPR certification may be required for clinical placement and must be submitted prior to starting a clinical practicum. The costs of these are the responsibility of the student.

Note:
1) Anatomy and Physiology I and II courses with a "C" or higher grade are highly recommended prior to applying to program.
2) Students with a C- in any Liberal Arts Core courses will need to repeat the course and will have only (2) two chances to pass with a "C" or higher.
3) In the case of a "F" or failure grade, students will have one chance to pass with a "C" or better in order to be eligible for the program.
4) Meeting minimal requirements does not guarantee acceptance.

Curriculum

The curriculum of the program was designed using as a basis curricular recommendations of the American Society of Radiologic Technology, the clinical competencies delineated by the American Registry for Radiologic Technology and the standards for accreditation establish from the Joint Review Committee on Education in Radiologic Technology. These organizations standardize education and accreditation of all programs in Radiologic Technology in the United States.

The program strives to provide the community with an affordable and accessible 21-month educational program where students will learn the appropriate use of technology, and patient care skills to be used in the health care environment. All students must complete the curriculum within a three year period from the date of matriculation.

EDUCATIONAL OUTCOMES

To prepare students/graduates to demonstrate professional values and ethical behaviors in the work place, graduates will:

- demonstrate positive ethical behaviors
- assist the patients with consideration and respect to their personal beliefs and without discrimination
- conduct themselves in a professional manner

To prepare students/graduates to demonstrate competencies in the essential skills of medical imaging, graduates will:

- Competently practice general diagnostic medical radiography in any clinical setting
- practice radiation protection and radiation safety techniques in ways that minimizes
- radiation exposure to patients, self and other

- meet the clinical competency requirements for each semester
- participate in professional activities and continuing education

To prepare students/graduates to communicate effectively and professionally in the medical environment, graduates will:

- demonstrate good communication skills

To prepare students/graduates to develop critical thinking and problem solving skills, graduates will:

- think critically to act appropriately in solving problems of non-routine and emergency situations

To prepare graduates to successfully meet entry level expectations of employers, graduates will:

- perform at entry level expectation
- successfully complete the radiologic technology program
- Become employed within one year of graduation
- promote continued professional and personal growth and lifelong learning

Curriculum Grading and Progression Through Program

All students must pass all Clinical Practicums with a "B" or higher; all other RADT courses with a "C+" or higher; and all Core Liberal Arts courses with "C" or higher. All Radiologic Technology Program courses are based on a 10-points scale. Upon successful completion of the program students will receive an Associate in Science degree in Radiologic Technology from the College.

Curriculum Flexibility

The curriculum may be completed in two to three years. Each curriculum plan is individualize for each student and done so with the Radiologic Technology academic advisor. All students must complete the curriculum within a four year period from the date of their matriculation.

Clinical Placement

1. Comprehensive insurance is required to engage in clinical placements.
2. Students will be required to purchase uniforms according to RVCC Radiologic Technology clinical dress code.
3. Students most demonstrate competence in all 10 Patient Care competencies, 36 mandatory competencies, and 15 elective competency procedures required by the ARRT (American Registry of Radiologic Technology) prior to graduation.

The clinical coordinator will assign students three clinical sites: The first site will be the first year in the Spring and summer semester. The second site will be during the 2nd year Fall semester and the third will be during the 2nd year Spring semester. Clinical hours are daytime only and do not include nights/weekends.

Each student is required to provide their own transportation to and from the clinic. Students may be required to drive up to 2 hours each way to accommodate their clinic scheduling. Students must complete all orientation processes as assigned by their respective hospitals and are responsible for all costs. This includes health requirements for allied health clinical clearance, criminal background check, and drug and alcohol testing.

- Comprehensive health insurance is required to engage in clinical placements.
- Students will be required to purchase uniforms according to RVCC Radiologic Technology clinical dress code.
- Students most demonstrate competence in all 10 Patient Care competencies, 36 mandatory competencies, and 15 elective competency procedures required by the ARRT (American Registry of Radiologic Technology) prior to graduation.
- Criminal background checks are required prior to beginning the program in the Fall and again each year following. Checks are completed through RVCC's approved vendor, Castlebranch. Background checks from previous employers or other vendors are not accepted. No student is exempt. Students will be instructed as to when these checks are to be completed.
- Complete drug and alcohol testing may be required by the clinical site. These tests are completed through RVCC's approved vendor, Castlebranch. Students will be instructed as to when these tests are to be completed.
- RVCC maintains a list of hospitals that have, through formal affiliation agreements, agreed to act as the clinical agencies through which RVCC students in this program complete the required clinical education. These agencies must also be approved by JRCERT. It is for this reason that only these hospitals may be used in conjunction with the Radiologic Technology program. Approved Clinical Sites Link.

In Accordance with section 504 of the 1973 Vocational Rehabilitation Act and the Americans with Disabilities Act (PL_101_336), the Radiologic Technology program of

River Valley Community College has established an Essential functions list to ensure student success in their discipline. These standards are not meant to be admissions criteria but serve as a guide for successful completion of the clinical aspect of the Radiologic Technology program. River Valley Community College is committed to providing reasonable accommodations to students with disabilities as defined by the American with Disabilities Act. These standards will serve as a guide for the student to be able to become a successful Radiographer.

Due to the physical requirements of the job as a Radiographer, prospective students should be aware that occasional lifting and moving of heavy objects is part of the profession. Any student with a history of physical limitations is advised to consult a family health care provider prior to enrolling in the program.

Requirements for Graduation

To earn an Associate Degree in Radiologic Technology from River Valley Community College, a student must:

- Successfully complete both the didactic and all clinical competencies with three years:
- Achieve a cumulative grade point average (cGPA) of 2.0 or higher in all courses taken at RVCC (including remedial/developmental credits taken);
- Complete the Intent to Graduate Form (link).

Essential functions list

1. Reach and manipulate equipment to its highest position (6'). Can raise objects from a lower to a higher position or move objects horizontally from position to position. (This function requires the substantial use of the upper extremities and back muscles.)
2. Move and stand with wheelchair and/ or stretcher and help patient on/off imaging table.
3. Possess mobility, coordination and strength to push, pull or transfer heavy objects. Lift a minimum of 50 pound and ensure patient safety.
4. Possess manual dexterity, mobility, and stamina to perform CPR
5. Move from room to room and maneuver in small spaces.
6. Demonstrate manual dexterity to perform necessary manipulation such as drawing doses with syringes, manipulating locks, sterile and aseptic techniques.
7. Use sufficient correct eyesight to observe patients and evaluate radiographic quality.
8. Visually monitor patients/charts/machine indicator lights in dimly lit conditions
9. Read and apply appropriate information and instructions contained in requisitions, notes and patient charts.
10. Possess sufficient hearing to assess patient's needs, follow instructions, communicate with other health care workers, as well as respond to audible sounds of radiographic equipment. (Please comment if corrective devices are required.)
11. Communicate in a clear and concise manner with patients of all ages, including obtaining health history and pertinent information.
12. Understand and apply clinical instructions given by department personnel
13. Able to read, comprehend, and write legibly in the English language
14. Be able to adapt to changing environments and schedules
15. Establish rapport with fellow students, coworkers, patients and families
16. Function under stressful conditions
17. Oriented to reality and not mentally impaired by mind-altering substances.
18. Able to convey sensitivity, respect, tact, and a mentally healthy attitude
19. Endure a minimum of two hours of didactic instruction in a normal classroom environment.
20. Have physical stamina to stand and walk for 8 hours or more in a clinical setting.
21. Can bend the body downward and forward by bending at the spine and waist (This factor requires full use of lower extremities and back muscles). Can flex and extend all joints freely.

NOTE

* All numbered courses listed have co/prerequisites. See course descriptions for requirements.

** Total program credits are presented as a range and may vary based on transfer coursework. Students who complete all courses at RVCC follow the higher credit total. See Graduation Requirements for more details.

Total Credits	70

Course Sequencing

First Year: Fall Semester

Item #	Title	Credits
RADT101R	Introduction to Radiologic Technology & Clinical Simulated Lab Practicum	2
RADT110R	Patient Care & Medical Terminology	2
RADT115R	Radiographic Positioning & Procedures I	3
BIOL201R	Anatomy and Physiology I	4
RADT132R	Principles of Radiographic Exposure, Image Acquisition & Processing	3

First Year: Spring Semester

Item #	Title	Credits
RADT120R	Radiation Physics & Imaging Equipment	2
RADT121R	Radiologic Technology Clinical Practicum I	4
RADT215R	Radiographic Positioning/ Procedures II and Contrast Media	3
BIOL202R	Anatomy and Physiology II	4
ENGL101R	College Composition	4

First Year: Summer Semester

Item #	Title	Credits
RADT122R	Radiologic Technology Clinical Practicum II	4
RADT218R	Radiographic Positioning & Procedures III	2

Second Year: Fall Semester

Item #	Title	Credits
RADT223R	Radiologic Technology Clinical Practicum III	5
RADT228R	Radiation Biology & Protection	2
RADT229R	Cross Sectional Anatomy & Imaging Modalities	2
	Social Science Elective	3
	Computer Technology Elective	3

Second Year: Spring Semester

Item #	Title	Credits
RADT214R	Radiologic Pathology & Imaging Critique	2
RADT224R	Radiologic Technology Clinical Practicum IV	5
RADT235R	Quality Assurance, Ethical and Legal Issues	2
RADT246R	Rad Tech Seminar	2
	Humanities/Fine Arts/World Language Elective	3

Respiratory Therapy

Respiratory Therapy

Degree Type
Associate of Science

Respiratory Therapists are health care specialists who evaluate, test and treat people with breathing disorders. They are also a vital member of the hospitals' emergency team, protecting the airway and adjusting life support equipment.

Working under the supervision of a physician, and alongside other health care professionals, the Respiratory Therapist will use oxygen, medications and various procedures to help the lungs to function adequately. Some disorders that Respiratory Therapists treat include: asthma, emphysema, pneumonia, lung injuries, cystic fibrosis, and bronchitis. Therapists can be found in all areas of acute care hospitals as well as long term care facilities and in homecare settings.

The program goals are to prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists (RRTs).

Admission requirements:

- Satisfy the general requirements for admission to the college;
- Obtain credits in High School Algebra, and English;
- Complete the Respiratory Program Application packet;
- Interview with the Respiratory Therapy Program Director.

The Respiratory application process is competitive. The program can only accept 16 students each fall, so it is of benefit to apply and complete your application early. Students will be notified of decisions regarding acceptance following completion of the application.

Applicants may begin in any semester to take liberal arts courses that are required within the Respiratory Therapy program.

Special requirements:

Applicants must meet all High School requirements for consideration before entering the program. RT students are required to keep pace with the class and must take courses in sequential mode where required (please refer to the Respiratory curriculum design). Students must meet technical standards and additional requirements including immunizations, liability and health insurance, and a Criminal/Sexual Offender Records Information (CORI/SORI) check.

Students must also:
1) Pass all Liberal Arts Core courses with a "C" (73.33 grade) or higher.
2) Pass all Respiratory Therapy courses with a "B- (80 grade) or higher.
3) Pass all Respiratory Therapy Clinical Practicum courses with a "B" (83.33 grade) or higher.

The Director of Clinical Education works with each student to assign appropriate clinical sites. Clinical assignments depend on the availability of clinical sites, and students may be required to travel long distances. A car is required for personal transportation to all clinical education experience assignments.

All courses in the RT program must be successfully completed within 3 years unless special permission has been obtained from the Program Director to continue a fourth year.

Technical standards:

The technical standards for applicant/students in the RT program include motor, sensory, communication, behavior and critical thinking skills reflective of reasonable expectations for performance of common Respiratory Therapy functions.

The program is fully accredited by the Commission on Accreditation for Respiratory Care (COARC)
www.coarc.com
To view the CoARC outcomes: Webpage coarc.com/students/programmatic-outcomes-data

To view CoARC student/graduate outcomes for all programs, the webpage is coarc.com/students/programmatic-outcomes-data
Commission on Accreditation for Respiratory Care (COARC)
264 Precision Blvd
Telford, TN 37690 USA

End of Program Student Learning Outcomes

Upon successful completion of this program, the student will be able to:

- Recognize that the patient is always your priority.
- Demonstrate the ability to comprehend, apply, and evaluate clinical information relevant to their role as a Respiratory Therapist.
- Perform entry-level and advanced skills competently as described by the American Association for Respiratory Care (AARC) Scope of Practice.
- Demonstrate personal behaviors consistent with professional and employer expectations by understanding, accepting, and abiding by the American Association of Respiratory Care (AARC) Code of Ethics.
- Execute safe clinical decision-making in respiratory care.
- Employ effective communication skills within the college and healthcare settings.
- Demonstrate personal behaviors consistent with professional and employer expectations by understanding, accepting, and abiding by the American Association of Respiratory Care (AARC) Code of Ethics.

The River Valley Community College, Program Number 200249, AS Degree program, located in Claremont, NH is accredited by the Commission on Accreditation for Respiratory Care (www.coarc.com). Additional information can be found at www.coarc.com.

** Total program credits are presented as a range and may vary based on transfer coursework. Students who complete all courses at RVCC follow the higher credit total. See Graduation Requirements for more details.

	Total Credits	69-71

Course Sequencing

First Year: Summer Semester

Item #	Title	Credits
ENGL101R	College Composition	4
BIOL201R	Anatomy and Physiology I	4
	Statistics I or Functions & Modeling I	4

First Year: Fall Semester

Item #	Title	Credits
RSPT151R	Fundamentals of Respiratory Care I	10
BIOL202R	Anatomy and Physiology II	4

First Year: Spring Semester

Item #	Title	Credits
RSPT152R	Fundamentals of Respiratory Care II	10
	Microbiology (BIOL205R), Medical Microbiology (BIOL203R) or Microbiology Elective	4

Second Year: Summer Semester

Item #	Title	Credits
	Social Science Elective	3
	Humanities/Fine Arts/World Language Elective	3
RSPT191R	Respiratory Practicum I	3

Second Year: Fall Semester

Item #	Title	Credits
RSPT253R	Fundamentals of Respiratory Care III	8
RSPT281R	Respiratory Practicum II	4

Second Year: Spring Semester

Item #	Title	Credits
RSPT254R	Fundamentals of Respiratory Care IV	5
RSPT282R	Respiratory Practicum III	5

Social Services

Social Services

Degree Type
Associate of Science

The Social Services Program has a strong core focusing on key foundational knowledge and skills needed in helping professions. All students study:

- Diverse Populations of Communities
- Child & Human Development and General Psychology
- Systems Theory and Sociology
- Service Coordination
- Interpersonal Communication Skills
- Ethics and Professionalism

Working with an advisor, students select program electives to prepare for entry into a career or for continued study in a specialty area. Program electives may include courses in:

- Psychology
- Sociology
- Criminal Justice
- Early Childhood Education

Graduates of RVCC's Social Services Program are prepared to work in a variety of settings including, but not limited to, the following: city and state offices, non-profit agencies, community action programs, correctional & transitional facilities, area agencies, behavioral & mental health centers, and schools.

RVCC's Social Services degree prepares students for a variety of entry-level positions such as outreach worker, program manager, residential counselor, and support aide. Other positions, such as social worker, substance abuse counselor, and psychologist or psychiatrist, require an advanced degree.

In addition to the Associate Degree, the College also offers a Certificate in Social Services. This certificate focuses on the major courses required for beginning level positions, as well as providing students with an entry point for continuation in the Associate Degree.

The applicant for the Social Services Program should meet the general requirements for admission to the College. A Criminal Background Check is the responsibility of students and may be required for fieldwork and/or employment. See the full Criminal Background Check Policy in the Admissions section of this catalog. Students are required to have liability insurance during fieldwork. Transportation to fieldwork is the responsibility of the student.

The Social Services certificate may be combined with other programs at the College for a dual degree option.

NOTES

* ENGL 102R, MATH 106R, HSV 125R, HSV 126R, HSV 270R, HSV 271R, and PSYC 210R have co/prerequisites. See course descriptions for requirements.

**** If you have transferred in 3-credit classes, you may need to take an additional course in order to satisfy the 60-credit degree minimum. Please consult with your advisor.**

*** Total program credits are presented as a range and may vary based on transfer coursework and elective selection. Students who complete all courses at RVCC follow the higher credit total. See Graduation Requirements for more details.

	Total Credits	60-62

Course Sequencing

First Year: Fall Semester

Item #	Title	Credits
HSV110R	Introduction to Social Services	3
ECE102R	Child Growth and Development	3
PSYC101R	Introduction to Psychology	3
ENGL101R	College Composition	4
MATH106R	Statistics I: An Introduction to Statistical Reasoning	4

First Year: Spring Semester

Item #	Title	Credits
HSV125R	Service Coordination	3
HSV126R	Issues in Mental Health and Developmental Disabilities	3
SOSC101R	Introduction to Sociology	3
PSYC114R	Human Development	3
	Science Elective	4

Second Year: Fall Semester

Item #	Title	Credits
HSV123R	Supportive Communication Skills	3
	Program Elective	3
	Program Elective	3
	Humanities/Fine Arts/World Language Elective	3
	English/Humanities/Fine Arts/ World Language/Science/ Mathematics or Social Science Elective	3-4

Second Year: Spring Semester

Item #	Title	Credits
HSV270R	Social Services Fieldwork	3
HSV271R	Social Services Seminar	1
PSYC210R	Abnormal Psychology	3
	Program Elective 200-level	3
	Program Elective 200-level	3

Social Services Certificate

Degree Type
Certificate

The Social Services Program has a strong core focusing on key foundational knowledge and skills needed in helping professions. All students study:

- Diverse Populations of Communities
- Child & Human Development and General Psychology
- Systems Theory and Sociology
- Service Coordination
- Interpersonal Communication Skills
- Ethics and Professionalism

Working with an advisor, students select program electives to prepare for entry into a career or for continued study in a specialty area. Program electives may include courses in:

- Psychology
- Sociology
- Criminal Justice
- Early Childhood Education

Graduates of RVCC's Social Services Program are prepared to work in a variety of settings including, but not limited to, the following: city and state offices, non-profit agencies, community action programs, correctional & transitional facilities, area agencies, behavioral & mental health centers, and schools.

RVCC's Social Services degree prepares students for a variety of entry-level positions such as outreach worker, program manager, residential counselor, and support aide. Other positions, such as social worker, substance abuse counselor, and psychologist or psychiatrist, require an advanced degree.

In addition to the Associate Degree, the College also offers a Certificate in Social Services. This certificate focuses on the major courses required for beginning level positions, as well as providing students with an entry point for continuation in the Associate Degree.

The applicant for the Social Services Program should meet the general requirements for admission to the College. A Criminal Background Check is the responsibility of students and may be required for fieldwork and/or employment. See the full Criminal Background Check Policy in the Admissions section of this catalog. Students are required to have liability insurance during fieldwork. Transportation to fieldwork is the responsibility of the student.

The Social Services certificate may be combined with other programs at the College for a dual degree option.

	Total Credits	18

Course Sequencing

Fall Semester

Item #	Title	Credits
ECE102R	Child Growth and Development	3
HSV110R	Introduction to Social Services	3
HSV123R	Supportive Communication Skills	3

Spring Semester

HSV 125R and 126R have co/prerequisites. See course descriptions for requirements.

Item #	Title	Credits
HSV125R	Service Coordination	3
HSV126R	Issues in Mental Health and Developmental Disabilities	3
PSYC114R	Human Development	3

Registered Nursing

Claremont, Keene

Nursing (LPN to RN - Direct Entry)

Degree Type
Associate of Science

Students who complete the RVCC Licensed Practical Nursing (LPN) Program may wish to apply for direct entry to the ASN-RN (Associate of Science Degree in Nursing) Program. There are limited spaces available and selection is based on:

- Successful completion of the RVCC LPN Program within the past two (2) years
- Current PN license
- Entry into the program is very competitive. Grade point average (GPA) for nursing courses will be considered during the admissions process.

** Total program credits are presented as a range and may vary based on transfer coursework. Students who complete all courses at RVCC follow the higher credit total. See Graduation Requirements for more details.

Direct Entry Prerequisite Courses

Item #	Title	Credits
NURS105R	Professional Concepts in Nursing	1
NURS110R	LPN Nursing Care I	7
NURS120R	LPN Nursing Care II	7
NURS230R	LPN Nursing Care III	7
BIOL201R	Anatomy and Physiology I	4
BIOL202R	Anatomy and Physiology II	4
PSYC101R	Introduction to Psychology	3
PSYC114R	Human Development	3
ENGL101R	College Composition	4
	Mathematics Elective	4

ASN - RN Third Semester

Item #	Title	Credits
ADNR220R	Nursing Care III	9
	Microbiology (BIOL205R), Medical Microbiology (BIOL203R) or Microbiology Elective	4

ASN -RN Fourth Semester

Item #	Title	Credits
ADNR230R	Nursing Care IV	10
ADNR235R	Nursing Seminar II	1
	Humanities/Fine Arts/World Language Elective	3
	Total Credits	69-71

Nursing (LPN to RN - Direct Entry) - Accelerated

Degree Type
Associate of Science

Students who complete the RVCC Licensed Practical Nursing (LPN) Program may wish to apply for direct entry to the ASN-RN (Associate of Science Degree in Nursing) Program. There are limited spaces available and selection is based on:

- Successful completion of the RVCC LPN Program within the past two (2) years
- Current PN license
- Entry into the program is very competitive. Grade point average (GPA) for nursing courses will be considered during the admissions process.

** Total program credits are presented as a range and may vary based on transfer coursework. Students who complete all courses at RVCC follow the higher credit total. See Graduation Requirements for more details.

Direct Entry Prerequisite Courses

Item #	Title	Credits
NURS105R	Professional Concepts in Nursing	1
NURS110R	LPN Nursing Care I	7
NURS120R	LPN Nursing Care II	7
NURS230R	LPN Nursing Care III	7
BIOL201R	Anatomy and Physiology I	4
BIOL202R	Anatomy and Physiology II	4
PSYC101R	Introduction to Psychology	3
PSYC114R	Human Development	3
ENGL101R	College Composition	4
	Mathematics Elective	4

Semester 1: Spring

Item #	Title	Credits
ENGL101R	College Composition	4
	Mathematics Elective	4

Semester 2: Summer

Item #	Title	Credits
ADNR220R	Nursing Care III	9
	Microbiology (BIOL205R), Medical Microbiology (BIOL203R) or Microbiology Elective	4

Semester 3: Fall

Item #	Title	Credits
ADNR230R	Nursing Care IV	10
ADNR235R	Nursing Seminar II	1
	Humanities/Fine Arts/World Language Elective	3
	Total Credits	69-71

Nursing (LPN to RN - Program Bridge)

Degree Type
Associate of Science

The LPN to RN program bridge is designed to expand upon the previous education of the Licensed Practical Nurse. After successfully completing the 4-credit ADNR 197R-LPN to RN Program Bridge with a B- or greater, students enter the Registered Nurse program in the second year at the senior level. Students that complete the final two semesters with a grade of B- or greater graduate with an Associate of Science Degree in Nursing. They can then apply to sit for the NCLEX-RN Licensure exam.

Admission to the Program Bridge:
Prospective students are responsible for meeting the following admission requirements:

- Hold a current, unencumbered Practical Nursing License in New Hampshire or New England region.
- Successfully complete the NLN Nursing Acceleration Challenge Exam (NACE) I: Foundations of Nursing with a required overall percent correct score of 68% or better. Test scores are valid for a period of 12 months prior to application deadline.
- Complete all core liberal arts prerequisites with a "C" or better.
- Submit an application for the LPN to RN Bridge.

Because of the limited number of spaces, the program is very competitive. To be considered for the summer semester Program Bridge, applications and completed requirements must be received in the Office of Admissions by November 30th. Students will be notified of acceptance by March 1st. Upon acceptance to the Nursing Program, other requirements include:

- A physical exam within 12 months
- Immunization verification for TDaP, MMR, Varicella, and Hepatitis B (or waiver)
- AHA BLS for Healthcare Providers
- Two-step TB test
- Verification of health insurance

** Total program credits are presented as a range and may vary based on transfer coursework. Students who complete all courses at RVCC follow the higher credit total. See Graduation Requirements for more details.

Courses to complete during LPN program / prior to starting LPN to RN Bridge

Item #	Title	Credits
PN Course Equivalent to ADNR105R	Nursing Seminar I	1
PN Course Equivalent to ADNR116R	Nursing Care I	7
PN Course Equivalent to ADNR117R	Nursing Care II	9
BIOL201R	Anatomy and Physiology I	4
BIOL202R	Anatomy and Physiology II	4
PSYC101R	Introduction to Psychology	3
PSYC114R	Human Development	3

Semester 1 (Summer)

Item #	Title	Credits
ADNR197R	LPN to RN Bridge	4
ENGL101R	College Composition	4
	Mathematics Elective	4

Semester 2 (Fall)

Item #	Title	Credits
ADNR220R	Nursing Care III	9
	Microbiology (BIOL205R), Medical Microbiology (BIOL203R) or Microbiology Elective	4

Semester 3 (Spring)

Item #	Title	Credits
ADNR230R	Nursing Care IV	10
ADNR235R	Nursing Seminar II	1
	Humanities/Fine Arts/World Language Elective	3

Total Credits	68-70

Nursing (Registered / RN)

Degree Type
Associate of Science

The Associate of Science Degree in Nursing (ASN) Program prepares the student for beginning level of practice and for National Council Licensure Examination (NCLEX) for Registered Nurses (RN). Graduates are prepared to enter the nursing profession as safe and effective health care professionals who contribute to the health and wellness of their communities. Upon graduation, students are qualified for immediate employment in a variety of healthcare settings that include hospitals, long-term care facilities, and clinics.

The nursing curriculum provides a contemporary, quality education. The program has full approval from the New Hampshire Board of Nursing and national accreditation from the Accreditation Commission for Education in Nursing (ACEN). For more information on the ACEN accreditation contact http://www.acenursing.org/.

NURSING PROGRAM MISSION

To facilitate students' achievement of personal and professional goals and assist them in becoming responsible and contributing members of the nursing profession and their communities.

Nursing Program Outcomes

- The first-time pass rate for RVCC nursing graduates is equivalent to, or exceeds the 80% pass rate for first-time test takers who are graduates of associate degree nursing programs.
- Seventy-five (75%) of students will graduate from the RVCC Nursing Program within 2 years of the initial admission into the program.
- Within six months of graduation from the RVCC nursing program, 90% of graduates will be employed as Registered Nurses.

Program Information

The Associate of Science Degree in Nursing consists of science, general education, and nursing courses. The nursing courses are sequential and must be completed within three years of entrance into the program for students on the traditional pathway and within two years of entrance into the program for accelerated or advanced practice students. Each nursing course integrates classroom learning with simulation laboratory activities and faculty supervised clinical experiences to prepare students to provide holistic nursing care to individuals, families, and groups in a variety of healthcare settings. The nursing program is offered at the Claremont and Keene campuses.

Learning experiences may vary in time, location, and may include days, evenings, and/or weekends. Students admitted into the Nursing program must achieve a minimum grade of B- (80%) or higher in the nursing theory courses and a grade of "Pass" in the work-based learning clinical courses in order to continue in the program. All Core Liberal Arts Courses must be achieved with a grade of "C" or higher. All science classes that are transferred into the program should be less than 10 years old. Transfer of science coursework older than ten years will be at the discretion of the Nursing Department Chair.

ASSOCIATE OF SCIENCE IN NURSING - PROGRAM OF STUDY

Program Prerequisite Requirements: Current licensure as a Nursing Assistant in the State of NH (or signed waiver if currently working in a medical discipline); Current certification in American Heart Association Basic Life Support (BLS) for Health Care Providers; Chemistry, Human Biology, or A&P Prep Course (as a prerequisite for Anatomy & Physiology I).

Admission Process

Applicants interested in the Nursing Program should contact the Nursing Department at rvccnursing@ccsnh.edu. To contact admissions please email admissions at rvccadmissions@ccsnh.edu.

Applications are not reviewed until complete. Students are advised to apply early and complete all application requirements on or before the deadline of December 31st. Students are notified of acceptance by March 1st. Student selection for available seats is competitive and based on a point system. (See website for full details). Once accepted, students must be prepared to meet all nursing program requirements by established deadlines in order to begin the nursing sequence in fall semester.

Students may request a transfer of credits from courses taken at other accredited colleges and universities. The Vice President of Academic & Student Affairs makes final determination of transfer credits. In order to transfer general education courses, they must have a minimum grade of "C" or better. Science courses should be current within the last 10 years. Applicants are require to provide official transcripts to the Office of Admissions at RVCC in order for the transfer process to occur.

Admission Program Requirements

- Complete the College Application

- Successful completion of Chemistry, Human Biology, or RVCC A&P 1 Prep Course.
- Achieve a composite score of 66 on the ATI Test of Essential Academic Skills (TEAS) assessment.

Additional Requirements

- **Licensure** – current NH licensure as a Nurse Assistant or Practical Nurse (or signed waiver if currently working in a medical discipline).
- **CPR** – American Heart Association Basic Life Support for Health Care Providers
- **CRIMINAL BACKGROUND RECORD** – A NH and federal criminal background record is required. Any fees are at the expense of the student. A history of a felony or selective misdemeanors, may deny entrance into the nursing program.
- **DRUG TESTING** – Drug testing may be required prior to the start of any work-based clinical learning experience. Any fees are at the expense of the student.
- **MEDICAL INSURANCE** – Students are required to carry medical insurance to participate in clinical.
- **MEDICAL DOCUMENTATION** – Current physical exam, with immunizations and vaccinations. See website for complete list.

The clinical portion of the degree program is offered at area health care facilities ("clinical sites"). Clinical sites establish their own requirements for persons entering their facilities for educational purposes. Clinical sites may have established vaccination requirements, including vaccination for COVID-19. As with all clinical program requirements, the clinical site reserves the right to deny participation to any student who does not meet required clinical criteria and do not follow clinical site policies. Individual programs of study do not have the authority to secure clinical experience(s) for students who do not meet eligibility criteria. Students participating in clinicals must adhere to the sites' requirements. While these are not college requirements, failure to adhere to the clinical site requirements will result in ineligibility to complete the Nursing program.

Technical Standards

All students in the RVCC nursing program must be able to perform diverse, complex, and specific functions and skills. Technical and professional standards for nursing are essential duties which speak to a student's ability to participate and be successful in the nursing program. These attributes include, but are not limited to personal and professional skills, physical agility, medical safety and other requirements that individuals must possess in order to be eligible for satisfactory completion of the program of study as well as for the desired field of nursing. The qualifications established by the faculty include but are not limited to the following essential technical standards:

- Sufficient hearing to assess patient needs and to understand instructions, emergency signals and telephone conversations.
- Sufficient visual acuity to observe patients, manipulate equipment, and interpret data; visual acuity sufficient to ensure a safe environment, identify color changes, read fine print/writing and calibrations.
- Sufficient speech and language ability to express, comprehend, and exchange information and ideas verbally and non-verbally and to interact clearly and logically with patients, family members, physicians, peers, and other medical personnel.
- Ability to work with frequent interruptions, respond appropriately in emergencies or unexpected situations, and cope with variations in workload and stress levels.
- Sufficient strength and motor coordination to perform the following physical activities: manual dexterity to operate and handle equipment, moving and transferring of patients, and performing CPR.
- Ability to utilize intellectual abilities, exercise good judgment, and promptly complete all responsibilities attendant to the diagnosis and care of patients and families.
- The ability to maintain mature, sensitive, and effective relationships with patients, students, faculty, staff and other professionals under all circumstances.
- The ability to recognize that one's own values, attitudes, beliefs, emotions, and experiences affect ones perceptions and relationships with others
- The ability to learn and abide by professional standards of practice.
- The ability to self-reflect, be accountable, and willing to acknowledge limitation of knowledge or skills.
- Be willing to accept guidance and feedback from individuals in supervisory positions.

Further information at RiverValley.edu.

** Total program credits are presented as a range and may vary based on transfer coursework. Students who complete all courses at RVCC follow the higher credit total. See Graduation Requirements for more details.

Total Credits	64-66

Course Sequencing

First Year: Fall Semester

* ENGL 102R has a co/prerequisite. See course description for requirements.

Item #	Title	Credits
ADNR105R	Nursing Seminar I	1
ADNR116R	Nursing Care I	7
BIOL201R	Anatomy and Physiology I	4
PSYC101R	Introduction to Psychology	3
ENGL101R	College Composition	4

First Year: Spring Semester

* BIOL 202R has a co/prerequisite. See course description for requirements.

* For the Math Elective: It is highly recommended if you are planning to continue your education in a RN-to-BSN program that you take MATH 106R - Statistics I.

Item #	Title	Credits
ADNR117R	Nursing Care II	9
PSYC114R	Human Development	3
BIOL202R	Anatomy and Physiology II	4
	Mathematics Elective	4

Second Year: Fall Semester

Item #	Title	Credits
ADNR220R	Nursing Care III	9
	Microbiology (BIOL205R), Medical Microbiology (BIOL203R) or Microbiology Elective	4

Second Year: Spring Semester

Item #	Title	Credits
ADNR230R	Nursing Care IV	10
ADNR235R	Nursing Seminar II	1
	Humanities/Fine Arts/World Language Elective	3

Nursing (Registered / RN) - Accelerated

Degree Type
Associate of Science

The Associate of Science Degree in Nursing (ASN) Program prepares the student for beginning level of practice and for National Council Licensure Examination (NCLEX) for Registered Nurses (RN). Graduates are prepared to enter the nursing profession as safe and effective health care professionals who contribute to the health and wellness of their communities. Upon graduation, students are qualified for immediate employment in a variety of healthcare settings that include hospitals, long-term care facilities, and clinics.

The nursing curriculum provides a contemporary, quality education. The program has full approval from the New Hampshire Board of Nursing and national accreditation from the Accreditation Commission for Education in Nursing (ACEN). For more information on the ACEN accreditation contact http://www.acenursing.org/.

NURSING PROGRAM MISSION

To facilitate students' achievement of personal and professional goals and assist them in becoming responsible and contributing members of the nursing profession and their communities.

Nursing Program Outcomes

- The first-time pass rate for RVCC nursing graduates is equivalent to, or exceeds the national pass rate for first-time test takers who are graduates of associate degree nursing programs.
- Eighty percent (80%) of students will graduate from the RVCC Nursing Program within 3 years of the initial admission into the program.
- Within six months of graduation from the RVCC nursing program, 90% of graduates will be employed as Registered Nurses.

Program Information

The Associate of Science Degree in Nursing consists of science, general education, and nursing courses. The nursing courses are sequential and must be completed within three years of entrance into the program. Each nursing course integrates classroom learning with simulation laboratory activities and faculty supervised clinical experiences to prepare students to provide holistic nursing care to individuals, families, and groups in a variety of healthcare settings. The nursing program is offered at the Claremont and Keene campuses.

Learning experiences may vary in time, location, and may include days, evenings, and/or weekends. Students admitted into the Nursing program must achieve a minimum grade of B- (80%) or higher in the nursing theory courses and a grade of "Pass" in the work-based learning clinical courses in order to continue in the program. All Core Liberal Arts Courses must be achieved with a grade of "C" or higher. All science classes that are transferred into the program must be less than 10 years old.

ASSOCIATE OF SCIENCE IN NURSING - PROGRAM OF STUDY

Program Prerequisite Requirements: Current licensure as a Nursing Assistant in the State of NH; Current certification in American Heart Association Basic Life Support (BLS) for Health Care Providers; Chemistry (as a prerequisite for Anatomy & Physiology I)

Admission Process

Applicants interested in the Nursing Program should contact the Nursing Department at rvccnursing@ccsnh.edu. To contact admissions please email admissions at rvccadmissions@ccsnh.edu.

Applications are not reviewed until complete. Students are advised to apply early and complete all application requirements on or before the deadline of December 31st. Students are notified of acceptance by March 1st. Student selection for available seats is competitive and based on a point system. (See website for full details). Once accepted, students must be prepared to meet all nursing program requirements by established deadlines in order to begin the nursing sequence in fall semester.

Students may request a transfer of credits from courses taken at other accredited colleges and universities. The Vice President of Academic & Student Affairs makes final determination of transfer credits. In order to transfer general education courses, they must have a minimum grade of "C" or better. Science courses must be current within the last 10 years. Applicants are require to provide official transcripts to the Office of Admissions at RVCC in order for the transfer process to occur.

Admission Program Requirements

- Complete the College Application
- Successful completion of high school Chemistry (per high school grading criteria) or CHEM030R Introduction to Chemical Principles.
- Meet minimum score requirements in all four sections of the ATI Test of Essential Academic Skills (TEAS) assessment.

Additional Requirements

- **Licensure** – current NH licensure as a Nurse Assistant or Practical Nurse.
- **CPR** – American Heart Association Basic Life Support for Health Care Providers
- **CRIMINAL BACKGROUND RECORD** – A NH and federal criminal background record is required. Any fees are at the expense of the student. A history of a felony or selective misdemeanors, may deny entrance into the nursing program.
- **DRUG TESTING** – Drug testing may be required prior to the start of any work-based clinical learning experience. Any fees are at the expense of the student.
- **MEDICAL INSURANCE** – Students are required to carry medical insurance to participate in clinical.
- **MEDICAL DOCUMENTATION** – Current physical exam, with immunizations and vaccinations. See website for complete list.

The clinical portion of the degree program is offered at area health care facilities ("clinical sites"). Clinical sites establish their own requirements for persons entering their facilities for educational purposes. Clinical sites may have established vaccination requirements, including vaccination for COVID-19. As with all clinical program requirements, the clinical site reserves the right to deny participation to any student who does not meet required clinical criteria and do not follow clinical site policies. Individual programs of study do not have the authority to secure clinical experience(s) for students who do not meet eligibility criteria. Students participating in clinicals must adhere to the sites' requirements. While these are not college requirements, failure to adhere to the clinical site requirements will result in ineligibility to complete the Nursing program.

Technical Standards

All students in the RVCC nursing program must be able to perform diverse, complex, and specific functions and skills. Technical and professional standards for nursing are essential duties which speak to a student's ability to participate and be successful in the nursing program. These attributes include, but are not limited to personal and professional skills, physical agility, medical safety and other requirements that individuals must possess in order to be eligible for satisfactory completion of the program of study as well as for the desired field of nursing. The qualifications established by the faculty include but are not limited to the following essential technical standards:

- Sufficient hearing to assess patient needs and to understand instructions, emergency signals and telephone conversations.
- Sufficient visual acuity to observe patients, manipulate equipment, and interpret data; visual acuity sufficient to ensure a safe environment, identify color changes, read fine print/writing and calibrations.
- Sufficient speech and language ability to express, comprehend, and exchange information and ideas verbally and non-verbally and to interact clearly and logically with patients, family members, physicians, peers, and other medical personnel.

- Ability to work with frequent interruptions, respond appropriately in emergencies or unexpected situations, and cope with variations in workload and stress levels.
- Sufficient strength and motor coordination to perform the following physical activities: manual dexterity to operate and handle equipment, moving and transferring of patients, and performing CPR.
- Ability to utilize intellectual abilities, exercise good judgment, and promptly complete all responsibilities attendant to the diagnosis and care of patients and families.
- The ability to maintain mature, sensitive, and effective relationships with patients, students, faculty, staff and other professionals under all circumstances.
- The ability to recognize that one's own values, attitudes, beliefs, emotions, and experiences affect ones perceptions and relationships with others
- The ability to learn and abide by professional standards of practice.
- The ability to self-reflect, be accountable, and willing to acknowledge limitation of knowledge or skills.
- Be willing to accept guidance and feedback from individuals in supervisory positions.

Further information at RiverValley.edu.

** Total program credits are presented as a range and may vary based on transfer coursework. Students who complete all courses at RVCC follow the higher credit total. See Graduation Requirements for more details.

	Total Credits	64-66

Course Sequencing

First Year: Fall Semester

* ENGL 102R has a co/prerequisite. See course description for requirements.

Item #	Title	Credits
ADNR105R	Nursing Seminar I	1
ADNR116R	Nursing Care I	7
BIOL201R	Anatomy and Physiology I	4
PSYC101R	Introduction to Psychology	3
ENGL101R	College Composition	4

First Year: Spring Semester

* BIOL 202R has a co/prerequisite. See course description for requirements.

* For the Math Elective: It is highly recommended if you are planning to continue your education in a RN-to-BSN program that you take MATH 106R - Statistics I.

Item #	Title	Credits
ADNR117R	Nursing Care II	9
PSYC114R	Human Development	3
BIOL202R	Anatomy and Physiology II	4
	Mathematics Elective	4

Second Year: Summer Semester

Item #	Title	Credits
ADNR220R	Nursing Care III	9
	Microbiology (BIOL205R), Medical Microbiology (BIOL203R) or Microbiology Elective	4

Second Year: Fall Semester

Item #	Title	Credits
ADNR230R	Nursing Care IV	10
ADNR235R	Nursing Seminar II	1
	Humanities/Fine Arts/World Language Elective	3

Practical Nursing

Keene, Lebanon, Laconia

Nursing (Practical / LPN)

Degree Type
Certificate

Licensed Practical Nurses(LPN) are important members of the healthcare team. The LPN duties include providing routine care, observing patients' health, assisting doctors and registered nurses, and communicating with patients and their families.

The Licensed Practical Nurse (LPN) Program prepares the student for the beginning level of practice and for the National Licensure Examination-PN (NCLEX-PN) for Practical Nurses (PN). Graduates of this certificate program are prepared to enter the nursing profession as safe and effective health care professionals who contribute to the health and wellness of their communities.

Upon completion of the Licensed Practical Nurse(LPN) Program, students are qualified to sit for NCLEX-PN

License examinations. The program has full approval from the New Hampshire Board of Nursing and pending national accreditation from the Accreditation Commission for Education in Nursing (ACEN). Graduates may obtain employment in a variety of different settings including (but not limited to):

- Hospitals
- Private Practices
- Ambulatory Healthcare
- Home Healthcare
- Residential Care Facilities

Learning experiences may vary in time, location, and may include days, evenings, and/or weekends. Students admitted into the Practical Nursing program must achieve a minimum grade of B- (80%) or higher in the nursing theory courses and a grade of "Pass" in the work-based learning clinical courses in order to continue in the program. All Core Liberal Arts Courses must be achieved with a grade of "C" or higher. All science classes that are transferred into the program must be less than 10 years old.

The clinical portion of the degree program is offered at area health care facilities ("clinical sites"). Clinical sites establish their own requirements for persons entering their facilities for educational purposes. Clinical sites may have established vaccination requirements, including vaccination for COVID-19. As with all clinical program requirements, the clinical site reserves the right to deny participation to any student who does not meet required clinical criteria and do not follow clinical site policies. Individual programs of study do not have the authority to secure clinical experience(s) for students who do not meet eligibility criteria. Students participating in clinicals must adhere to the sites' requirements. While these are not college requirements, failure to adhere to the clinical site requirements will result in ineligibility to complete the Nursing program.

	Total Credits	36

Course Sequencing

First Semester

Item #	Title	Credits
BIOL201R	Anatomy and Physiology I	4
NURS110R	LPN Nursing Care I	7
NURS105R	Professional Concepts in Nursing	1

Second Semester

Item #	Title	Credits
PSYC101R	Introduction to Psychology	3
BIOL202R	Anatomy and Physiology II	4
NURS120R	LPN Nursing Care II	7

Third Semester

Item #	Title	Credits
PSYC114R	Human Development	3
NURS230R	LPN Nursing Care III	7

Course Descriptions

Accounting

ACCT101R : Accounting I

This introductory level financial accounting course is designed to teach students about the basics of accounting for external users. Students will gain a fundamental understanding of generally accepted accounting principles. Students will learn how to create, interpret, and use financial statements. The course also covers the accounting cycle, internal controls, debits and credits, assets, liabilities, equity, simple accounting transactions, accrual accounting, and payroll.
Credits 3
Lecture Hours 3

ACCT102R : Accounting II

Accounting II builds on Accounting I through a deeper study of accounting procedures for businesses that sell goods and manage inventory. Topics include recording sales, purchases, and related cash transactions using a perpetual inventory system; preparing a worksheet and completing the accounting cycle; and accounting for receivables (including bad debts and notes), merchandise inventory, and long-term assets such as property, plant, equipment, and intangible assets.

Credits 3
Lecture Hours 3
Prerequisite Courses
ACCT101R

ACCT105R : Spreadsheets

Spreadsheets provides students with practical skills in the use of spreadsheet software for real-world applications. Students develop the ability to create, analyze, and present data using advanced spreadsheet features such as formulas, functions, charts, pivot tables, data validation, and automation tools, considering data drawn from a variety of contexts. The course also introduces commercial accounting software as one example of applied data systems demonstrating the integration of accounting data with spreadsheet analysis. Students gain experience applying productivity tools and best practices commonly used in modern data-driven environments.
Credits 3
Lab Hours 3
Lecture Hours 2
Prerequisite Courses
CSCI104R

ACCT200R : Intermediate Accounting

This course will cover financial statement analysis, current and plant assets, and other assets. It will also cover current, long-term, and contingent liabilities, paid-in capital, retained earnings and the cash flows statement.
Credits 3
Lecture Hours 3
Prerequisite Courses
ACCT203R

ACCT203R : Accounting III

This course is designed to further the student's accounting knowledge. It covers partnership and corporate accounting, stockholders' equity, earnings per share, dividends, long- term liabilities, bonds, the statement of cash flows, departmental accounting, the job order cost system and allocation of factory overhead.
Credits 3
Lecture Hours 3
Prerequisite Courses
ACCT102R
Prerequisites
Must have a "C" or higher in Accounting II to progress to Accounting III.

ACCT204R : Introduction to Finance

This course is designed to acquaint the student with the manner in which the financial system functions and with the techniques used to reach financial decisions. Major topics to be studied include financial markets, financial performance, securities valuation, capital budgeting, and asset management. A conceptual understanding of the financial decision-making process is developed. The importance of ethical behavior is considered throughout.
Credits 3
Lecture Hours 3
Prerequisite Courses
ACCT102R
MATH106R
Prerequisites
(one class or the other)

ACCT207R : Personal Financial Management

This course is designed to provide an overview of all aspects of personal financial management, including budgeting, tax planning, retirement planning and personal investments.
Credits 3
Lab Hours 0
Lecture Hours 3

ACCT212R : Taxes

This course will acquaint students with the federal income tax laws relating to individuals, proprietorships, partnerships, and corporations. Payroll and tax planning will also be studied.
Credits 3
Lecture Hours 3

ACCT215R : Cost Accounting

This course provides students with a comprehensive understanding of the principles, techniques, and applications of cost accounting within various organizational contexts. Students will investigate cost measurements, analysis, planning, reporting, and control, essential for effective decision-making and performance evaluation in business settings. Covered concepts include materials control, labor costs, cost estimation and behavior, cost-volume-profit analysis, differential analysis, standard costing, variance analysis, and budgeting.
Credits 3
Lecture Hours 3
Prerequisite Courses
ACCT102R
Prerequisites
Must have a "C" or better in ACCT 102R Accounting II to progress to ACCT 215R Cost Accounting.

ACCT216R : Computerized Accounting

This course covers small business accounting using QuickBooks software. Topics include creating and maintaining a chart of accounts, recording customer and vendor transactions, processing payroll, maintaining inventory, recording adjustments and year-end procedures, printing reports and graphs, and exporting data to Excel.
Credits 3
Lab Hours 3
Lecture Hours 2
Prerequisite Courses
ACCT101R
CSCI104R

Advanced Machine Tool Technology

MTTN101R : CNC I - G&M Code Programming

G&M Code Programming is the study of the alpha-numeric language executed by Computer Numerically Controlled (CNC) machines. The fundamentals studied in this course will include the format of CNC programs, common G-Codes, M-Codes, as well as materials and speeds & feeds. This course will also introduce applicable machine shop related math. The lab is furnished with EMCO CNC turning and milling centers. Students will also use simulation software for the mill and lathe.
Credits 3
Lab Hours 3
Lecture Hours 2

MTTN102R : Blueprint Reading with GD&T

This course is intended as an introduction to understanding blueprints and being able to visualize and understand the intent of the designer or draftsman as presented in a blueprint. The first step in making quality parts or assemblies is interpreting the drawing correctly and applying the given information to the final product.

This course will include a comprehensive guide to interpreting drawings commonly found in manufacturing beginning with the background of blueprints, looking at the types of lines used on a drawing, and how parts are shown in different views. Dimensioning and tolerances are explained with an emphasis on "Geometric Dimensioning and Tolerancing" (GD&T) using the "ASME Y14.5M-1994" standard.
Credits 3
Lab Hours 2
Lecture Hours 2

MTTN104R : Machine Tool Math

This specialty class highlights the math in "everyday use" in manufacturing and seeks to develop competencies in applied machine tool mathematics. Select topics from basic arithmetic, algebra, geometry, and trigonometry will be taught. The student will also learn how to use a Scientific Calculator. The structure of this class will emphasize the relevance of the course material to industry by using "real-world" examples and problems. This course will be led by instructors with strong manufacturing experience who will focus on the math topics needed for a successful career in manufacturing.
Credits 3
Lecture Hours 3

MTTN105R : Introduction to Inspection

This course is intended as an introduction to Inspection using mechanical measuring instruments. The student will gain the skill and knowledge to perform basic measurements and calculations. They will learn how to use precision measuring tools such as micrometers, calipers, dial indicators, and the steel rule. Students will become proficient at reading mechanical blueprints and will learn how to select the proper tool for measurement and for preparing quality control documents and inspection reports. Students will also learn the basics of related topics such as statistical sampling and quality control. Dimensioning and tolerances are explained with an emphasis on "Geometric Dimensioning and Tolerancing" (GD&T) using the "ASME Y14.5M-1994" standard.
Credits 3
Lab Hours 2
Lecture Hours 2

MTTN106R : Machining Processes I

Machining Processes 1 covers the machining theory which comprises both manual and CNC (computer-numerical controlled) machining practices. This course outlines the practical applications of safety, measurement and inspection, blueprint reading, metallurgy, and turning/milling technologies as they relate to both manual machining and CNC machining.
Credits 4
Lab Hours 2
Lecture Hours 3

MTTN201R : CNC II – CNC Operation, CAM

G&M Code Programming is the study of the alpha-numeric language executed by Computer Numerically Controlled (CNC) machines. The fundamentals continued in this course will include the format of CNC programs, common G-Codes, M-Codes, as well as materials and speeds & feeds with more focus on the Lathe. This course will also introduce applicable machine shop related math. The lab is furnished with EMCO CNC turning and milling centers. Students will also use simulation software for the mill and lathe. Additionally, the student will be introduced to Solidworks 3D solid modeling software, Mastercam programming software and 3D solid model printing.
Credits 4
Lab Hours 2
Lecture Hours 3
Prerequisite Courses
MTTN101R

MTTN204R : Machining Processes II

Machining Processes II covers the advanced machining theory which comprises both manual and CNC (computer-numerical controlled) machining practices. This course teaches safe work habits, advanced set-ups, and develops student confidence and imagination. Emphasis is on advanced machine operations and closer tolerances with projects are introduced. This course is designed to make the student more aware of the importance of efficient use of time in the machining process and advanced set-ups.
Credits 4
Lab Hours 2
Lecture Hours 3
Prerequisite Courses
MTTN106R

Allied Health Core Courses

AHLT104R : Introduction to Occupational and Physical Therapy

This course is designed to give the student an overview of the Occupational and Physical Therapy professions. The history and development of the professions, scope of practice, education, and roles of the health care personnel are discussed. Also reviewed will be professional organizations, role delineations in practice, practice models, ethical standards, and state practice acts.
Credits 1
Lab Hours 0
Lecture Hours 1

AHLT112R : Clinical Conditions for Occupational/ Physical Therapy

Clinical disorders and diseases commonly treated by physical and occupational therapy are presented. Pathology, etiology, diagnosis, signs and symptoms, and prognosis will be discussed. This course is designed to give a background on clinical conditions the PTA and OTA student will encounter during clinical education experiences / fieldwork. For students in the PTA and OTA programs, this is a first year, first semester course.
Credits 3
Lecture Hours 3
Prerequisites
BIOL 201R (or corequisite)

AHLT123R : Clinical Kinesiology

This course is designed to give the student a basic understanding of normal human body movement as related to skeletal, articular, neurological, and muscular systems. Anatomical palpation and biomechanical principles with a focus on lever systems in the body are also included. This course follows the successful completion of Anatomy & Physiology I. For students in the PTA and OTA programs: this course is a first year, second semester course.
Credits 3
Lab Hours 3
Lecture Hours 2
Prerequisite Courses
BIOL201R

AHLT135R : Foundations of Rehabilitation

This course is a foundation course offered in the first semester of the first year. It provides the students with an introduction to patient care, foundational intervention, and an introductory understanding to the practice as an OTA and PTA. The course builds upon concepts presented in AHLT 104R Introduction to OT/PT and OCTA 110R Fundamentals of OT. This course provides an opportunity for both OTA and PTA students to begin integrating team collaboration

This combined occupational and physical therapy course introduces foundational concepts related to patient/practitioner interaction and safety. Students will learn safe practices related to patient mobility, handling, and positioning; body mechanics, therapeutic relationships, effects of disability, management of daily living, and equipment needs. Data collection and documentation will also be introduced. An understanding of how utilization of these skills in a variety of clinical settings and from various cultural and socioeconomic backgrounds is addressed. These skills provide a strong foundation for future competence in treatment planning and implementation.

Credits 3
Lab Hours 3
Lecture Hours 2
Prerequisite Courses
AHLT104R
Prerequisites
(or corequisite)

AHLT210R : Physical Therapy/Occupational Therapy Management

This interdisciplinary course is held in the first semester of the senior year and builds upon previously introduced concepts of professional roles, role delineation, supervision, ethics, billing, and professionalism. Students will explore aspects of organizational management including healthcare systems, organizational planning, reimbursement, budgeting, quality assurance, liability, the management process, and leadership styles as related to physical and occupational therapy practice. Personal management topics including job searching, salary negotiation, interviewing, and personal budgeting will be addressed in preparation for transition to the work environment.
Credits 2
Lab Hours 0
Lecture Hours 2
Prerequisite Courses
PTAC190R
OCTA215R
Prerequisites
(one or the other)

AHLT220R : Clinical Neurology

This lecture-based course is offered in the second year, fall semester, and focuses on neuroanatomy and function of the central, peripheral, and autonomic nervous systems. Clinical neuropathology of common deficits related to brain and spinal cord injury including cognitive, behavioral, visual, and physical impairments, introduction of motor control theory, motor learning, screening of the nervous system, and neurorehabilitation approaches to patient care are included.
This course draws upon concepts learned in AHLT 112R Clinical Conditions, AHLT 123R Clinical Kinesiology, AHLT135R Foundations of Rehabilitation, OCTA 214R Physical Function in Occupational Therapy, and PTAC115R Therapeutic Exercise, as these courses introduced typical and atypical conditions that affect the nervous system of the human body.

Credits 2
Lab Hours 0
Lecture Hours 2
Prerequisites
PTAC115R OR OCTA214R
Corequisites
PTAC221R (PTA Lab) OR OCTA221R (OTA Lab)

Biology

ARTS104R : Biological Illustration

For centuries, drawing has been at the core of scientific research and documentation. From botanical studies to anatomical drawing to medical illustrations, the art of drawing is a powerful tool to help us understand and interpret the complex structures of the natural world. In this course, students will gain the technical skills to successfully render compelling biological illustrations ranging from microscopic organisms to plants to the human body. Students will analyze biological subjects and draw from life as a means of strengthening observational skills and representing scientific material through visual language. *Note: This course counts as a Liberal Arts, Fine Arts, or Open Elective but not as a Lab Science Elective.
Credits 3
Lecture Hours 3
Prerequisites
Some prior drawing experience or Arts 102R: Introduction to Drawing is recommended but not required

BIOL101R : Biology I: Chemical and Cellular Basis of Life

This course covers the study of the cell and the molecular biology of life and will give an overview of what living organisms are made of and how they are characterized. It will focus on the principles of cell biology, cellular physiology, cellular metabolism, molecular biology, biochemistry and genetics. The course is taught at a level commensurate with the text. Laboratory exercises are sequenced, outcome-driven, and require cognitive, psychomotor, and application of technical laboratory skills are designed to reinforce theoretical concepts presented in the lecture portion of the course.

Credits 4
Lab Hours 3
Lecture Hours 3
Prerequisites
SAT EBRW Score of 500 or higher; **OR**
Minimum grade of C in ENGL 011R, ENGL 102R, ENGL201R, ENGL203R, ENGL232R, ENGL244R, ENGL286R; OR
TEAS Reading Score of 69 or higher; **OR**
Concurrently enrolled in ENGL102R; **OR**
A waiver may be provided based on the following criteria: Minimum of previous Associate's degree.

BIOL102R : Biology II: Adaptation, Evolution and Ecosystems

This course will involve the study the evolution of living organisms in all kingdoms of life at the organismal level, including study of their form and function, adaptation and evolution, behavior, and interactions with one another and with the physical environment. Labs will complement the lecture.

Credits 4
Lab Hours 3
Lecture Hours 3
Prerequisites
SAT EBRW Score of 500 or higher; **OR**
Minimum grade of C in ENGL 011R, ENGL 102R, ENGL201R, ENGL203R, ENGL232R, ENGL244R, ENGL286R; OR
TEAS Reading Score of 69 or higher; **OR**
Concurrently enrolled in ENGL102R; **OR**
A waiver may be provided based on the following criteria: Minimum of previous Associate's degree.

BIOL103R : Human Biology

This course is an overview of the structure and function of the human body including how the skeletal, muscular, nervous, cardiovascular, respiratory, immune, digestive, urinary and reproductive systems interact to sustain life of the human organism. Unifying conceptual threads are science as a process, levels of organization, homeostasis and feedback systems and the relationship of anatomical structures to basic physiological function. The laboratory component of this course will provide students an opportunity to have hands on experiences that will complement the theoretical content of the course. Laboratory exercises are highly sequenced, outcome-driven, and require cognitive, psychomotor and application of technical laboratory skills.

Credits 4
Lab Hours 3
Lecture Hours 3
Prerequisites
None; high school Biology or Chemistry recommended.

BIOL104R : Biological Illustration

For centuries, drawing has been at the core of scientific research and documentation. From botanical studies to anatomical drawing to medical illustrations, the art of drawing is a powerful tool to help us understand and interpret the complex structures of the natural world. In this course, students will gain the technical skills to successfully render compelling biological illustrations ranging from microscopic organisms to plants to the human body. Students will analyze biological subjects and draw from life as a means of strengthening observational skills and representing scientific material through visual language. *Note: This course counts as a Liberal Arts, Fine Arts, or Open Elective but not as a Lab Science Elective.

Credits 3
Lecture Hours 3
Prerequisites
Some prior drawing experience or Arts 102R: Introduction to Drawing is recommended but not required

BIOL113R : Special Topics in Science

This course will provide students with opportunities to investigate a broad range of topics across multiple domains of science. The specific content of this course will vary each semester. Students will be expected to effectively read, comprehend, and articulate information associated with the designated field of study, such as environmental science, ecology, biomedical and global health studies, chemistry, physics, mathematics, and/or computer applications in the sciences. Throughout the course, students will learn topic specific vocabulary and applications; develop scientific literacy skills; enhance the ability to solve problems based on reliable data; analyze experimental information; enhance the ability to communicate effectively in writing and/or verbal communications; explore sociological, ethical, and financial issues related to the field of study; and/or critique media representations of science.

Laboratory work will provide additional opportunities to enhance students' understanding of lecture topics and may include microscopy, dissection of appropriate laboratory specimens, work with live specimens, field work, experimental design procedures, as well as qualitative and quantitative experimentation. Laboratory exercises are outcome-driven and require cognitive skills, psychomotor skills, and application of technical laboratory skills.

Course faculty, in consultation with the PD or DC, will provide a more specific description in the syllabus.
Credits 4
Lab Hours 3
Lecture Hours 3

BIOL116R : Field Botany

In this field study course students will explore, patterns of plant life in the Connecticut River eco-system. Students will learn plant taxonomy, collect and identify vascular plants naturally occurring in the local river valley basin. Lecture emphasis will be on the flowering plants, form and function, growth and development as well as relationship to the local economy and conservation principles. This course will require a short-term field-based research project, paper and/or presentation on-campus following the study. Field study labs in this course will take advantage of the major ecosystems of the Connecticut River Valley region. Laboratory learning opportunities will be on and off campus in woodland, riverbank, bog and field locations. Students will be expected to travel to offsite locations and come prepared to work in a variety of dry and wet conditions.
Credits 4
Lab Hours 6
Lecture Hours 2

BIOL117R : Environmental Science

This course introduces students to the study of major environmental problems and issues facing society today. Topics include the scientific method; ecosystem structure and function; population trends and dynamics; the pollution and management of air, land, water and energy resources; and the interrelationship of science and public policy. The laboratory section will be utilized for experiments, field trips, guest lectures, demonstrations and discussions.
Credits 4
Lab Hours 3
Lecture Hours 3
Prerequisites
None; high school Biology or Chemistry recommended.

BIOL162R : Nutrition: the Science of Sustenance

This course is designed to teach the scientific principles behind the biological importance of nutrition to health and well being. It will establish a common understanding of nutrition basics and an appreciation of the importance for maintaining proper nutritional balance to maintain a healthy state. The course will focus on the study of basic biochemistry of food with an emphasis on nutrient functions to maintain normal physiological homeostasis. The laboratory component consists of face-to-face exercises that focus on digestion, macromolecular chemistry, and nutritional analysis of foods. The lab component will focus on student directed, hypothesis driven, scientific inquiry which will foster scientific literacy and an appreciation of the scientific process. Laboratory exercises are highly-sequenced, outcome-driven, and require cognitive, psychomotor, and application of technical laboratory skills.
Credits 4
Lab Hours 3
Lecture Hours 3
Prerequisites
None; high school Biology or Chemistry recommended.

BIOL201R : Anatomy and Physiology I

This course is a comprehensive study of the structure and function of the human body. It includes elementary cytophysiology, histology, and anatomy and physiology of the integumentary system, skeletal system, muscular system, and nervous system. The course is taught at a level commensurate with the Human Anatomy and Physiology Society (HAPS) national outcomes.
Laboratory work parallels lecture topics and includes microscopy, study of human anatomical models, dissection of appropriate laboratory specimens, and physiologic experimentation. Laboratory exercises are highly-sequenced, outcome-driven, and require cognitive, psychomotor, and application of technical laboratory skills.
Credits 4
Lab Hours 3
Lecture Hours 3
Prerequisites
RVCC Anatomy & Physiology 1 Preparatory Course, with grades of 90% or better*; **OR**

High school chemistry within 10 years, with a grade of D-, its equivalent, or better**; OR**

College chemistry, with a grade of D- or higher; **OR**

Passing grade (D- or higher) in a Human Biology course; **OR**

Passing grade (D- or higher) in an A&P 1 or 2 course

*A&P1 Prep course must be SoftChalk version; older Canvas versions of this course are no longer accepted as a prerequisite.

BIOL202R : Anatomy and Physiology II

This course is a continuation of Anatomy and Physiology I. Includes anatomy and physiology of the endocrine system, circulatory system, immune system, lymphatic system, respiratory system, digestive system, renal system, and reproductive system. Other topics covered include nutrition; metabolism; acid/base, fluid and electrolyte balance. The course is taught at a level commensurate with the Human Anatomy and Physiology Society (HAPS) national outcomes.

Laboratory work parallels lecture topics and includes microscopy, study of human anatomical models, dissection of appropriate laboratory specimens, and physiologic experimentation. Laboratory exercises are highly-sequenced, outcome-driven, and require cognitive, psychomotor, and application of technical laboratory skills.
Credits 4
Lab Hours 3
Lecture Hours 3
Prerequisites
BIOL 201R with a grade of "C" or higher OR
Permission of Department Designee

BIOL203R : Medical Microbiology

This course examines the structure, growth, and control of medically significant bacteria, viruses, fungi, protozoa, helminths, and arthropods. Course topics include methods for the transmission and pathogenesis of diseases, as well as clinical manifestations seen in humans; morphology of pathogenic viruses, prokaryotic and eukaryotic species; human immune responses to microbes; and chemical and pharmaceutical control of pathogenic organisms.

Laboratory exercises parallels lecture topics and include microscopy; the cultivation, isolation, and identification of microbes; methods for control of microbial growth; and identification of an unknown microbe project. Laboratory work is highly sequenced, outcome-driven, and requires cognitive, psychomotor, and application of technical laboratory skills.

This course is not intended for science majors.
Credits 4
Lab Hours 3
Lecture Hours 3
Prerequisites
BIOL 101R or BIOL 201R with a grade of "C" or higher OR
Permission of Department Designee

BIOL205R : Microbiology

This is a comprehensive study of the basic principles of microbiology. Emphasis is placed on understanding the variety and differences of microbes and their relationship to humans. A survey of the morphology, physiology, genetics and classification of bacteria, viruses and other organisms and their relationship to sanitation and infectious diseases are emphasized.

Laboratory work parallels lecture topics and includes microscopy, study of various microorganisms, biochemical analysis and biological experimentation. Laboratory exercises are highly-sequenced, outcome-driven, and require cognitive, psychomotor, and application of technical laboratory skills.
Credits 4
Lab Hours 3
Lecture Hours 3
Prerequisites
BIOL 101R or BIOL 201R with a grade of "C" or higher
OR
Matriculation in the MLT program OR
Permission of Department Designee

BIOL210R : Genetics

A second-level laboratory science, this course will introduce students to the theory and advanced lab techniques used in the study of genetics. Topics covered will include Mendelian genetics, patterns of inheritance, nucleic acids, cell cycle, the molecular nature and regulation of genes, recombinant DNA technology, and genomics. Labs will complement the lectures and incorporate hands-on applications of the scientific method.
Credits 4
Lab Hours 3
Lecture Hours 3
Prerequisites
Any of the following: BIOL 101R, BIOL 102R, BIOL 201R, BIOL 202R, BIOL 205R or permission of instructor.

BIOL212R : Topics in Biology

This course will provide opportunities to investigate current topics in the broader field of biology. The specific content of this course will vary each semester. Students will be expected to effectively read, comprehend, and articulate contemporary issues in biology and associated STEM fields, such as environmental science, ecology, biomedical and global health studies, chemistry, physics, mathematics, and computer applications in the science. Throughout the course, students will also develop scientific literacy skills, explore sociological, ethical, and financial issues related to the field of study, and critique media representations of science.

Laboratory work will provide additional opportunities to enhance students' understanding of lecture topics and may include microscopy, dissection of appropriate laboratory specimens, work with live specimens, field work, experimental design procedures, as well as qualitative and quantitative experimentation.
Laboratory exercises are outcome-driven and require cognitive skills, psychomotor skills, and application of technical laboratory skills.

Course faculty, in consultation with the Program Director or Department Chair, will provide a more specific description in the syllabus.
Credits 4
Lab Hours 3
Lecture Hours 3
Prerequisites
Recommended: Successful completion of 1 previous laboratory science course.

BIOL220R : Biology Capstone: Introduction to Biological Research

Biology Capstone: Introduction to Biological Research is a course which provides students with an opportunity to synthesize previous learning by engaging in independent, student-directed, hypothesis-driven biological research. In the design and execution of experiments, students will demonstrate scientific literacy, scientific process, laboratory skills and techniques, critical thinking, quantitative and qualitative reasoning, written and oral communication skills, and an appreciation of the role that research investigations play in daily life. Classroom-based research provides a framework to foster a culture of undergraduate research at RVCC.

Credits 4
Lab Hours 6
Lecture Hours 2
Prerequisite Courses
BIOL101R
BIOL102R
BIOL162R
BIOL201R
BIOL202R
BIOL205R
BIOL210R
Prerequisites
Any two (2) of these courses.

Business

BUS101R : Introduction to Business

Introduction to Business offers a comprehensive overview of the principles, functions, and practices that define the modern business environment. Students will examine key areas such as management, marketing, operations, entrepreneurship, and business ethics, with a focus on how these functions interact within various business structures and ownership models. Throughout the course, students will expand their business vocabulary and engage in diverse learning activities designed to strengthen critical thinking, problem-solving, and communication skills essential for success in academic and professional settings.

Credits 3
Lecture Hours 3

BUS110R : Principles of Management

This course provides a basis for the understanding and development of the skills needed to function productively as a manager and is intended as a base from which the student will be able to develop their own creative initiative with application to the challenges encountered by managers at all levels. Study of the aspects and techniques of planning, organizing, and staffing, directing, and controlling is accomplished through lecture, discussion, and case studies. Emphasis is placed on the quantitative aspects of management techniques. Other areas covered include organizational characteristics, staffing, control techniques, total quality management, leadership characteristics, decision making motivation, and team development. Executing managerial responsibilities in both the profit and nonprofit environments.

Credits 3
Lecture Hours 3
Prerequisite Courses
BUS101R

BUS201R : Human Resources Management

This course is designed to provide students with a comprehensive understanding of the principles, practices, and challenges inherent in managing human capital with organizations. Students will explore various aspects of Human Resources Management (HRM), including recruitment, selection, training, performance management, compensation, employee relations, and legal compliance. Emphasis will be placed on critical thinking, problem-solving, the promotion of equal employment opportunities, and ethical leadership in managing human resources effectively.

Credits 3
Lecture Hours 3

BUS204R : Small Business Management

This course gives students comprehensive knowledge in the development and management of small businesses. Topics covered from the point of view of the small business entrepreneur or manager include sales, production, personnel management, financial management, human resources, purchasing, marketing, taxation, risk management, and control procedures. Students are required to develop a comprehensive business plan for a new venture of their choosing presented as an oral and written proposal.

Credits 3
Lecture Hours 3
Prerequisite Courses
BUS101R
BUS110R

BUS205R : Leadership

This course examines leadership as an inter-personal and intra-organizational phenomenon with an emphasis on the theories and models of leadership and followership. Environmental factors, organizational objectives, company culture and individual and group ethical standards will be analyzed. Current readings, research, and case studies are used.
Credits 3
Lecture Hours 3
Prerequisite Courses
BUS101R
ENGL101R

BUS216R : Organizational Behavior

This course is designed to provide students with an in-depth understanding of individual, group, and organizational dynamics within the workplace. Students will examine theories of motivation, communication, leadership, power, ethics, diversity, and change with practical relation to contemporary issues related to the behavior of people in organizations. This is a writing intensive course.
Credits 3
Lecture Hours 3
Prerequisite Courses
BUS101R
ENGL101R

BUS240R : Business Law

This course introduces the student to law as it relates to business and to consumers. It covers the federal and state court systems and administrative agencies. Emphasis is on civil law as it relates to contracts; however, crimes and torts, as well as commercial paper and types of business organization, will also be covered.
Credits 3
Lecture Hours 3
Prerequisite Courses
BUS101R
ENGL101R
Prerequisites
Take Intro to Business or College Comp

BUS242R : Ethics and Social Responsibility in Business

This course offers a critical examination of the evolving landscape of business ethics and social responsibility, focusing on ethical leadership and the intricate balance between business principles and ethical behavior. Students will examine the moral principles guiding business decisions and explore strategies for fostering ethical leadership and corporate citizenship. Students will develop critical thinking skills and ethical awareness necessary for navigating complex ethical dilemmas in business. By the end of the course, students will emerge with a heightened understanding of the importance of ethical behavior and social responsibility in business, equipped to contribute positively to ethical decision-making and organizational integrity in their future careers.
Credits 3
Lecture Hours 3
Prerequisite Courses
BUS101R
ENGL101R

BUS260R : Principles of Marketing

The course introduces students to the fundamental principles and concepts of marketing. It covers key marketing elements such as product development, pricing, promotion, and distribution. Emphasis is placed on understanding consumer behavior, market research, strategic planning in marketing, use of the continuously evolving modern marketing channels and the role of marketing in an organization. The exploration of ethical considerations is integrated throughout the course. Considering the diverse audiences and the societal impact of marketing decisions, this course examines marketing concepts and applications through a lens of inclusion.
Credits 3
Lecture Hours 3
Prerequisite Courses
BUS101R

Chemistry

CHEM030R : Introduction to Chemical Principles

This course is a conceptual introduction to the basic principles related to the structure of matter and the nature of chemical reactions. Particular attention will be given to the types of reactions that apply to the health field. Since this course is high school level chemistry course, credits earned will not count towards graduation requirements.
Credits 2
Lecture Hours 2

CHEM140R : General Chemistry I

General Chemistry I introduces the student to the principles of chemistry included in the first semester of a two-semester chemistry course. The course will include topics such as components of matter, stoichiometry, chemical reactions, gas and kinetic-molecular theory, thermochemistry, quantum theory and atomic structure, chemical periodicity, chemical bonding, and molecular geometry. Principles taught in lectures will be reinforced in laboratory experiments.
Credits 4
Lab Hours 3
Lecture Hours 3
Prerequisite Courses
MATH110R
Prerequisites
or Permission of Department Chair

CHEM141R : General Chemistry II

General Chemistry II designed to introduce the student to the principles of chemistry included in the second semester of a two-semester chemistry course. This course will include topics such as intermolecular forces, properties of solutions, kinetics, chemical equilibrium, acid-base equilibrium, electrochemistry, and thermodynamics. Principles taught in lectures will be reinforced in laboratory experiments.
Credits 4
Lab Hours 3
Lecture Hours 3
Prerequisite Courses
CHEM140R

Computer Technology

CSCI101R : Principles of IT I

Principles of IT I introduces students to the essential technical skills needed for entry-level IT support. The course covers the fundamentals of mobile devices, basic networking, PC hardware, and troubleshooting. Students learn how to install and configure components in laptops and mobile devices, set up wired and wireless networks, and work with common hardware such as CPUs, RAM, storage drives, and power supplies. Core 1 also introduces basic virtualization and cloud concepts. By the end of the course, students will be able to identify and resolve common hardware and connectivity issues using standard tools and industry recommended troubleshooting methods. By the end of Core 1, students will have a solid, hands-on understanding of the technologies they will encounter in the field and will be well prepared to continue toward A+ certification.
Credits 3
Lab Hours 2
Lecture Hours 2

CSCI102R : Principles of IT II

Principles of IT II focuses on supporting operating systems, strengthening system security, and troubleshooting software related issues. Students learn how to install and maintain Windows, macOS, Linux, and mobile operating systems; apply essential security practices; and diagnose common OS, application, and performance problems. The course also covers key operational procedures, including backup methods, documentation, safe work practices, and effective communication in technical support roles. Core 2 prepares students to handle day-to-day IT support tasks and successfully complete the second part of the A+ certification exam.
Credits 3
Lab Hours 2
Lecture Hours 2
Prerequisite Courses
CSCI101R

CSCI103R : Introduction to Web Development

In this course, students will gain knowledge of the web development processes and learn how to develop and maintain web sites using the latest technologies and standards. Students will learn to develop web sites for different web servers and browsers, developing familiarity with common web development tools and using emerging design considerations. Students will also incorporate text, graphical, and form components into web pages and will use text formatting, tables, and CSS for page layout and site design. Students will learn problem solving skills along with the validation of user input into web forms and basic layout and imaging for attractive, informative, and entertaining web sites.
Credits 3
Lab Hours 2
Lecture Hours 2

CSCI104R : Professional Computing for Technology-Driven Careers

This course provides a comprehensive introduction to computer applications and digital literacy for today's technology-driven workplace. This interdisciplinary course equips students with essential digital skills for success in business, healthcare, administrative environments, and beyond. Students will develop proficiency in Microsoft® Office applications (Word, Excel, PowerPoint, Access, Outlook) while exploring foundational computing concepts, cybersecurity, and the responsible use of emerging technologies such as generative artificial intelligence.

The course emphasizes the ability to manage and organize digital data, communicate securely and professionally, and apply technology effectively across real-world workflows. Through practical simulations, guided labs, and student-led demonstrations, learners build confidence and career-ready computing skills. This college-level course is designed to challenge students and prepare them for efficient, informed, and ethical use of technology in academic, professional, and personal settings.

Note: This is a Windows®-based course. Students using other operating systems may need to complete certain assignments in campus computer labs to ensure full software compatibility.
Credits 3
Lab Hours 3
Lecture Hours 2

CSCI106R : Communication Infrastructure

This course provides a hands-on guide to planning, designing, installing, and maintaining the infrastructure used to support voice, video, and data communication. The communication media covered includes copper cabling, fiber optic cabling, and wireless transmission. The subject matter corresponds to that of industry-wide structured cabling standards, with particular emphasis on the standards published by the American National Standards Institute (ANSI), National Electric Code (NEC), and topics covered in the Certified Wireless Network Administrator (CWNA) certification. Topics include safety considerations, transmission media, testing procedures, system components, installation techniques, and customer support phases. Coverage of wireless networks with a focus on IEEE 802.11 standards, design considerations, security, best practice, and troubleshooting methodology are reviewed. The material is reinforced with projects using equipment from a variety of vendors, such as Cisco, Aruba, and Ubiquiti.
Credits 3
Lab Hours 2
Lecture Hours 2

CSCI110R : Introduction to Networks

This course introduces the basic concepts and principles that underlie computer networking using the Open Systems Interconnection (OSI) model and the TCP/IP protocol suite. Students will learn entry level home network installation technician skills, IP addressing and fundamentals of Ethernet media. It presents an overview of networking terminology, examines different networking topologies and architectures, discusses the physical components of computer networks, reviews the principles of network connectivity, and building a simple LAN. Students will be able to perform basic configurations for routers and switches and implementing IP addressing schemes. It also examines the implementation through design and installation of simple Ethernet networks.
Credits 3
Lab Hours 2
Lecture Hours 2
Prerequisite Courses
CSCI101R
Prerequisites
(or corequisite)

CSCI121R : Switching & Routing and Wireless Essentials

This course is a continuation of Introduction to Networks, with increased focus on the installation and configuration of local and wide area networks in a small to medium business environment or Internet Service Provider (ISP). Students will be able to describe the architecture, components, and operations of routers and switches in a small network, and learn basic functionality. Students will also learn LAN, Switch, and Wireless Security concepts and configurations. Topics include an introduction to routing using the Cisco IOS, expanded OSI model, Help Desk, Network Upgrades, expanded IP sub-netting and the purpose and responsibilities of the Internet Service Provider (ISP). Students will learn security configuration using standard LAN and Wireless LAN networks that are used in business. By the end of this course, students will be able to configure and troubleshoot routers, switches, wired, and wireless LANs and resolve common issues with both IPv4 and IPv6 wired and wireless networks.
Credits 3
Lab Hours 2
Lecture Hours 2
Prerequisite Courses
CSCI110R
Prerequisites
(or corequisite)

CSCI125R : Application Programming

This course provides students with the skills and knowledge to plan, enter, refine, and debug programs that solve typical business problems. The finished programs are compiled and packaged into stand-alone applications, which are then installed on personal computers for use by office workers who may have minimal computer skills. Although Visual Basic is used exclusively in the course, as students build complete, real-life, multiple-form applications, they learn fundamental programming concepts and techniques used in all programming languages. This is an introductory course and as such assumes no prior programming experience.
Credits 3
Lab Hours 2
Lecture Hours 2
Prerequisite Courses
CSCI104R

CSCI150R : Data Structures and Algorithms

This course provides a hands-on guide to understanding and implementing data structures and algorithms in a computer programming environment. Theories learned in this course will provide the foundation for understanding and working with future programming languages in a professional programming environment. Concepts are theoretical but will be applied through hands on implementation.
Credits 3
Lab Hours 2
Lecture Hours 2
Prerequisite Courses
CSCI125R

CSCI175R : Introduction to C++

In this course students will develop a basic understanding of the C++ programming language. Students will be able to design and implement simple programs dealing with numerical and string processing. They will be familiar with rudimentary input and output operations, algebraic manipulations, logical expressions, and string manipulations. Through this course, students will engage in a variety of exercises that use problem-solving techniques related to science, engineering, and programming. Proper programming format and guidelines for best practice will be emphasized. Both in-class and outside of class programming exercises and projects are required. Students will also be exposed to the C programming language, which is a subset of the C++. The students will learn bit manipulations.
Credits 4
Lab Hours 2
Lecture Hours 3

CSCI176R : Introduction to Python

This course is structured to introduce students to basic programming concepts and integral features of the Python language. In this course students will develop a basic understanding of the Python programming language. Students will be able to design and implement simple programs dealing with numerical and string processing. They will be familiar with rudimentary input and output operations, algebraic manipulations, logical expressions, and string manipulations. Through this course, students will engage in a variety of exercises that use problem-solving techniques related to science, engineering, and programming. Proper programming format and guidelines for best practice will be emphasized. Both in-class and outside of class programming exercises and projects are required. The Python programming language has become the "Swiss-army knife" of program languages. Python is used in everything from IT tasks, programming client and server-side programs, to performing in-depth digital forensics.
Credits 4
Lab Hours 2
Lecture Hours 3

CSCI185R : Introduction to Java

The Java programming language opens the doors to a cross platform Web-based programming. The students will reinforce their basic programming skills and apply them to the Internet environment. The students will learn how to develop applications and applets, how to add active content to their Web pages and how to respond to user-initiated events. They will learn how to develop Web user interfaces in a dynamic and responsive way. They will examine client server programming. All this will be accomplished in an Object-Oriented Programming environment using Java SDK.
Credits 3
Lab Hours 2
Lecture Hours 2
Prerequisite Courses
CSCI175R
Prerequisites
(or corequisite)

CSCI186R : Introduction to Operating Systems

This course provides the student with a comprehensive Explaining of the multiple operating systems commonly found in the Information Technology field today. The student will learn the theory behind operating systems and some basic to advanced components of each operating system. The course walks the student through current hardware and how it interacts with operating systems. The student will learn basic functions and design of file systems found in Windows, UNIX, Linux and Android operating systems. This course also discusses how operating systems interface with input, output, and storage devices. The student will learn basic network theory and how to set up network resources. There are many hands-on projects and case projects that provide the student with real experience in supporting multiple operating systems.
Credits 3
Lab Hours 2
Lecture Hours 2

CSCI197R : Relational Database Design with SQL

This course provides a conceptual base for creating and utilizing relational databases. Students initially learn how to divide raw data parameters into tables and columns according to accepted rules of Third Normal database analysis. The students will create a multi-table computerized database suitable for standalone or web implementation. Both graphical and command line SQL methods of creating relational databases will be used.
Credits 3
Lab Hours 2
Lecture Hours 2

CSCI203R : Introduction to Linux

The student will be able to perform ordinary tasks in the Linux operating systems. This would include user management, managing files and directories, use of an editor, executing commands and managing processes. The student will also learn how to customize the work environment, use Linux Utilities, install software, and learn simple scripting.
Credits 3
Lab Hours 2
Lecture Hours 2

CSCI204R : Administering Windows Servers

This course presents the skills needed to implement, maintain and protect a Microsoft Windows Server Domain. The responsibilities of a network technician are called upon to manage, troubleshoot, install, and configure network servers, clients and peripheral devices. The course offers the students the "hands on" opportunity to exercise network management skills and the conceptual background within which these tasks are carried out.
Credits 3
Lab Hours 2
Lecture Hours 2
Prerequisite Courses
CSCI110R

CSCI212R : Computer Network Security

This course is designed to give students the skills needed to identify and resolve computer and network security issues. The course will provide students an introduction to firewalls and other network security components that can be used to work together to create an in-depth defensive perimeter around a Local Area Network (LAN). Students will learn how to: identify threats; plan and design firewalls; develop a security policy; configure routers, workstations, servers, switches and firewall equipment for various packet filtering and security measures; create user authentication policies and methods; design and set up Virtual Private Networks (VPN); maintain and troubleshoot these systems.
Credits 3
Lab Hours 2
Lecture Hours 2
Prerequisite Courses
CSCI121R

CSCI213R : Computer Graphics – Adobe I

Computer Graphics – Adobe I is intended for a course that offers an introduction to Photoshop image editing and Dreamweaver. No previous experience with Adobe Photoshop is assumed, and no mathematics beyond the high school freshman level is required.
Credits 3
Lab Hours 2
Lecture Hours 2

CSCI217R : Web Database Programming

The student is introduced to programming using internet scripting technology in a server environment. This course focuses on the fundamentals of scripting and how to program applets and applications for use on the Internet as well as database connectivity to the Internet.
Credits 3
Lab Hours 2
Lecture Hours 2
Prerequisite Courses
CSCI103R
CSCI175R

CSCI220R : Storage and Virtualization

This course provides students with the foundations of storing, managing, and protecting digital data. Students are also introduced to the concepts associated with server and storage virtualization. Emphasis is placed on understanding how to design, implement and manage virtual servers and local, remote, and virtual storage networks.
Credits 3
Lab Hours 2
Lecture Hours 2
Prerequisite Courses
CSCI204R
Prerequisites
(or corequisite)

CSCI223R : Advanced Programming

This course enhances the student's understanding and skill in the use of compiled and structured programming languages. Techniques such as data structures, library files and extended functions, array, structure and dynamic memory allocation are covered including modular programming principles. Students are introduced to Object-Oriented Programming (OOP) theory and skills including topics such as objects, classes, encapsulation, abstraction, modularity, inheritance, polymorphism, members, functions, and inheritance. Database dataset access and Web integration are covered to increase the student's ability to manipulate data through programming.
Credits 4
Lab Hours 2
Lecture Hours 3
Prerequisite Courses
CSCI175R

CSCI236R : Enterprise Networking and Security and Automation

This course covers architecture, components, and the operations of routers and switches with increased focus on the installation and configuration of local and large complex networks known as wide area networks (WANs). Students will learn how to configure routers and switches for advanced functionality. Topics include physically connecting LANs and WANs to Cisco routers, implementing static and dynamic routing using the Cisco IOS, and troubleshooting routing problems. Students will develop the knowledge and skills to implement routing protocols such as OSPF and NAT along with Access Control Lists (ACL) configurations and concepts. Student will develop skills in network security, network management, network design, network troubleshooting, network virtualization, network automation, VPN, and IPsec concepts.
Credits 3
Lab Hours 2
Lecture Hours 2
Prerequisite Courses
CSCI121R

CSCI296R : Technology Capstone

This course is designed to have students completely integrate every aspect of their prior learning into a final cumulative project. Each student will design, implement, and present a project that falls within the specialty area of their matriculated degree path. Projects will be pre-approved by the instructor through a proposal process. Projects may include client-orientated tasks, practice orientated simulation, academic inquiry, or community engagement activities. Each project will synthesize the work accomplished in the degree and demonstrate mastery of the program outcomes.
Credits 3
Lecture Hours 3
Prerequisites
Degree Specific: Completion or enrollment in all other required technology courses. (or corequisite)

CSCIorCYBS : Computer Technology Elective

This computer technology elective course allows the student to explore any technology topic by selecting a course within CSCI or CYBS.
Credits 3
Lab Hours 2
Lecture Hours 2

Cybersecurity

CYBS101R : Principles of Information Assurance

Students will be introduced to basic security principles, giving the student an understanding of the current threats and vulnerabilities of the cyber landscape, plus other topics relating to the information assurance field.
Credits 3
Lab Hours 2
Lecture Hours 2
Prerequisites
CSCI 101R or Permission of instructor (or corequisite)

CYBS110R : Topics in Healthcare Information Technology

This course provides the IT professional with the required knowledge to adequately traverse the vastness of the Healthcare IT environment. In this course students will be introduced to the U.S. health care system and explore career opportunities within the health information profession. The health record is dissected and its many components are carefully reviewed. Students will have the opportunity to examine various formats of the medical record and analyze the advantages and disadvantages of the Electronic Healthcare Record (EHR). Students will cover medical terminologies and classification systems and an overview of the basics of reimbursement systems.
Credits 3
Lab Hours 2
Lecture Hours 2

CYBS120R : Network Security

This course covers basic security principles; compliance and operational security; threats and vulnerabilities; application, data, and host security; access control and identity management; and cryptography. It also covers mobile device security, cyber-attacks and defenses, and recent developments and emerging trends in information security, such as virtualization.
Credits 3
Lab Hours 2
Lecture Hours 2
Prerequisite Courses
CSCI110R
Prerequisites
(or corequisite)

CYBS130R : Enterprise Security Management

Students will understand the principles of risk management, security architectures, incident handling, disaster recovery, and secure systems administration.
Credits 3
Lab Hours 2
Lecture Hours 2
Prerequisite Courses
CYBS120R
Prerequisites
(or corequisite)

CYBS140R : Secure Electronic Commerce

Students will learn about the history, present, and future of electronic commerce in the world. The student will also learn about the threats, vulnerabilities, and policies when dealing with commerce in the electronic age.
Credits 3
Lab Hours 2
Lecture Hours 2
Prerequisite Courses
CYBS130R
Prerequisites
(or corequisite)

CYBS150R : Security & AI Concepts

Security and AI Concepts introduces the principles and practices required to secure artificial intelligence systems within modern cybersecurity environments. Students explore AI models, data security, threat modeling, and security controls used to protect AI technologies and their underlying data. The course also examines AI-enabled attacks, monitoring and incident analysis, and the use of AI tools to support security operations. In addition, students review governance, ethical considerations, and regulatory frameworks related to the responsible use of artificial intelligence while preparing for the CompTIA SecAI+ certification exam.
Credits 3
Lab Hours 2
Lecture Hours 2
Prerequisite Courses
CYBS120R

CYBS200R : Electronic Medical Records Systems & Information Assurance Certification and Accreditation Process (EMRS/IACAP)

Cybersecurity specialists working in the Healthcare field must have a thorough knowledge of the Electronic Medical Record System (EMRS) and the Information Assurance Certification and Accreditation Process (IACAP). As medical records continue to transition into electronic forms, the Healthcare IT profession needs to be aware of how the data is used and stored by software. Additionally, the Healthcare IT professional needs to be able to assess the entire IT system and ensure that the system is hardened against attack while meeting industry accreditation and certification standards.
Credits 3
Lab Hours 2
Lecture Hours 2
Prerequisite Courses
CYBS110R
Prerequisites
(or corequisite)

CYBS250R : Digital Forensics

Students will learn procedures on tracking, analyzing, and patching security holes after an incident has occurred. This will include seizure of equipment, analysis of confiscated materials and follow up procedures relating to the incident.
Credits 3
Lab Hours 2
Lecture Hours 2
Prerequisite Courses
CYBS140R

CYBS270R : Ethical Hacking

Ethical Hacking introduces the principles and practices of ethical hacking and penetration testing used to evaluate and improve organizational cybersecurity defenses. Students examine common attack methods, threat actors, and vulnerabilities affecting modern information systems. Students explore defensive strategies and security controls used to detect and mitigate cyber threats. The course provides experience identifying security weaknesses and recommending remediation strategies.
Credits 3
Lab Hours 2
Lecture Hours 2
Prerequisite Courses
CYBS120R

Early Childhood Education

ECE101R : Foundations of Early Childhood Education

An overview of the historical and philosophical roots of the early childhood education profession, this course includes a survey of models of early care and education as well as the range and diversity of early childhood programs. Current issues and trends along with challenges and opportunities within the field are highlighted. The multi-faceted role of the early childhood educator will be emphasized.
Credits 3
Lecture Hours 3

ECE102R : Child Growth and Development

This course examines the growth and development of young children, birth through age 8 years. Sequences of development within the following major domains are studied: physical & motor, social & emotional, cognitive, and language & literacy development. In addition, individual differences and multiple, interacting influences on children's growth and development are considered.
Credits 3
Lecture Hours 3

ECE103R : Health, Safety, and Nutrition for the Young Child

An in-depth look at the inter-relationship between health, safety and nutrition issues in early childhood educational settings, this course explores the knowledge and skills early childhood educators need in order to promote the well-being of young children, birth through age 8 years. Topics covered include health promotion, educational experiences, communicable illnesses, safety management, and meals and food safety.
Credits 3
Lecture Hours 3

ECE104R : Curriculum for Early Childhood Care and Education

This course will be an exploration into the process of early childhood planning, with special emphasis on the role of environment, curriculum theories, approaches, and trends, and ongoing observation and documentation. Attention is paid to selecting and developing suitable materials, along with developmentally appropriate practices. The cycle of planning, implementing, and evaluating learning experiences is examined and practiced. This course will enhance the student's ability to work creatively in all curriculum areas.
Credits 3
Lecture Hours 3
Prerequisite Courses
ECE101R
ECE102R

ECE105R : Children with Special Needs and Their Families

This course will examine the child with a special need in the family context and in an inclusionary childcare setting. It will provide an overview of the most common exceptionalities and the standard interventions related to them. Emphasis will be on observation, screening, assessment, family-centered early supports and services, natural environments, individualized education plans, inclusive education, community resources, and family issues.
Credits 3
Lecture Hours 3
Prerequisite Courses
ECE102R

ECE120R : Learning, Behavior & Positive Guidance

This course introduces students to a positive approach to guidance. Utilizing developmental and learning theories and applying them to the care and education of young children is explored. Major topics include strategies and interventions, the role of observation, and team approaches.
Credits 3
Lecture Hours 3

ECE190R : Early Childhood Practicum I

This course provides the student with direct, experiential learning in an early childhood care and education setting. Under the supervision of a cooperating teacher, the student will be actively involved in all aspects of the early childhood environment. Emphasis will be placed on the student's interactions with children. In addition, students will begin to develop their interactions with colleagues and with families. A minimum of 90 hours will be completed at the practicum site. Periodic meetings with the practicum instructor and other practicum students will provide opportunity for discussion of and reflection upon the practicum experience.
Credits 3
Lecture Hours 1
Prerequisites
ECE 101R, ECE 102R, ECE 103R, ECE 104R, or Permission of Program Director

ECE200R : Developmentally Appropriate Programs for Infants and Toddlers

This course is an in-depth study of quality infant/toddler care and education. Principles related to environments, caregiving practices, curriculum, and programmatic issues are explored. In addition, the growth and development of infants and toddlers, birth to age three, is examined. Special emphasis on relationships is woven throughout the course.
Credits 3
Lecture Hours 3
Prerequisite Courses
ECE102R

ECE201R : Organization and Management in Early Childhood Education

This course is a survey of organization and management of early childhood programs. Emphasis will be on learning how to plan, organize, manage, and evaluate programs and facilities serving young children and their families. In addition to exploring the multi-faceted role of the early childhood administrator, the course will also examine standards of quality, record keeping, funding, regulations, staffing, and family and community involvement.
Credits 3
Lecture Hours 3

ECE203R : Early Language & Literacy Development

This course examines the early language and literacy development of young children, birth through age 8. Students will explore the environments and experiences that support and foster young children's abilities to listen, speak, read, and write. Special emphasis will be given to the multiple roles and responsibilities of an effective early childhood educator.
Credits 3
Lecture Hours 3
Prerequisites
ECE 102R or Permission of Program Director.

ECE204R : Status of Childhood in America

What is the status of childhood in America today and how has childhood changed over time? Using knowledge from multiple disciplines, this course will examine the context of and significant factors influencing young children and their families. Major topics explored will include the media, technology, issues related to gender and equity, changes in children's play, and public policy. Students will examine what research reveals about optimal child outcomes and will identify specific strategies early childhood professionals can use to advocate for and to support positive child development and healthy family functioning.
Credits 3
Lecture Hours 3
Prerequisite Courses
ECE101R
ECE102R

ECE206R : Introduction to Afterschool Programming

High-quality afterschool programs improve a range of academic and social outcomes for children and youth. This course introduces the knowledge, skills, and dispositions of effective afterschool professionals. Major course topics are learning environments, curriculum, and health promotion, including evidence-based practices. Core knowledge areas identified by the National Afterschool Association and the NH Afterschool Professional Development System are also covered.

Credits 3
Lecture Hours 3

ECE207R : Family & Community Relationships in Early Childhood Education

Why are family and community relationships a key aspect of best practice in early childhood education? Utilizing varied perspectives and research, this course will examine how children's development is affected by those around them. Major topics explored will include developmental issues, family stressors, and cultural considerations. Students will examine exemplary models and will identify and practice utilizing specific strategies that can build family and community relationships.

Credits 3
Lecture Hours 3
Prerequisites
ECE 101R or ECE 102R or Permission of Instructor

ECE208R : Introduction to Infant Mental Health

This course is an introduction to infant mental health. Students will study how children, aged birth to 3 years, develop socially and emotionally. The importance of how this area impacts other developmental domains and early relationships will be explored. The historical foundation and current research and practice of the field will be examined. The role of the early childhood professional as a provider of promotion services will be emphasized. ()

Credits 3
Lecture Hours 3
Prerequisites
ECE 102R or Permission of Program Director. (or corequisite)

ECE209R : Trauma-Informed Early Childhood Services

We cannot discuss trauma without also discussing resiliency. In this course, students explore the complexities of trauma and the opportunities to promote healing. A range of evidence-based practices and the principles of a trauma-informed approach will be examined. By the end of the course, students will be prepared to advocate for trauma-informed services for children and their families and trauma-focused professional development opportunities for early childhood and other professionals.

Credits 3
Lecture Hours 3
Prerequisite Courses
ECE102R
PSYC114R
Prerequisites
Student must have taken *either* ECE 102R *or* PSYC 114R

ECE220R : Early Childhood Practicum Seminar

This course together with either Practicum II or Work Experience Practicum II forms the associate degree student's capstone experience. The student will synthesize their understanding of early childhood education and develop a personal philosophy of teaching. In addition, the student will engage in collaborative and collegial exchanges with other seminar participants. Finally, the student will complete a degree portfolio.

Credits 2
Lecture Hours 2
Prerequisites
ECE 190R or ECE 191R Work Experience Practicum I; ECE 290R or ECE 291R Work Experience Practicum II (or corequisite)

ECE290R : Early Childhood Practicum II

The student will increase their involvement in an early childhood care and education setting under the supervision of a cooperating teacher. Emphasis will be placed on planning, implementing, and evaluating a developmentally appropriate curriculum. In addition, students will develop and refine their interactions with children, colleagues, and families. A minimum of 135 hours will be completed at the practicum site.

Credits 3
Prerequisites
ECE 190R or ECE 191R Work Experience Practicum I minimum grade of C
Corequisites
ECE 190R or ECE 191R Work Experience Practicum I minimum grade of C

Economics

ECON102R : Macroeconomics

A macroeconomic analysis of the basic characteristics of a modern market-directed economy challenged by global development. Topics discussed include supply and demand; national income; the business cycle; inflation and unemployment; fiscal, supply-sided and monetary policy; and the Federal Reserve System.
Credits 3
Lecture Hours 3

English

ENGL101R : College Composition

College Composition introduces students to academic writing as a process of inquiry, reflection, and communication. Through reading, discussion, and research, students explore relevant issues from multiple perspectives and develop informed, evidence-based positions. Along with the writing process, the course reinforces critical reading, critical thinking, and formal documentation as foundational to academic inquiry, with emphasis on curiosity-driven learning, information literacy, and ethical research practices.

Course Workshop Description:

Each College Composition course has a 50-minute workshop directly preceding or following its meeting times. Asynchronous sections of College Composition cover the workshop through weekly Zoom meetings. In the workshop, students will receive individualized, assignment-based support, and targeted, review-based instruction. The workshop is a required component of the course.

Credits 4
Lecture Hours 4

ENGL113R : Public Speaking

This course will provide a forum for students to practice and develop effective communication skills for the purpose of addressing diverse audiences with confidence and competence. Using a variety of instructional strategies students will learn to research, outline, and deliver speeches appropriate for the setting and population. Students will study speech fundamentals and delivery strategies and learn to adapt purpose and message based on audience analysis. Special attention will be given to critical listening skills and ethical considerations.
Credits 3
Lecture Hours 3
Prerequisite Courses
ENGL101R
Prerequisites
(or corequisite)

ENGL122R : Professional Writing & Communications

Applying principles used in business and industry, Professional Writing & Communications prepares students to use a variety of written and oral communication styles within the professional community. Students will create and analyze workplace documents to include resumes, memos, instructions, reports and proposals as well as create visual presentations using appropriate software applications. Special attention will be given to design, layout, audience and purpose for both oral and written assignments. Students will also practice interviewing and engaging in peer conferencing and feedback for the purpose of constructive improvement and revision.

Course Workshop Description:
Each Professional Writing and Communication course has a workshop directly preceding or following its meeting times. Asynchronous sections will cover the workshop through weekly Zoom meetings. In the workshop, students will receive individualized, assignment-based support, and targeted, review-based instruction. The workshop is a required component of the course.
Credits 3
Lecture Hours 3

ENGL135 : Introduction to Media Studies

Introduction to Media Studies focuses on the historical and contemporary contexts of mass media. It may include study of the structure, function, audiences and effects of the news and entertainment industries, as well as the nature, development, and effects of various media in relation to culture and society. Topics covered include print and electronic media. In addition, topics may include public relations, advertising, and media ethics.

*****This is a CCSNH Access course and will display on transcripts, count as credits attempted, and count towards the cumulative grade point average for all seven colleges: Great Bay, Lakes Region, Manchester, Nashua, NHTI, River Valley, and White Mountains. Students cannot receive credit for more than one of the CCSNH Access courses or equivalents and the most recent course on the college transcript will be used in the cumulative grade point average (CGPA) calculation. For graduation residency purposes, only Access courses owned by the campus where the student is matriculated will be used to meet the requirements.***

Credits 3
Lecture Hours 3

ENGL201R : The Research Essay

The Research Essay builds directly on the skills and attitudes developed in College Composition. Students will reach beyond personal knowledge toward expertise through research. Writing a variety of academic papers with strong emphasis on a research essay, students become active investigators, synthesizing traditional sources and personal expertise to combine insight and evidence.

Credits 3
Lecture Hours 3
Prerequisite Courses
ENGL101R

ENGL203R : American Literature

The purpose of this course is to introduce students to American Literature through reading and responding to texts concurrent with the chronology of American history, from its beginnings to contemporary times. Each of the readings will be examined within the context of the character and history of United States literature and its movements. The course covers the evolution of literature as a contributing factor to the continuing development of a nation. Students will demonstrate deeper understanding of how a history's literature allows for a perspective on its humanity.

Credits 3
Lecture Hours 3
Prerequisites
ENGL102R recommended but not required

ENGL206R : Creative Writing

Building on writing principles and critiquing abilities learned in College Composition, students will explore the art of creative writing by writing both fiction and poetry. Through writing exercises completed both in and out of class, participating in workshop discussion, and reading a variety of established voices in poetry and fiction, students will develop a sense of the basic tools of creative writing. With an emphasis on sharing work and giving constructive criticism, this class will enable students to make choices about drafting and revising their literary pieces and to work to develop their own individual style. A final portfolio of revised and polished pieces of writing representative of the semester's work will be completed.

Credits 3
Lecture Hours 3
Prerequisites
ENGL102R recommended but not required

ENGL232R : Reading Short Fiction

In this course, students will read, analyze, interpret, discuss, and write about short fiction. Readings will include various forms of the story, as well as stories from different culture, countries and centuries. Emphasis will be on the close, careful reading of text, and students will be introduced to the concepts and terminology of prose literature, including plot, conflict, characterization, theme, point of view, and imagery.

Credits 3
Lecture Hours 3
Prerequisites
ENGL102R recommended but not required

ENGL235R : Poetry Workshop

Building on writing principles and critiquing abilities learned in College Composition I, students will begin to investigate the differences between prose and poetry. Through exercises and revision, and especially by reading and discussing some contemporary poems, students will learn to recognize and employ poetic craft techniques. Through peer feedback workshops, students will learn what does, and what does not, work in their own poems.

Credits 3
Lecture Hours 3
Prerequisites
ENGL102R recommended but not required

ENGL236R : Fiction Writing Workshop

Building on writing principles and critiquing abilities learned in College Composition I, students will begin to explore the art of creating a successful short story. Through reading a variety of established voices in contemporary fiction, completing writing exercises both in and out of class and participating in workshop discussion, students will develop a sense of the basic tools of fiction. With an emphasis on sharing work and giving constructive criticism, this class will enable students to make choices about drafting and revising their stories and to develop their own individual style.
Credits 3
Lecture Hours 3
Prerequisites
ENGL102R recommended but not required

ENGL243R : Comics and Graphic Novels

Do you think that comic books count as literature? This course is designed to illustrate many of the reasons why you should. Graphic novels and, more broadly, comics comprise a branch of literature that consistently challenges our ideas about reading and writing. Students will explore the defining features of graphic novels and/or comics and situate this genre within the larger category of literature. Through interpretive analysis, students will be encouraged to consider connections between literature and history, identity, politics, culture, and other aspects of society.
Credits 3
Lecture Hours 3
Prerequisite Courses
ENGL101R

ENGL244R : World Literature

The purpose of this course is to introduce students to World Literature through reading and responding to geographically and historically diverse texts. Texts will be analyzed and interpreted through a wide variety of lenses, with emphasis on historical, cultural, and biographical contexts, as appropriate. Students will demonstrate deeper understanding of how literature reflects, responds to, and shapes the human experience.
Credits 3
Lecture Hours 3
Prerequisites
ENGL102R recommended but not required

ENGL248 : British Literature, Middle Ages to 1800

British Literature, Middle Ages to 1800 surveys the major works of British literature from its Anglo-Saxon origins to 1800, including poetry, fiction, essays, and drama. By reading closely and analyzing critically, students explore these texts in relation to their cultural, social, historical, political, and literary contexts.

*****This is a CCSNH Access course and will display on transcripts, count as credits attempted, and count towards the cumulative grade point average for all seven colleges: Great Bay, Lakes Region, Manchester, Nashua, NHTI, River Valley, and White Mountains. Students cannot receive credit for more than one of the CCSNH Access courses or equivalents and the most recent course on the college transcript will be used in the cumulative grade point average (CGPA) calculation. For graduation residency purposes, only Access courses owned by the campus where the student is matriculated will be used to meet the requirements.***
Credits 3
Lecture Hours 3
Prerequisite Courses
ENGL101R

ENGL286R : Children's Literature

This course presents children's literature from infancy to adolescence. The course utilizes a transactional view of reading and a variety of writing assignments. Students will examine a wide range of genres to develop their abilities to appreciate, critique, and select high quality children's literature. Students will also become familiar with resources available on children's literature and will discuss current issues and trends in the field.
Credits 3
Lecture Hours 3
Prerequisites
ENGL102R recommended but not required

ENGL288R : Shakespeare

Shakespeare exposes students to the works of the playwright, with emphasis on his plays. Students study the major genres (tragedy, comedy, history, and romance), which give them ways to analyze and interpret drama and its elements. The course introduces students to the social and cultural characteristics of the Early Modern Period and to the biography of the author. No previous knowledge of Shakespeare is assumed.

*****This is a CCSNH Access course and will display on transcripts, count as credits attempted, and count towards the cumulative grade point average for all seven colleges: Great Bay, Lakes Region, Manchester, Nashua, NHTI, River Valley, and White Mountains. Students cannot receive credit for more than one of the CCSNH Access courses or equivalents and the most recent course on the college transcript will be used in the cumulative grade point average (CGPA) calculation. For graduation residency purposes, only Access courses owned by the campus where the student is matriculated will be used to meet the requirements.***

Credits 3
Lecture Hours 3
Prerequisite Courses
ENGL101R

Fine Arts

ARTS101R : Introduction to Drawing

This course teaches students the basics of the art of drawing. Emphasis will be placed on hands-on studio activities and the promotion of visual literacy. Students will learn the basics of line, contour, shading, texture, perspective, composition, and action drawing. Through various readings and presentations, students will analyze and interpret various perspectives in drawing. Critiques and lectures will help students develop an understanding of the critical issues of drawing and of its context within the history of art. Students will also be introduced to the process involved in planning, researching, and actualizing a major drawing project. Students will create several original works of art and compile a portfolio of their artwork. A few supplies are needed, and available for purchase at the bookstore.

Credits 3
Lab Hours 0
Lecture Hours 3

ARTS102R : Introduction to Painting: Thematic Development

This course introduces students to the art of painting. Students will develop an understanding of the basic elements of painting, such as shape, space, and composition as well as how to create a full color palette in this introductory level course. There is also a focus on the material qualities of paint, including mixing and application to surfaces. Students are encouraged to use self-expression as they learn basic techniques. Classes include hands-on demonstrations, the use of still life, and photographs. Students will create several original works of art and compile a portfolio of their artwork. No experience is necessary.

Credits 3
Lecture Hours 3

ARTS103R : Introduction to 3D Printing

This course is an introductory course in 3 dimensional design [model making] and printing. Students will use specific 3D related software to develop a model or remix of a model, emphasizing creativity, customization, and innovating thinking. Students will also learn about 3D printer setup, process print file, and filament layering procedure. By the end of the class, students will have created and printed a 3D object based on personal design thinking and knowledge of advanced technology.

Credits 3
Lab Hours 2
Lecture Hours 2

ARTS104R : Biological Illustration

For centuries, drawing has been at the core of scientific research and documentation. From botanical studies to anatomical drawing to medical illustrations, the art of drawing is a powerful tool to help us understand and interpret the complex structures of the natural world. In this course, students will gain the technical skills to successfully render compelling biological illustrations ranging from microscopic organisms to plants to the human body. Students will analyze biological subjects and draw from life as a means of strengthening observational skills and representing scientific material through visual language. *Note: This course counts as a Liberal Arts, Fine Arts, or Open Elective but not as a Lab Science Elective.

Credits 3
Lecture Hours 3
Prerequisites
Some prior drawing experience or Arts 102R: Introduction to Drawing is recommended but not required

ARTS111R : Photography and Digital Imaging

This course covers the technical and artistic aspects of photography and digital imaging. Topics include camera operation, exposure, composition, and lighting with emphasis on the technical and artistic sides of photography. Through assignments in photographing nature, scenery, people, sports, and existing light and through the study of the styles of many renowned photographers, students will begin to develop their artistic sense and photographic vision. Students will use photo editing software to manipulate and composite images.
****Students must have access to a camera with adjustable apertures and shutter speeds.**
The rationale of this course is to teach the students the fundamental elements, technical knowledge, and the creative inspiration to understand and produce images that are interesting, informative, and attractive to a wider range of viewers. Photography is very useful as a visual communication tool in everything from articulating personal stories to illustrating commercial messages and research as well as many other professional and non-professional uses.
Credits 3
Lecture Hours 3

BIOL104R : Biological Illustration

For centuries, drawing has been at the core of scientific research and documentation. From botanical studies to anatomical drawing to medical illustrations, the art of drawing is a powerful tool to help us understand and interpret the complex structures of the natural world. In this course, students will gain the technical skills to successfully render compelling biological illustrations ranging from microscopic organisms to plants to the human body. Students will analyze biological subjects and draw from life as a means of strengthening observational skills and representing scientific material through visual language. *Note: This course counts as a Liberal Arts, Fine Arts, or Open Elective but not as a Lab Science Elective.
Credits 3
Lecture Hours 3
Prerequisites
Some prior drawing experience or Arts 102R: Introduction to Drawing is recommended but not required

General Studies

FYE101R : Purpose, People, and Career

This course will help first year students in an academic focus area understand the type of work, career options, and preparation they will need to find success in their chosen field. Students will be exposed to the purpose and the need of the field they are considering or pursuing. Students will learn how to communicate effectively and work efficiently within a diverse work environment. Additionally, the course will address career readiness and soft skills competencies. Students will have the opportunity to explore various careers within their selected field.

Course may be offered as 1-3 credits (1-3 lecture hours).
Credits 1

GSTC102R : Program Design Portfolio

This course is required for learners who wish to develop a comprehensive portfolio for the design of an individualized General Studies degree. Its purpose is to design a sequence of learning experiences that provide a coherent program of studies based upon identified educational goals and core general education courses. The design process will guide the student in assessment of formal and informal learning pathways as well as lay the foundational framework for their individualized major. Emphasis will be research, self examination, planning, goal setting and documentation. Instruction, formal and informal, individual or group will be tailored to meet the needs of the individual learner.
Credits 3

Healthcare

CHEM125C : Intro to General, Organic, and Biochemistry (NHTI-specific course)

This course is only offered at NHTI and is to be take by students in the RVCC Pre-Dental Program.
Credits 4
Lab Hours 2
Lecture Hours 3
Prerequisites
High school Chemistry with lab or permission of the Department Chair

HLTH101R : Medical Terminology

Medical Terminology provides students with a foundational understanding of the language of healthcare and prepares them to communicate accurately and professionally in a variety of clinical and allied health settings. Using a systems-based and clinically realistic approach, students learn the rules for building, analyzing, defining, spelling, and pronouncing medical terms through the study of word parts including prefixes, suffixes, roots, combining forms, and industry-recognized abbreviations. Medical terminology is applied to the structure and function of the human body, with an introduction to basic anatomy, physiology, and common pathologies across all major body systems. Terminology related to diagnosis, treatment, surgery, pathology, and clinical procedures is emphasized.
Credits 3
Lecture Hours 3

HLTH166R : Legal and Ethical Issues in Health Care

This course provides learners with and introduction to the increasingly complex legal and ethical issues facing professionals who work in health and human services. This broad perspective will help practitioner's respond to many dilemmas they face in the clinical settings and increase their sensitivity to the depth of issues involved in many treatment and service decisions. A framework is provided to enhance student's capacities to think critically and creatively. No topic lends itself so readily to that goal than does the study of law, ethics, and bioethics. This course enables the student to reason clearly and effectively about the ethical and legal issues involved in medical science and technology. Emphasis is also placed on understanding the ethical and legal environment of health care, making appropriate ethical and legal choice in practice, and developing skills necessary to promote ethical and legal leadership in a health care setting. Every effort is made to help students understanding the impact of an ethical position on other individuals as well as on the larger community. It is not the intent of this course to change a student's mind about any of the bioethical issues, nor to diminish their personal belief systems on any issue. It is mandatory, however, that all students begin to clarify their positions on issues, understand the nature of their beliefs, be able to defend their positions, and understand the process by which others with different beliefs arrive at their decisions.
Credits 3
Lecture Hours 3

MLTC126R : Introduction to Laboratory Procedures

This introductory course will provide the student with an overview of the world of laboratory functions and procedures. Included in this course will be issues surrounding safety, measurement practices, handling and care of glassware, specimen collection and handling, the health care system and interprofessional collaboration, and an introduction to point of care testing. The applications of quality control, professionalism, legal and ethical issues associated with the laboratory will be emphasized throughout.
Credits 3
Lab Hours 3
Lecture Hours 2
Prerequisites
Matriculation in the MLT Program or permission of instructor.

Humanities

HUMA102R : Art Appreciation

This course educates students in the methods and interpretation of visual art. Students will examine the uses of visual art in human society, and learn to identify and understand visual art media and techniques. Surveying the history of visual art, students will practice analysis and interpretation. As informed viewers, students will be able to examine their own reactions to visual art and make connections between art and life. Field trips may be part of this curriculum and will incur nominal fees.
Credits 3
Lecture Hours 3

HUMA103R : Music Appreciation

In this course, students will develop the skill of perceptive listening and an understanding of the elements, forms, and styles of several music periods. The course offers discussion of the musical style along with societal and historical significance of the period. Students will also learn to critically perceive musical selections. Field trips may be part of this curriculum and will incur nominal fees, usually no more than $25 per semester.
Credits 3
Lecture Hours 3

HUMA107R : Understanding World Religions

This course is an introductory survey of both religious studies as an academic discipline and major religious traditions of the world. Surveyed topics will include an introduction to theory and method in religious studies, classic theories in religious studies, major religious traditions of the world, and an in-depth analysis of one particular religious tradition.
Credits 3
Lecture Hours 3

HUMA109R : Introduction to Philosophy

An introductory survey covering various components of philosophy including Epistemology, Metaphysics, Materialism, Realism, Pragmatism, Logic, Idealism, Existentialism and Aesthetics. This will include classical original, interpretation, development and modern application of these concepts.
Credits 3
Lecture Hours 3

HUMA110R : The Humanities in Western Culture

This interdisciplinary course in Western culture integrates the arts of literature, painting, music, sculpture, film, and the discipline of philosophy. To better understand why we are the way we are, our studies are centered on our cultural heritage, from Greece, early Christianity, and the Renaissance to the present day. The course involves students and teacher in an analysis of the human issues and achievements in Western culture to make sense of the universe. Attention will be given to the following universal concepts in human thought: search for freedom, search for truth, search for beauty, identification with God, identification with the natural world, and relationship with society.
Credits 3
Lecture Hours 3

HUMA140R : Myth in Us Culture (20th Century)

This interdisciplinary course utilizes both the social sciences and the humanities to examine the making of American Culture. The central driving force is Twentieth Century American Popular Culture. Students will study a variety of sources (fiction, speeches, movies, television, and advertisements) to uncover the numerous myths transmitted by these sources and to verify the validity of those myths that forge America's national identity. Several questions guide the students' investigation: What is the relationship between myths, culture, and society? Why do we behave the way we do? How do myths shape our attitudes? Our norms? Our mores? What makes us Americans?
Credits 3
Lecture Hours 3

HUMA142R : Topics in United States History to 1877

A survey course of US History that presents a clear, relevant and balanced history of the United States from the days of its early development through the end of the reconstruction period. Not only does the course review the major events that shaped the nation, but it will look at those issues that impacted on, and changed the lives of the people who lived during this period. Insights into the political, social, economic and cultural issues round out the scope of this course.
Credits 3
Lecture Hours 3

HUMA143R : Topics in United States History: 1877 – Present

This is a survey course of US History from 1877 to the present. This course is concerned not just with names and dates, but rather the historical processes that made the US the way it is. The course will focus on the political history, but more importantly the struggles between labor and capital, women and minorities versus the dominant patriarchal state, and the status of the working poor and the way in which they either made, influenced, or were exploited by the American system.
Credits 3
Lecture Hours 3

HUMA201R : The Making of the Modern World: Themes in Western Civilization

An interdisciplinary approach to the major themes which have shaped Western Civilization since the 1800's. Topics include the scientific revolution, classical liberalism, fascism, and war. The course incorporates the use of film and multi-media as a way of focusing on themes and issues.
Credits 3
Lecture Hours 3
Prerequisites
100-level Humanities course strongly recommended but not required

HUMA204R : Topics in World Culture

Topics in World Culture will provide students with a solid foundation in world culture and history from prehistory to 1600. Through an interdisciplinary approach that links the study of cultural texts with the analysis of primary historical documents, students will gain a deeper appreciation of the human condition. Special attention will be given to such universal concepts in human thought as: search for freedom, search for truth, search for beauty, identity with the divine, identification with the natural world and relationship with society. This seminar-style class will explore world culture from a broad perspective that includes art, literature, architecture, music, and philosophy.

Credits 3
Lecture Hours 3
Prerequisites
100-level Humanities course strongly recommended but not required

HUMA210R : Filming the Vietnam War: the Hollywood Chronicles

The purpose of this course is to critically view these Vietnam War films for the students to analyze Hollywood's discourse on the war. In conjunction with uncovering the underlying meaning of the Vietnam War films, the students will study the physical geography of Vietnam, survey the historical memory of the Vietnam War, and compare the two war chronicles for the purpose of seeing more clearly the legacies of a lost war.

Since the course is a seminar students will share their findings and thinkings with one another formulating an oral analytical text of the Vietnam War. Students will be evaluated on discussions and several short position papers.

Credits 3
Lecture Hours 3
Prerequisites
100-level Humanities course strongly recommended but not required

HUMA216R : Disparities in US Healthcare

Disparities in US Healthcare examines health disparities and equity in the United States from a multidisciplinary perspective. Students explore the ways in which social, economic, environmental, cultural, biological, and structural factors contribute to differences in health status, access to care, and health outcomes among diverse populations. Emphasis is placed on the social determinants of health, including socioeconomic status, race and ethnicity, gender, disability, environment, and health literacy. The course also introduces the structure and functions of the U.S. health care and public health systems, as well as the roles of key stakeholders in health care delivery, access, quality, and cost. Students analyze current research on health disparities and consider culturally responsive, policy, and community-based strategies designed to reduce inequities and promote improved health outcomes for historically underserved populations. This course is writing intensive.

Credits 3
Lecture Hours 3

Independent Study

Independent Study

Independent Study is an opportunity for intensive investigation of a special skill, process, or topic, to be arranged on an individual basis between student and faculty. The intent of the Independent Study is to expand a student's learning experience beyond the normal program curriculum. Independent Study is not available to non-matriculated students. This credit-bearing opportunity is only available to matriculated students who wish to explore areas of a discipline not covered in the normal curriculum but related to the their program. Matriculated students must have a minimum cumulative GPA of 2.0 to be eligible for an Independent Study. Typically undertaken for 1-2 credits, an Independent Study may not be done in lieu of any courses existing at RVCC. Speak with your Program Director or Advisor to get started!

Liberal Arts

ARTS104R : Biological Illustration

For centuries, drawing has been at the core of scientific research and documentation. From botanical studies to anatomical drawing to medical illustrations, the art of drawing is a powerful tool to help us understand and interpret the complex structures of the natural world. In this course, students will gain the technical skills to successfully render compelling biological illustrations ranging from microscopic organisms to plants to the human body. Students will analyze biological subjects and draw from life as a means of strengthening observational skills and representing scientific material through visual language. *Note: This course counts as a Liberal Arts, Fine Arts, or Open Elective but not as a Lab Science Elective.
Credits 3
Lecture Hours 3
Prerequisites
Some prior drawing experience or Arts 102R: Introduction to Drawing is recommended but not required

BIOL104R : Biological Illustration

For centuries, drawing has been at the core of scientific research and documentation. From botanical studies to anatomical drawing to medical illustrations, the art of drawing is a powerful tool to help us understand and interpret the complex structures of the natural world. In this course, students will gain the technical skills to successfully render compelling biological illustrations ranging from microscopic organisms to plants to the human body. Students will analyze biological subjects and draw from life as a means of strengthening observational skills and representing scientific material through visual language. *Note: This course counts as a Liberal Arts, Fine Arts, or Open Elective but not as a Lab Science Elective.
Credits 3
Lecture Hours 3
Prerequisites
Some prior drawing experience or Arts 102R: Introduction to Drawing is recommended but not required

Massage Therapy

MASS101R : Basic Massage Theory and Application

This course introduces the massage therapy student to the history and theory of massage. It includes skill development in the art and science of massage therapy. This course consists of lecture, demonstration, and hands-on treatment. The students will be working on each other under the direct supervision of a certified, licensed massage therapy instructor. The course involves learning the fundamentals of giving a full body massage. Draping techniques are covered thoroughly to ensure client comfort and modesty. Indications and contraindications, the basic physiological effects, hygiene, professional appearance, sanitation procedures and equipment needed are covered. NOTE: During the first month of the course of study, each student will be required to have had a full body massage by a licensed massage therapist and present documentation by the therapist. The student is responsible for costs associated with this treatment.)
Credits 3
Lab Hours 3
Lecture Hours 2
Prerequisites
Matriculation in the Massage Therapy Program
Corequisite Courses
MASS102R

MASS102R : Human Body I

This course is designed for students studying to become professional Massage Therapists. The content is designed to coincide with the development of manual skills, connecting the study of the human body with the practice of massage therapy, with a focus on the mind/body connection.
Credits 3
Lecture Hours 3
Corequisite Courses
MASS101R

MASS103R : Human Body II

This course is designed for students studying to become professional Massage Therapists. The content is designed to coincide with the development of manual skills, connecting the study of the human body with the practice of massage therapy, with a focus on the mind/body connection. This course focuses on the muscular system.
Credits 3
Lecture Hours 3
Prerequisite Courses
MASS102R
Corequisite Courses
MASS121R

MASS104R : Human Body III

This course is designed for students studying to become professional Massage Therapists. The content is designed to coincide with the development of manual skills, connecting the study of the human body with the practice of massage therapy, with a focus on the mind/ body connection. An overview of the structure and function of the body systems and the effects of the sympathetic nervous response are covered.
Credits 3
Lecture Hours 3
Prerequisite Courses
MASS103R
Prerequisites
(or corequisite)
Matriculation in the Massage Therapy Program

MASS105R : Massage Essentials

Massage Essentials covers important topics such as professional communication, self-care, the therapeutic relationship, confidentiality, evolution of massage, and the effects of massage on the homeostasis. These topics are as important as a Massage Therapist's hands-on skill.
Credits 2
Lab Hours 0
Lecture Hours 2
Prerequisites
Matriculation in the Massage Therapy Program

MASS110R : Introduction to Eastern Massage Therapy

Introduction to Eastern Massage Therapy familiarizes the student with fundamental concepts and a variety of techniques used in Eastern Massage Modalities. The student will study key concepts of Eastern Massage Theory and learn various techniques and patterns it practices.

Note: This is a 5-week course comprised of 1 lab hour and .667 lecture hours.
Credits 1
Lab Hours 1
Lecture Hours 1
Prerequisites
Matriculation in the Massage Therapy Program

MASS101R pre/co-requisite

MASS111R : Introduction to Spa Techniques

This course will familiarize the student with spa treatments and the various types of spa facilities that offer them. The student will study and practice the basics elements of four spa treatments.

Note: This is a 5-week course comprised of 1 lab hour and .667 lecture hours.
Credits 1
Lab Hours 1
Lecture Hours 1
Prerequisite Courses
MASS101R

MASS112R : Massage Modality Course

Massage Modality courses offer students an opportunity to explore a variety of massage techniques of their choice. Each course will cover basic theory, application and safety techniques of that modality. Students are required to take 4 sections of MASS112R during completion of the massage certificate.

Note: This is a 5-week course comprised of 1 lab hour and .667 lecture hours.
Credits 1
Lab Hours 1
Lecture Hours 1
Prerequisite Courses
MASS101R

MASS117R : Massage Business Practices I

This course is designed to equip the student with the skills to present themselves professionally in an employment setting. Students will create resumes, cover letters, practice interview skills and attend a Massage Therapy Employer Panel.
Credits 1
Lecture Hours 1
Prerequisite Courses
MASS101R

MASS118R : Massage Business Practices II

This course is designed to equip the student with the business skills needed to practice professionally, either as an independent massage practitioner or as an employee. The student will develop a business plan, marketing materials, and other products that have practice 'real world' value.
Credits 2
Lecture Hours 2
Prerequisite Courses
MASS117R

MASS121R : Intermediate Massage Theory and Application

This course focuses on health care massage, postural dysfunction and outcome based treatment planning. Assessments, mechanical and reflexive techniques, hydrotherapy and endangerment sites, designing the massage treatment and the body/mind connections will be introduced. Topics to be reviewed are body mechanics movement, history, client expectations, indications and contraindications.
Credits 3
Lab Hours 3
Lecture Hours 2
Prerequisite Courses
MASS101R
MASS102R

MASS126R : Massage Rules and Ethics

This course focuses upon specific ethics of the profession of massage, as exemplified in various codes of ethics of major massage organizations and New Hampshire Rules and laws governing massage therapy and therapists.
Credits 1
Lecture Hours 1
Prerequisite Courses
MASS105R

MASS130R : Advanced Massage Theory and Application

This course introduces the massage student to deeper strokes that include but are not limited to trigger point therapy, myofascial release, cross fiber friction, muscle energy technique and positional release technique.
Credits 3
Lab Hours 3
Lecture Hours 2
Prerequisite Courses
MASS103R
MASS121R
Corequisite Courses
MASS104R

MASS140R : Massage Capstone

In this research-based course students will integrate all learning to-date to create a safe and therapeutic outcome-based massage treatment specific for clients with common conditions. Common conditions, their causes, contributing factors, cautions and contraindications will be addressed.
Credits 3
Lab Hours 3
Lecture Hours 2
Corequisite Courses
MASS104R
MASS130R

MASS192R : Massage Professional Experience

This course provides practice hours of massage as required by the State of New Hampshire for licensure. The student will apply new learning to assess the needs of the client to develop a massage treatment that meets the unique needs of that client. The faculty advisor will assist students in the learning process and will be on duty during the course. Students will meet with the faculty supervisor as needed throughout the semester for feedback and review. Students are required to show evidence of a liability policy additional to the college liability policy, which covers them when they are conducting massages independently (i.e., not directly supervised by a college faculty).
Credits 2
Lab Hours 6
Prerequisite Courses
MASS121R
Prerequisites
(or corequisite)

MASS195R : Massage Practicum

This course completes the NH State Requirement of at least 125 hours of practice massage for licensure. The student will be integrating all prior learning to thoroughly assess clients' needs and design a massage treatment that is effective for each client. Forty five hours of massage therapy will be performed with a variety of clients at an approved practicum site and documented as required by NH standards.

Other/Practicum Hours: 3 (45 total clock hours)
Credits 1
Prerequisite Courses
MASS192R
Corequisite Courses
MASS130R

Mathematics

MATH016R : Fundamentals of Mathematical Literacy*

Fundamentals of Mathematical Literacy is a course that develops students' problem-solving and logical reasoning skills to prepare them for college level mathematics courses. Topics addressed include numeracy, proportional reasoning, geometry and measurement, equality, algebraic reasoning, graphing, linear equations and introductory statistical topics. Upon completing Fundamentals of Mathematical Literacy, students will be prepared to enter Statistics I, Mathematical Investigations, or other introductory Liberal Arts mathematics courses. The course is student centered and focuses on developing quantitative literacy skills through activity-based instruction that integrates technology (e.g., graphing technology, manipulatives) and emphasizes the conceptual understanding of the mathematical concepts studied. Much of the course will focus on the misconceptions that students have developed over their mathematical careers. Multiple assessments tools will be used to measure the course competencies and may include on-going formative assessments, portfolios, quizzes, exams, and projects/investigations.

credits do not apply toward Associate degree requirements
Credits 4
Lecture Hours 4

MATH019R : Fundamentals of Mathematical Literacy for Stem Fields*

(STEM – Science/Technology/Engineering/Mathematics) Fundamentals of Mathematical Literacy for STEM fields is a developmental mathematics course that develops students' problem-solving and logical reasoning skills to prepare them for college-level mathematics courses needed for STEM fields. Topics addressed include introduction to functions, polynomials, linear and quadratic functions and equations, basic geometric topics, and introductory statistical concepts. Upon completing Fundamentals of Mathematical Literacy for STEM, students will be prepared to enter Functions and Modeling I (college-algebra and trigonometry course), or other introductory Liberal Arts mathematics courses. The course is student centered and focuses on developing quantitative literacy skills through activity-based instruction that integrates technology (e.g., graphing technology, manipulatives) and emphasizes the conceptual understanding of the mathematical concepts studied. Much of the course will focus on the misconceptions that students have developed over their mathematical careers. Multiple assessments tools will be used to measure the course competencies and may include on-going formative assessments, portfolios, quizzes, exams, and projects/investigations.

credits do not apply toward Associate degree requirements
Credits 4
Lecture Hours 4
Prerequisites
(1) SAT Mathematics Score ≥ 450 OR (2) Successful completion (with a grade of "C" or better) of Fundamentals of Mathematical Literacy OR (3) written permission of mathematics advisor.

MATH106R : Statistics I: An Introduction to Statistical Reasoning

Recognizing that data and variability impact our daily decisions, Statistics I: An Introduction to Statistical Reasoning focuses on developing statistical literacy through an investigative process of problem-solving and decision-making. Students participate in the statistical process by formulating questions, analyzing data, and interpreting results, learning to become critical consumers of statistical information. The course introduces students to descriptive and inferential statistics. Topics include statistical distributions, linear regression and correlation, surveys and experiments, sampling distributions, probability, confidence intervals and hypothesis testing. A variety of statistical tools and software are used to explore concepts and deepen students' conceptual understanding of the topics.

Credits 4
Lab Hours 3
Lecture Hours 3
Prerequisites
Self-assessment: You should be able to perform the skills below on demand or with minimal review. These skills are typically mastered through the successfully completion of high school algebra II or higher or their equivalents. If you are unsure about your preparation for this course, please request an assessment from the mathematics advisor. Fundamentals of Math Literacy treats all these topics in depth to prepare you for this course. Prerequisite skills include: following the order of operations; applying the principles of rounding; making fraction-decimal-percentage conversions; reading and interpreting basic tables and graphs; performing operations with square roots; using scientific notation; and manipulating basic linear equations including isolating variables, finding slope, y-intercept, and writing equations of lines given two points.

MATH107R : Statistics II

Statistics II is the continuation of Statistics I. The course begins with a review of sampling distributions and topics from Statistics I as necessary. The focus of the course is on strengthening proficiency with descriptive and inferential statistics by studying topics including probability, Binomial and Geometric Distributions, confidence intervals and hypothesis testing for proportions and means, Chi-square Tests, inference for regression, and Analysis of Variance. Student centered, the course engages students in projects and case-studies and is focused on activity-based instruction that integrates technology (e.g., dynamic statistical packages, spreadsheets) and emphasizes the conceptual understanding of the statistical concepts studied.

Credits 4
Lecture Hours 4
Prerequisite Courses
MATH106R
Prerequisites
(or equivalent)

MATH110R : Functions & Modeling I

This course will focus on the use of functions and algebra in problem solving and modeling. Topics include the study of linear, quadratic, exponential, logarithmic, and trigonometric functions, along with translation of functions, inverse functions, and trigonometric identities. Students can expect to complete projects that involve the use of functions to model real-world behavior (e.g., the dynamics of caffeine in the body) and include topics such as data analysis, systems of linear equations, optimization, and rational functions. The course will be student centered and focus on developing quantitative literacy through activity-based instruction that integrates technology (e.g., dynamic statistical packages, calculator-based labs, spreadsheets, on-line virtual manipulatives) and emphasizes the conceptual understanding of the mathematical concepts studied. Multiple assessments tools will be used to measure the course competencies and may include on-going formative assessments, portfolios, quizzes, exams, and projects/investigations.

Credits 4
Lab Hours 3
Lecture Hours 3

MATH112R : Mathematical Investigations: Great Ideas in Mathematics

Mathematical Investigations is an introduction to various branches of mathematics, including number theory, functions and modeling, geometry, and probability and statistics. The course will focus on some of the most interesting ideas in the history of mathematics and various applications, including the infinitude of the primes, the non-denumerability of the real numbers, different sizes of infinity, golden rectangles, non-Euclidean geometry, and measuring risk. Students will complete research projects in areas such as cryptography, platonic solids, topology, chaos and fractals, and different voting methods. The course emphasizes mathematical thinking, habits of the mind, and problem solving. These strategies will allow you to apply mathematics to real-life situations. Along the way, you will confront issues that challenge your intuition and even experience mathematical questions that have remained unsolved for hundreds of years. The course is student centered and focuses on activity-based instruction that integrates technology.
Credits 4
Lab Hours 3
Lecture Hours 3
Prerequisites
Placement into college-level mathematics

MATH114R : Mathematics for the Environment

Mathematics for the Environment is a course that allows students to apply fundamental concepts in mathematics to the study of topics such as climate, economics, population growth, health care, energy, and media literacy. In order to better understand the mathematics presented in these areas, students will study the language of mathematics including patterns, logic, induction, deduction, axioms, proof, number properties, relations, functions, counting techniques, combinations, and permutations. The course emphasizes quantitative literacy, writing, problemsolving skills, and habits of the mind as students engage in a critical analysis of our environment through the use of mathematics.
Credits 4
Lab Hours 3
Lecture Hours 3

MATH115R : Finite Mathematics

This course will cover linear models, matrix theory, linear programming, combinations, and math of finance.
Credits 4
Lecture Hours 4
Prerequisites
(1) SAT Mathematics Score ≥ 530 OR (2) Successful completion (with a grade of "C" or better) of Fundamentals of Mathematical Literacy for STEM Fields OR (3) written permission of mathematics advisor.

MATH120R : Functions & Modeling II

Functions & Modeling II builds from Functions & Modeling I. The course will focus on strengthening proficiency with functions and modeling at both the procedural and conceptual levels to serve as a preparation for calculus. The course begins with a review of linear, quadratic, exponential, logarithmic, and trigonometric functions. Students will study inverse functions, compositions, combinations of functions, polynomial and rational functions, sequences and series, parametric equations, conic sections, and an introduction to limits and continuity. Additional topics may include complex numbers, polar coordinates, and vectors. Students can expect to complete projects that involve the use of functions to model real-world behavior and include data analysis and fitting functions to data. The course will be student centered and focus on developing quantitative literacy through activity-based instruction that integrates technology (e.g., dynamic statistical packages, computer algebraic systems, on-line virtual manipulatives) and emphasizes the conceptual understanding of the mathematical concepts studied. Multiple assessments tools will be used to measure the course competencies and may include on-going formative assessments, portfolios, quizzes, exams, and projects/investigations.
Credits 4
Lecture Hours 4
Prerequisites
MATH 110R or Permission of Instructor

MATH210R : Calculus I

Calculus I will focus on the study of functions, limits, derivatives and their applications, and provide an introduction to integration, along with the connection between differentiation and integration through the Fundamental Theorem of Calculus
Credits 4
Lecture Hours 4
Prerequisites
MATH 120R or equivalent or Permission of Instructor

MATH211R : Calculus II

Calculus II is the second course in single variable calculus. Major topics include integration techniques and applications, and sequences and series. Additional topics might include arc length, parametric and polar coordinates, and an introduction to differential equations.
Credits 4
Lecture Hours 4
Prerequisite Courses
MATH210R

MATH212R : Multivariable Calculus

Multivariable Calculus extends the study of single-variable calculus to functions of several variables. Students explore vector algebra, partial differentiation, multiple integration, and vector fields, culminating in applications of Green's, Stokes', and the Divergence Theorems. Applications will be included throughout. Emphasis is placed on developing conceptual understanding, problem-solving abilities, and connections among geometric, analytic, and physical interpretations. Students will engage in collaborative, activity-based learning that integrates appropriate technology to visualize, model, and analyze multivariable phenomena while building procedural fluency.
Credits 4
Lecture Hours 4
Prerequisite Courses
MATH211R

MATH215R : Linear Algebra

This course contains both theory and computational skills needed to study vector spaces, linear transformations, diagonalization, eigenvalues, and orthogonality. Students are expected to develop the ability to reason through and coherently write up proofs of theorems as well as develop computational skills.
Credits 4
Lecture Hours 4
Prerequisite Courses
MATH211R

MATH216R : Mathematical Proof

An introduction to mathematical language through reading and writing mathematical proofs with a focus on set theory and logic. This is a writing intensive course with topics selected from various branches of mathematics such as discrete, number theory, modern algebra, linear algebra, and real analysis.
Credits 4
Lab Hours 0
Lecture Hours 4
Prerequisite Courses
MATH210R

MATH217R : Probability and Statistics

This course begins with a discussion of the differences between descriptive and inferential statistics, the different types of data, and the rudiments of statistical distributions. Classical probability theory and probability distributions are discussed in general. Specific probability distributions appropriate to discrete data and continuous data are developed in detail. Estimation, hypothesis testing, and applications provide "real life" examples. Linear relationships, and regression analysis provide another means to make predictions and shoe correlations.
Credits 4
Lecture Hours 4
Prerequisite Courses
MATH210R
MATH211R

MATH221R : Ordinary Differential Equations with Linear Algebra

Ordinary Differential Equations with Linear Algebra is an introductory course in differential equations. Topics include first-order differential equations; higher-order differential equations; series solutions; The Laplace Transform; matrix algebra, Gaussian and Gauss-Jordan elimination, eigenvalues, and eigenvectors; systems of linear first-order differential equations; and selected applications. Student centered, the course focuses on activity-based instruction that integrates technology and emphasizes the conceptual understanding of the concepts studied.
Credits 4
Lecture Hours 4
Prerequisite Courses
MATH211R

Medical Laboratory Technician

MLTC111R : Urinalysis & Body Fluids

This course introduces the study of the physical, chemical and microscopic tests performed as part of a routine urinalysis. A review of the structure and function of the urinary system is followed by the concepts of urine analysis relating to the identification of normal states and metabolic and genetic disorders. Laboratory analysis of body fluids are introduced including cerebral spinal fluid, serous, synovial, and amniotic fluids, as well as fecal and semen analysis. For all areas presented, clinical aspects of related diseases are incorporated into lecture and laboratory sessions.
Credits 2
Lab Hours 2
Lecture Hours 1
Prerequisite Courses
MLTC126R

MLTC112R : Clinical Immunology

An introduction to basic serologic concepts, this course will cover immunity and associated laboratory applications. Discussions will include non-specific and specific immunity, antigen/antibody structure, function, classification and serologic reactions, biological immunologic responses and disease states representing classical immunologic concepts.
Credits 2
Lab Hours 2
Lecture Hours 1
Prerequisite Courses
MLTC126R
Prerequisites
BIOL 103R or BIOL 201R

MLTC113R : Clinical Chemistry

The investigation into the human physiology of enzymes, carbohydrates, lipids, proteins, electrolytes and hormones are an important function in a clinical laboratory in regards to the diagnosis and monitoring of disease states. Clinical Chemistry reviews the function of these chemicals and introduces clinical chemistry tests and instrumentation used for their identification and quantitation. Conditions and disease states associated with abnormal findings of these elements are also discussed in limited detail. Laboratory sessions support information provided in lecture as well as emphasizing the importance of accuracy and precision in testing.
Credits 4
Lab Hours 3
Lecture Hours 3
Prerequisite Courses
MLTC126R
CHEM140R
Corequisite Courses
MathElective

MLTC201R : Hematology

Hematology is the study of blood and its components. This course is an overview of blood cell production, identification, function and changes seen in disease states. Included in this course is a hemostasis component that evaluates the human bodies mechanism to control bleeding and the factors involved. Diseases and conditions associated with abnormal blood pictures and coagulation disorders are also presented. This course will also introduce the morphology and significance of cells found in various body fluids as they relate to pathogenic states. Lectures and laboratories incorporate discussions and practices of common hematologic procedures.
Credits 4
Lab Hours 3
Lecture Hours 3
Prerequisite Courses
MLTC126R
MLTC112R

MLTC202R : Blood Banking

Blood Banking, also known as Immunohematology, is an in-depth study of the collection and storage of blood components, identification of blood group antigens and antibodies, identification of hemolytic disease of the newborn, compatibility testing, component therapy, transfusion reaction investigation, quality control, and problem solving. Tests used to accomplish the above tasks are discussed in lecture and practiced in laboratory sessions of this course.
Credits 4
Lab Hours 3
Lecture Hours 3
Prerequisite Courses
MLTC126R
MLTC112R

MLTC204R : Pathogenic Microbiology

A pathogen is an organism or substance capable of producing disease. This course discusses the characteristics of common pathogenic microorganisms with emphasis placed on bacteria. Pathogenic parasites and fungal elements will be introduced. Methods of isolation from clinical specimens, recognition of pathogens, microscopic morphology, anti-microbial susceptibility testing, and standard reporting practices in a clinical laboratory will be presented. Laboratory sessions will support lecture materials as they focus on safety measures in the microbiology laboratory and the importance of high quality technical skills.
Credits 4
Lab Hours 3
Lecture Hours 3
Prerequisite Courses
MLTC126R
BIOL205R

MLTC220R : Senior Seminar

This capstone seminar will present the students with opportunities to explore and discuss their program experiences while integrating the theoretical concepts with their clinical experiences. This course will include guest speakers from laboratory related fields, development and evaluation of case studies, practice of mock certification examinations, interprofessional educational activities, resume preparation, and information on job searches and the employment interview process. This course is geared to transition the student from the educational setting to the workforce.
Credits 1
Lecture Hours 1
Prerequisites
Must have completed all MLT courses except MLTC290R
Corequisite Courses
MLTC290R

MLTC290R : Clinical Practicum

This practicum course will provide clinical experience in the laboratory sections of Hematology, Urinalysis, Clinical Chemistry, Blood Banking and Microbiology. This allows students to apply the knowledge and skills obtained in the didactic component of the curriculum to experiences in a clinical laboratory. The clinical environment will also provide the opportunity to practice skills of a phlebotomist while under the supervision of qualified personnel in an accredited clinical laboratory. The student must demonstrate minimum competency in each area as determined by the established objectives to successfully pass this course. Affiliation packets are used in each department to assess acquired laboratory competencies. Clinical practice takes place in an approved facility under the direction and supervision of laboratory educators employed by the facility. RVCC faculty provide support and oversight throughout the practicum as necessary. Students will perform routine analytical procedures, continue to develop their laboratory skills and apply knowledge gained during classroom learning.

Other/Practicum Hours: 36 (540 total clock hours)

Fieldwork is 37.5 - 40 hours/week for 14 weeks
Credits 12
Prerequisites
Must have completed all other MLT courses except MLTC220R
Corequisite Courses
MLTC220R

Occupational Therapy Assistant

AHLT210R : Physical Therapy/Occupational Therapy Management

This interdisciplinary course is held in the first semester of the senior year and builds upon previously introduced concepts of professional roles, role delineation, supervision, ethics, billing, and professionalism. Students will explore aspects of organizational management including healthcare systems, organizational planning, reimbursement, budgeting, quality assurance, liability, the management process, and leadership styles as related to physical and occupational therapy practice. Personal management topics including job searching, salary negotiation, interviewing, and personal budgeting will be addressed in preparation for transition to the work environment.
Credits 2
Lab Hours 0
Lecture Hours 2
Prerequisite Courses
PTAC190R
OCTA215R
Prerequisites
(one or the other)

OCTA110R : Fundamentals of Occupational Therapy

This course is an introductory course designed to provide a theoretical foundation through instruction on occupational science, occupation-based models and frames of reference used in the profession of occupational therapy. Students will apply basic occupational therapy concepts such as activity analysis, gradation, and adaptation through the lens of foundational professional documents to understand concepts participation in occupation and the occupational therapy process.
Credits 2
Lab Hours 0
Lecture Hours 2
Prerequisite Courses
AHLT104R

OCTA120R : Foundations of Professional Practice

This course will prepare students with the foundational skills required for the professional aspects of practice. Students will acquire basic knowledge related to evidence-based practice and occupational science. Students will also examine reimbursement systems, socioeconomic and sociopolitical systems, and professional organizations that impact the provision of occupational therapy services. Students will develop the essential communication skills required to effectively communicate with clients and caregivers, document occupational therapy services, and communicate inter- and intra-professionally.
Credits 2
Lab Hours 0
Lecture Hours 2
Prerequisite Courses
OCTA110R
Prerequisites
(or corequisite)

OCTA190R : OTA Level IA Fieldwork

The Level Ia fieldwork is the first of two level I fieldwork experiences designed to expose students to the practice of occupational therapy in a clinical setting and prepare for level II fieldwork experiences. Students will gain experience with the intervention planning, intervention implementation, and review of performance and outcomes aspects of the occupational therapy process. The intent of this experience is to build professional reasoning skills and develop beginning clinical and client interaction skills. Students will connect learning from didactic coursework with clinical situations and client interactions. Through this experience, students will gain knowledge and skills for success in future level I and level II fieldwork experiences. This fieldwork experience is taken in conjunction with the Psychosocial Function in Occupational Therapy course and targets the psychosocial/behavioral health fieldwork experience.

(Practicum)
Credits 1
Corequisite Courses
OCTA213R

OCTA192R : OTA Level IB Fieldwork

The Level Ia fieldwork is the first of two level I fieldwork experiences designed to expose students to the practice of occupational therapy in a clinical setting and prepare for level II fieldwork experiences. Students will gain experience with the intervention planning, intervention implementation, and review of performance and outcomes aspects of the occupational therapy process. The intent of this experience is to build professional reasoning skills and develop beginning clinical and client interaction skills. Students will connect learning from didactic coursework with clinical situations and client interactions. Through this experience, students will gain knowledge and skills for success in future level I and level II fieldwork experiences. This fieldwork experience is taken in conjunction with the Psychosocial Function in Occupational Therapy course and targets the psychosocial/behavioral health fieldwork experience.

(Practicum)
Credits 1
Prerequisite Courses
OCTA190R
Corequisite Courses
OCTA212R

OCTA212R : Occupational Therapy in Pediatrics

This lecture/lab course includes theories, occupation-based models, and frames of reference associated with the provision of occupational therapy for pediatric and adolescent populations. Students will explore the occupational therapy process and approaches from a pediatric practitioner perspective, including assessment and interventions. This course if designed to allow students opportunities to apply skills in screening and evaluation processes, develop treatment plans, explore service provision, practice documentation, and analyze treatment effectiveness. The various settings, as well as roles and responsibilities of the COTA working with pediatric and adolescent populations will be examined.
Credits 3
Lab Hours 3
Lecture Hours 2
Prerequisite Courses
PSYC114R
OCTA190R
Prerequisites
(or corequisite)

OCTA213R : Psychosocial Function in Occupational Therapy

This lecture/lab course includes occupational therapy theories, occupational performance impacts, common assessments, and intervention approaches for psychosocial disorders/dysfunction. Students will learn about processes for working with individuals, groups and populations by designing interventions to address occupational performance. This course is taken in conjunction with, and integrates learning from, the Level Ia fieldwork experience designed to immerse students in clinical approaches that address psychosocial function.
Credits 3
Lab Hours 3
Lecture Hours 2
Prerequisite Courses
OCTA110R
PSYC101R
Corequisite Courses
OCTA190R

OCTA214R : Physical Function in Occupational Therapy

This lecture/lab course includes occupational therapy theories, assessment, and interventions commonly used in occupational therapy settings associated with physical rehabilitation. Skills from this course can be applied to individuals, groups, and/or populations with diseases and disorders impacting the physical body. This course is designed to allow students opportunities to develop professional reasoning skills and engage in the application of screening and evaluation, develop treatment plans, and explore service provision for clients with a variety of conditions impacting the biomechanical systems. This course also explores concepts in and the role of the occupational therapy assistant in health promotion and prevention.
Credits 3
Lab Hours 3
Lecture Hours 2
Prerequisite Courses
OCTA110R
AHLT135R
BIOL201R

OCTA215R : Occupational Therapy for Aging Populations

This course is designed to promote deeper understanding of the occupational performance deficits that affect the older adult and geriatric population. This lab course will emphasize assessment, intervention, as well as remediation and compensation strategies for individuals, groups, and populations. Additionally, this course will focus on the need and the skills required for environmental modification as a part of the OT intervention process.

Credits 1
Lab Hours 3
Lecture Hours 0
Prerequisite Courses
OCTA190R
OCTA214R

OCTA220R : Seminar in Occupational Therapy

This course provides a seminar for guided student exchange on trends and issues of Occupational Therapy related to the Level II Fieldwork Experiences. The rationale for this course is to further enhance the student in making the transition from student to professional by discussing topics relevant to our field of practice and to further prepare our students for the national board exam and licensure where applicable. This course is designed to assist students in examining the overarching integration of theory, practice, reflection, and professional reasoning required of an entry level OT practitioner.

Credits 2
Lecture Hours 2
Corequisite Courses
OCTA290R
OCTA291R

OCTA221R : Clinical Neurology Lab for OTA

This laboratory course is offered in the second year, fall semester, and focuses on hands on application of concepts learned in AHLT220R with a focus on the approach taken in physical therapy. Clinical neuropathology, introduction and application of motor control theory, motor learning, screening of the nervous system, and neurorehabilitation approaches to patient care are included.
This course draws upon concepts learned in AHLT 112R Clinical Conditions, AHLT 123R Clinical Kinesiology, AHLT135R Foundations in Rehabilitation, and OCTA 212R Physical Function in Occupational Therapy, as these courses introduced typical and atypical conditions that affect the nervous system of the human body.

Credits 1
Lab Hours 3
Lecture Hours 0
Prerequisite Courses
OCTA190R
Corequisite Courses
AHLT220R

OCTA230R : Advanced Concepts in Professional Practice

This course is designed to build on and apply concepts from OCTA xxxR, Foundations for Professional Practice. Students will revisit skills to apply and disseminate findings from evidence-based practice literature syntheses. Students will utilize resources to apply principles from the AOTA Code of Ethics. Students will synthesize information from the first year of the OTA program and educate various relevant parties about the field of occupational therapy.

Credits 1
Lecture Hours 1

OCTA290R : OTA Level IIa Fieldwork Experience

Psychosocial service agencies, hospitals, rehabilitation centers, nursing homes, community health care agencies, school systems and other human service facilities provide affiliating experiences for students enrolled in the Occupational Therapy Assistant program. This practicum will enable the student to successfully integrate classroom learned material into the clinical area of practice. It is designed to assist the student in successfully developing the role of a therapist among clients as well as colleagues. It incorporates all OCTA first and second year courses as well as AHLC courses into practice. This is a course that is conducted in the field as a practicum.

Other Hours/Practicum: 18 (270 total clock hour fieldwork)
Credits 6
Prerequisites
All required AHLT and OCTA courses

OCTA291R : OTA Level IIb Fieldwork Experience

Psychosocial service agencies, hospitals, rehabilitation centers, nursing homes, community health care agencies, school systems and other human service facilities provide affiliating experiences for students enrolled in the Occupational Therapy Assistant program. This practicum will enable the student to successfully integrate classroom learned material into the clinical area of practice. It is designed to assist the student in successfully developing the role of a therapist among clients as well as colleagues. As it incorporates all aspects of didactic training from OCTA and AHLT courses, it is an advanced practice course follow Level IIA OCTA 290R. It is expected that by the end of this fieldwork (practicum) experience that all students are executing themselves at entry level practice and prepared to sit for the national examination.

Other Hours/Practicum: 18 (270 total clock hour fieldwork)
Credits 6
Prerequisites
All required AHLT and OCTA courses

Phlebotomy

PHBC110R : Phlebotomy

This course is designed to provide the student with theoretical and introductory technical skills of a phlebotomist. This course covers topics of anatomy and physiology of the circulatory system, medical terminology, structures of the health care system and laboratory, safety, types of laboratory analyses, equipment, sources of error and medico-legal issues surrounding the practice of phlebotomy. Specimen collection techniques focusing on safe and accurate skill development will be emphasized.
Credits 3
Lab Hours 2
Lecture Hours 2
Prerequisites
Matriculation in Phlebotomy Program or Permission of Instructor

PHBC190R : Phlebotomy Internship

After completion of PHBC 110R, the student will spend 120 hours in a clinical environment becoming proficient with the responsibilities and skills of a phlebotomist while under the supervision of qualified personnel in an accredited clinical laboratory. Fifteen additional hours will be spent in online work and formal ASCP examination review.

Other/Internship Hours: 120 total internship hours
Credits 3
Prerequisite Courses
PHBC110R
Prerequisites
Matriculation in Phlebotomy Program

PHBC 110R with C within past 3 semesters or better. Students that do not take this course in the semester immediately after successful completion of PHBC110R will need to demonstrate safe venipuncture skills prior to assignment to a clinical site.

Physical Therapist Assistant

AHLT210R : Physical Therapy/Occupational Therapy Management

This interdisciplinary course is held in the first semester of the senior year and builds upon previously introduced concepts of professional roles, role delineation, supervision, ethics, billing, and professionalism. Students will explore aspects of organizational management including healthcare systems, organizational planning, reimbursement, budgeting, quality assurance, liability, the management process, and leadership styles as related to physical and occupational therapy practice. Personal management topics including job searching, salary negotiation, interviewing, and personal budgeting will be addressed in preparation for transition to the work environment.
Credits 2
Lab Hours 0
Lecture Hours 2
Prerequisite Courses
PTAC190R
OCTA215R
Prerequisites
(one or the other)

PTAC112R : Physical Therapy Procedures I

This course is offered in the first year, first semester. The This course involves both lecture and laboratory teaching in the area of biophysical agents used in Physical Therapy. These agents include superficial and deep heat, cold, light, sound waves, electricity, biofeedback, hydrotherapy, compression therapies and traction. Documentation and preparation of self, the patient, equipment and space will also be emphasized.
Credits 3
Lab Hours 3
Lecture Hours 2
Prerequisites
Pre- or Co-requisite: AHLT135R

PTAC115R : Therapeutic Exercise

This course is offered in the first year, second semester. Students will focus on therapeutic exercise rationale, indications, and contraindications. Specific equipment, techniques and procedures of therapeutic exercise will be introduced. Students will have opportunity in lab sessions to practice these techniques.
Credits 3
Lab Hours 3
Lecture Hours 2
Prerequisite Courses
AHLT123R
PTAC122R
Prerequisites
(PTAC122R may be a pre- or corequisite)

PTAC122R : Physical Therapy Procedures II

This first year, second semester course continues the PT Procedures course series aimed at providing the Physical Therapist Assistant student with basic skills in procedures commonly used in Physical Therapy. This course integrates both lecture and laboratory learning in the areas of data collection (goniometry, manual muscle testing, length, girth, volume, body composition, balance, and measures of self-report), therapeutic massage, gait training and treatment following reconstructive surgery of the extremities. The course will also cover special orthopedic tests, theory and basic techniques for peripheral joint mobilization, and an introduction to patient education and community service. There will continue an emphasis on professionalism in behavior, appearance, and rapport.
Credits 3
Lab Hours 3
Lecture Hours 2
Prerequisite Courses
PTAC112R
Corequisite Courses
AHLT123R

PTAC190R : PTA Clinical Practicum I

Students shall progress to this first clinical experience during the summer after completion of all first-year courses and successful completion of a comprehensive practical exam. Clinical education is an organized sequence of learning activities integrated within the curriculum.

Clinical education provides students with the opportunity to perform their responsibilities under appropriate physical therapist or physical therapist assistant supervision and positive role modeling. The experience provides exposure to a variety of patients and learning activities. Clinical education is provided in a variety of practice and health care settings and ensures participation in direct patient care.

Other/Practicum Hours: 3 (270 clock hours total)

Credits 6
Prerequisite Courses
PTAC122R
Corequisite Courses
PTAC192R

PTAC192R : PTA Clinical Practicum I Seminar

This seminar course is offered during the Summer semester after students complete the first year of professional course. The course provides students with an opportunity for reflective learning that focuses on the formative clinical education experience.
Credits 1
Lecture Hours 1
Corequisite Courses
PTAC190R

PTAC211R : Physical Therapy Procedures III

This course is offered in the second year, fall semester. This course completes the series aimed at providing the PTA student with basic skills in procedures commonly used in Physical Therapy. It integrates both lecture and laboratory learning and may include off site learning opportunities in the areas of advanced therapeutic interventions such as: orthotics, prosthetics, cardiac rehabilitation, chest physical therapy, wound care, amputations, pelvic health, vestibular issues, psychological issues, and management of patients using teaching strategies and cultural sensitivity. Students will also expand their knowledge of therapeutic exercise and manual therapy techniques, building on content learned in previous courses.
Credits 3
Lab Hours 3
Lecture Hours 2
Prerequisite Courses
PTAC122R

PTAC221R : Clinical Neurology Lab for PTA

This laboratory course is offered in the second year, fall semester, and focuses on hands on application of concepts learned in AHLT220R with a focus on the approach taken in physical therapy. Clinical neuropathology, introduction and application of motor control theory, motor learning, screening of the nervous system, and neurorehabilitation approaches to patient care
are included.
This course draws upon concepts learned in AHLT 112R Clinical Conditions, AHLT 123R Clinical Kinesiology, AHLT135R Foundations in Rehabilitation, and PTAC115R Therapeutic Exercise, as these courses introduced typical and atypical conditions that affect the nervous system of the human body.
Credits 1
Lab Hours 3
Prerequisite Courses
PTAC115R
Corequisite Courses
AHLT220R

PTAC250R : PTA Clinical Practicum II Senior Seminar

This course is offered after the student completes the summative clinical practicum. The course provides an opportunity to share newly learned clinical skills with classmates; participate in cross-professional collaboration; focus on preparing for the licensing exam and the process for obtaining and retaining licensure; and review State Practice Acts, legal/ethical issues, and topics current to the profession as they impact job searching and license retention. It provides opportunity for students to further the transition to professional attitudes, behaviors and awareness.
Credits 2
Lecture Hours 2
Corequisite Courses
PTAC292R

PTAC292R : PTA Clinical Practicum II

Students progress to this summative clinical experience after completion of all professional courses and successful completion of a comprehensive practical exam. Clinical education is an organized sequence of learning activities integrated within the curriculum. It includes full time assignments, and follows the completion of relevant didactic instruction.

Clinical education provides students with the opportunity to perform their responsibilities under appropriate physical therapist or physical therapist assistant supervision and with positive role modeling. The experience provides exposure to a variety of patients and learning activities. Clinical education is provided in a variety of practice and health care settings and ensures participation in direct patient care.

Other/Practicum Hours: 24 contact hours (360 clock hours total) (typically done over 8-10 weeks)
Credits 8
Prerequisite Courses
AHLT210R
PTAC211R
PTAC221R
Corequisite Courses
PTAC250R

Physics

PHYS115R : Astronomy

This course is an introductory Astronomy course offered in an experiential mode. The course will consider theories of the origin of the universe, our galaxy, as well as the structure and mechanics of our solar system. Stars, including our sun, nebula and galaxies will be investigated. Comets and asteroids will be included. Navigation on the celestial sphere as well as basic spectroscopic skills will be explored. Naked eye observations, binocular use as well as some telescope work will be integrated into this experience.
Credits 4
Lab Hours 3
Lecture Hours 3

PHYS130R : Physics I

A study of elementary classical physics with emphasis on the application of physical principles to problem solving. Topics include linear and projectile motion, Newton's laws translational and rotational equilibrium, work and energy, momentum, circular and rotational motion, and mechanical properties of matter.
Credits 4
Lab Hours 3
Lecture Hours 3
Prerequisite Courses
MATH110R

PHYS131R : Physics II

A continuation of the study of elementary classical physics with emphasis on the application of physical principles to problem solving. Topics include simple harmonic motion, waves, thermodynamics, electricity and magnetism and geometrical optics. If time permits, some modern physics topics may be discussed .
Credits 4
Lab Hours 3
Lecture Hours 3
Prerequisite Courses
PHYS130R

Political Science

POLS102R : Survey of American Government

This course is an introduction to the basic structures of the political process in the United States; it combines attention to political activity at the national (Federal), State and local levels. Topics covered include analysis of Federal and State constitutions, the American political economy, Federal/State relationships, the workings of and interactions between the Executive, Legislative and Judicial Branches of government, the elective process, activities of public and private interest groups, and how the government handles the country's tax dollars.
Credits 3
Lecture Hours 3

Psychology

PSYC101R : Introduction to Psychology

This course introduces students to the field of psychology and gives a general understanding of foundational concepts of psychology. Students will apply psychological science to everyday life and career exploration, emphasizing scientific inquiry, ethical reasoning, cultural humility, and social responsibility. Topics may include the historical development of the discipline, scientific methodology, motivational theory, consciousness, sensation and perception, learning, thinking, memory, emotions, biological basis of behavior, personality theory, and psychopathology.
Credits 3
Lecture Hours 3

PSYC114R : Human Development

This course examines human growth and development from conception through late adulthood using a lifespan perspective. Students explore physical, cognitive, emotional, and social development while examining major developmental theories and current research. Emphasis is placed on the interaction of biological, psychological, cultural, and environmental factors that shape development across the lifespan. Students apply developmental concepts to real-world contexts such as education, healthcare, and community settings, with attention to diversity, equity, and cultural humility.
Credits 3
Lecture Hours 3

PSYC200R : Educational Psychology

Educational Psychology is designed to cover five broad topics: development, learning, lesson and classroom management, assessment, and characteristics of learners. The development component focuses on developmental theories of cognition and affect as they relate to education. The learning component presents behavioral and cognitive perspectives on learning, problem solving, critical-thinking, and reasoning. The classroom management component focuses on the evaluation of learner characteristics to include those with exceptionalities and ethnically diverse learners. This course provides basic knowledge from the discipline of psychology as related to the field of education and application of this basic knowledge to improve the quality and outcome of the educational process.
Credits 3
Lecture Hours 3
Prerequisite Courses
PSYC101R

PSYC210R : Abnormal Psychology

This course explores the diagnosis, treatment and care of the symptoms associated with abnormal behavior. The theoretical causes of various types of psychological disorders – particularly the neurotic, psychotic, and mood disorders will be presented as will a historical perspective regarding treatment. The history surrounding the treatment of mental illness will be discussed. The psychodynamic, cognitive behavioral and medical model approaches to treatment will be emphasized.
Credits 3
Lecture Hours 3
Prerequisite Courses
PSYC101R

PSYC211R : Social Psychology

This course surveys the major areas of social psychology - the science of individual human behavior in social situations. The course emphasizes an understanding of the important methods, terms, theories, and findings in the field of social psychology. By understanding social psychology, we can become more aware of others and ourselves. It is required that you have passed an Introductory Psychology course before taking this class. The course employs primarily a lecture format, although your comments, questions, and discussion are strongly encouraged.
Credits 3
Lecture Hours 3
Prerequisite Courses
PSYC101R

PSYC212R : Forensic Psychology

This course examines the interface of psychology and the law with a specific focus on forensic psychology. Contemporary issues including child victims and witnesses, competence, insanity, risk assessment, violent juvenile offenders, psychopathy, and the death penalty as well as the roles and responsibilities of a forensic psychologist and forensic psychiatrist, juries, expert testimony, assessment and treatment within the legal system are addressed.
Credits 3
Lecture Hours 3
Prerequisites
PSYC 101R, or CRMJ 205R, or permission of Department Chair

PSYC214R : Counseling Theories and Techniques

Counseling Theories and Techniques is a course designed to provide students with a foundation in the theoretical concepts of the major theories of counseling and interviewing skills. Students will examine the theories and research as it applies to counseling and psychotherapy. Specific emphasis will be given to interviewing techniques and preliminary counseling skills necessary for effective interaction with clients. Topics also include basic assessment, ethics, diversity, and self-awareness.
Credits 3
Lecture Hours 3
Prerequisite Courses
PSYC101R

Radiologic Technology

RADT101R : Introduction to Radiologic Technology & Clinical Simulated Lab Practicum

This is an introductory course which presents Radiologic Technology as a science and other aspects related to this profession. During the first half of the semester the focus will be on introductory concepts in Radiologic Technology. The second half of the semester will focus on engaging in simulated activities. Students will gain an understanding of the practical applications of patient care, exposure factors, protection and mandatory requirements for clinical practicums.
Credits 2
Lab Hours 2
Lecture Hours 1
Prerequisites
Matriculation in the RVCC Radiologic Technology Program

RADT110R : Patient Care & Medical Terminology

This course introduces the Radiologic Technology student to their responsibilities when working with patients. This course will discuss patient education, safety and comfort. An emphasis will be made on how to react to medical emergencies within the department and the legal responsibilities of the radiologic professional. The course will address infection control, handling of hazardous materials, isolation precautions, and patient monitoring. The student will learn about human diversity, ethnic and cultural values and how to integrate these concepts into professional practice. Medical terminology related to imaging sciences will be discussed, developing a basic understanding of the medical language employed in the health care professions and Imaging department.
Credits 2
Lab Hours 2
Lecture Hours 1
Prerequisite Courses
RADT101R
RADT115R
Prerequisites
Courses can be pre- or co- requisite.

RADT115R : Radiographic Positioning & Procedures I

This course is a study of the radiographic procedures as they relate to the skeletal system. Topics include positioning, exposure factors, film evaluation and related anatomy of chest, abdomen, superior and inferior extremities, and shoulder and pelvic girdle. There are positioning practical workshop components.
Credits 3
Lab Hours 2
Lecture Hours 2
Prerequisite Courses
BIOL201R
RADT110R
RADT132R
Prerequisites
Courses can be pre- or co- requisite.

RADT120R : Radiation Physics & Imaging Equipment

This course explores and defines the fundamental principles of physics and electronics involved in the production, use and control of the various electromagnetic energies used in medical and diagnostic applications. Topics include electromagnetic waves, electricity and magnetism, electrical energy, power, and circuits as they relate to radiography. It will discuss the components of radiographic equipment and how its work in the production of x rays. Upon completion, students should be able to demonstrate an understanding of basic principles of physics as they relate to the operation of radiographic equipment.
Credits 2
Lecture Hours 2
Prerequisite Courses
MATH110R
RADT101R
RADT132R

RADT121R : Radiologic Technology Clinical Practicum I

This course is a competency-based clinical experience that develops the cognitive, affective, and psychomotor skill level of students who will assist and perform basic radiographic procedures. During the clinical rotation, students will assist and perform basic radiographic procedures of the chest, abdomen, upper, and lower extremities. Students must complete 180 clinical practicum hours.

Other/Practicum Hours: 12 (180 total clock hours)
Credits 4
Prerequisite Courses
RADT101R
RADT110R
RADT115R
RADT132R

RADT122R : Radiologic Technology Clinical Practicum II

A competency-based clinical experience that intensifies the cognitive, affective, and psychomotor skill level of students in the realization of special radiographic procedures. Students will assist the radiologist in fluoroscopic exam procedures. This clinical experience provides learning opportunities in radiographic critique and quality assurance. The student will acquire proficiency in the realization of radiographic position and procedures of body trunk, spine, fluoroscopic procedures, preparation of contrast media, and patient care. Mastery of knowledge from previous clinical practicum shall be recalled with a focus on outcomes assessment. This is an 8-week assignment. Students must complete 180 clinical hours and pass successfully to continue into the next level.

Other/Practicum Hours: 12 (180 total clock hours)
Credits 4
Prerequisite Courses
RADT121R
RADT215R

RADT132R : Principles of Radiographic Exposure, Image Acquisition & Processing

This course comprises the study of all concepts associated with the nature, production and exposure of x-rays, image acquisition and processing. It will present CR/DR image acquisition. DICOM standards will be discussed. PACS system of storage and transfer will be presented. Manipulation of various exposure factors and choices of equipment uses will be explored. The student will develop knowledge and skills necessary to recognize and evaluate quantitative and qualitative factors in clinical radiographs.
Credits 3
Lecture Hours 3
Prerequisite Courses
MATH110R
RADT101R
Prerequisites
Courses can be pre- or co- requisite.

RADT214R : Radiologic Pathology & Imaging Critique

This course is a study of the most common conditions and lesions affecting the human being and its relation to the changes observed in the radiographic image. Evaluation and analysis of radiographs pertaining to the anatomical region are studied. Evaluation of the quality of the radiographic image is also studied.
Credits 2
Lecture Hours 2
Prerequisite Courses
BIOL202R
RADT115R
RADT215R
RADT218R

RADT215R : Radiographic Positioning/Procedures II and Contrast Media

This course is a study of the body trunk, vertebral spine, and radiographic special procedures including fluoroscopy and the use of contrast media. It includes discussion of correct factors exposure, positioning skills, medical indication and contra-indications for special studies pertaining to the anatomical region of study. Positioning practical workshops will be included.
Credits 3
Lab Hours 2
Lecture Hours 2
Prerequisite Courses
RADT110R
RADT115R
Corequisite Courses
RADT121R

RADT218R : Radiographic Positioning & Procedures III

This course entails the study of the radiographic procedures related to cranial structures, facial bones, and the neck. It includes discussion of exposure techniques, positioning skills, medical indications for special and optional projections that may be performed on traumatized patients and special studies pertaining to this anatomical region.
Credits 2
Lab Hours 2
Lecture Hours 1
Prerequisite Courses
RADT115R
RADT215R

RADT223R : Radiologic Technology Clinical Practicum III

This course is a competency-based clinical experience that intensifies the cognitive, affective, and psychomotor skill level of students performing radiographic procedures of the skull. This clinical experience provides learning opportunities in mobile, trauma, and surgical radiographic procedures. Mastery of knowledge from previous clinical practicum with a focus on outcomes assessment will occur. Must complete 225 clinical hours and successfully pass the pre-requisites courses to continue into the next level.

Other/Practicum Hours: 15 contact hours (225 fieldwork clock hours)
Credits 5
Prerequisite Courses
RADT115R
RADT121R
RADT122R
RADT215R
RADT218R

RADT224R : Radiologic Technology Clinical Practicum IV

Students will participate and develop skills in radiographic critique and quality assurance. The students will acquire proficiency in the application of all radiographic procedures under indirect supervision. Students are exposed to new imaging modalities. Mastery of knowledge from previous clinical practicums with a focus on outcomes assessment will occur. Must complete 225 clinical hours to complete the program requirements.

Other/Practicum Hours: 15 (225 total clock hours)
Credits 5
Prerequisite Courses
RADT223R

RADT228R : Radiation Biology & Protection

This course introduces the student to the possible negative effects of diagnostic medical radiation on the human body. Specifically, the student will study how the quality and quantity of x-ray radiation can damage cellular structure and the different ways to minimize this potential danger. This course also discusses rules and regulations related to radiation safety surrounding the radiographer and their role in exposing and protecting the public to diagnostic medical radiation. The students should pass successfully the prerequisites courses to continue into the next level.
Credits 2
Lecture Hours 2
Prerequisite Courses
RADT101R
RADT120R
RADT132R

RADT229R : Cross Sectional Anatomy & Imaging Modalities

This course introduces various imaging systems, including recent advances in medical imaging. Specific modalities explored include Computer Tomography (CT), Magnetic Resonance Imaging (MRI), Sonography, Nuclear Medicine, Interventional Radiology, Bone Densitometry, Radiation Therapy, and Mammography. This course studies human anatomy in axial, sagittal, coronal, and oblique planes, specifically in advanced imaging modalities like CT and MRI. Students develop skills to interpret multiplanar images (transverse, coronal, sagittal) for diagnostic and clinical applications.
Credits 2
Lab Hours 2
Lecture Hours 1
Prerequisite Courses
BIOL202R
Prerequisites
Matriculation in the RVCC Radiologic Technology Program

RADT235R : Quality Assurance, Ethical and Legal Issues

This course will offer students basic knowledge on the importance and implementation of a quality assurance program in a radiological facility. Emphasis will be given to the quality control tests performed on radiographic exposure and imaging acquisitioning and processing. Medical-legal considerations of the health profession with emphasis on the radiologic technologist. Comprises current aspects on ethics, responsibilities, obligations, and rights of the health professionals relative to patients and colleagues, including case presentation and discussion.
Credits 2
Lecture Hours 2
Prerequisite Courses
RADT110R
RADT120R
RADT132R
Prerequisites
(or corequisite)

RADT246R : Rad Tech Seminar

This is a capstone course focusing on the synthesis of professional knowledge, skills, and attitudes in preparation for professional employment and lifelong learning. This course provides an opportunity for students to prepare to take the American Registry of Radiologic Technologists (ARRT) registry board examination upon graduation. This course provides students with a chance to participate in practice quizzes, mock registry exams, apply for the ARRT exam, and recognize national and local state licensure requirements and the continuing education process. This course will prepare students for the profession by providing cover letter and resume workshops and preparing for the interview process.
Credits 2
Lecture Hours 2
Prerequisite Courses
RADT224R

Respiratory Therapy

RSPT151R : Fundamentals of Respiratory Care I

Introduction to basic science, theories, and technologies in respiratory care. Instruction emphasizes the esoteric knowledge required to perform respiratory care. This course includes the fundamentals of respiratory care such as patient assessment, medical terminology, physical respiratory principles/physiology, medical gases delivery systems and therapies, humidity and aerosol therapies/diagnostics, airway clearance, and lung expansion, pulmonary function testing, chest physiotherapy, arterial blood gas, oxygen transport, and chest x-ray. The basic components will be incorporated into the discussions regard an extensive investigation in cardiopulmonary anatomy and physiology.
Credits 10
Lab Hours 4
Lecture Hours 8
Prerequisite Courses
BIOL201R

RSPT152R : Fundamentals of Respiratory Care II

This course presents further instruction in the basic science, theories and technologies in respiratory care profession. Units of instruction will include, arterial blood gases puncture and analysis, sleep medicine and, airway management, pharmacology, cardiopulmonary diseases, and introduction to mechanical ventilation.
Credits 10
Lab Hours 4
Lecture Hours 8
Prerequisite Courses
RSPT151R
BIOL202R

RSPT191R : Respiratory Practicum I

During this practicum, clinical, bedside, and laboratory application of respiratory care is presented, utilizing the facilities of affiliated clinical sites under the supervision of hospital Respiratory Care Practioners. Clinical affiliations are designed to expose students to an environment in which they can develop their skills by providing direct patient care.
Other/Practicum Hours: 9 (144 total clock hours)
Credits 3
Prerequisite Courses
RSPT151R

RSPT253R : Fundamentals of Respiratory Care III

This course will prepare students to work in critical care and obtain knowledge of Pulmonary Rehabilitation programs. This course covers material on how mechanical ventilators work, physiology of ventilator support, initiating and adjusting invasive and non-invasive ventilation, hemodynamic monitoring of the patient in the ICU, and weaning and discontinuing ventilator support from the patient. In addition, students will receive instruction on Bronchoscopies, nutrition, and pulmonary rehabilitation programs. Instruction and certification in Advance Cardiac Life Support will be obtained.
Credits 8
Lab Hours 4
Lecture Hours 6
Prerequisite Courses
RSPT152R

RSPT254R : Fundamentals of Respiratory Care IV

This course provides students with a fundamental background in the principles and concepts of neonatal and pediatric respiratory therapy. Specific topics that will be discussed include growth and development of the fetus, the perinatal period changes that occur at birth, respiratory and cardiovascular abnormalities, neonatal and pediatric diseases, pharmacology, and the respiratory therapy equipment used to treat such conditions. Students will obtain Pediatric Advanced Life Support (PALS) certification and Neonatal Resuscitation Program (NRP) certification. In addition, the student will be instructed on S.T.A.B.L.E. Program concepts.

The second session of this course will be an overview of Respiratory Care in Alternative Settings and Ethics, and End of Life.

The third session of this course will focus on an intensive preparation for the student to transition to obtain licensure by successfully passing the NRBC CRT and RRT boards. The Kettering review program will be utilized for student success. In addition, interviewing and resume skills will be presented.
Credits 5
Lab Hours 3
Lecture Hours 4
Prerequisite Courses
RSPT253R

RSPT281R : Respiratory Practicum II

During this practicum, clinical, bedside, and laboratory application of respiratory care is presented, utilizing the facilities of affiliated clinical sites under the supervision of hospital Respiratory Care Practitioners. Clinical affiliations are designed to expose students to an environment in which they can develop their skills by providing direct patient care.
Other/Practicum Hours: 12 (180 total clock hours)
Credits 4
Prerequisite Courses
RSPT191R
RSPT152R

RSPT282R : Respiratory Practicum III

During this practicum, clinical, bedside, and laboratory application of respiratory care is presented, utilizing the facilities of affiliated clinical sites under the supervision of hospital Respiratory Care Practitioners. Clinical affiliations are designed to expose students to an environment in which they can develop their skills by providing direct patient care.
Other/Practicum Hours: 15 (225 total clock hours)
Credits 5
Prerequisite Courses
RSPT281R
RSPT253R

Science

SCI113R : Special Topics in Science

This course will provide students with opportunities to investigate a broad range of topics across multiple domains of science. The specific content of this course will vary each semester. Students will be expected to effectively read, comprehend, and articulate information associated with the designated field of study, such as environmental science, ecology, biomedical and global health studies, chemistry, physics, mathematics, and/or computer applications in the sciences. Throughout the course, students will learn topic specific vocabulary and applications; develop scientific literacy skills; enhance the ability to solve problems based on reliable data; analyze experimental information; enhance the ability to communicate effectively in writing and/or verbal communications; explore sociological, ethical, and financial issues related to the field of study; and/or critique media representations of science.

Laboratory work will provide additional opportunities to enhance students' understanding of lecture topics and may include microscopy, dissection of appropriate laboratory specimens, work with live specimens, field work, experimental design procedures, as well as qualitative and quantitative experimentation. Laboratory exercises are outcome-driven and require cognitive skills, psychomotor skills, and application of technical laboratory skills.

Course faculty, in consultation with the PD or DC, will provide a more specific description in the syllabus.
Credits 4
Lab Hours 3
Lecture Hours 3
Prerequisites
Recommended successful completion of one previous laboratory science course

Social Services

HSV110R : Introduction to Social Services

This course will provide an introduction to the field of social services. An overview of the historical and philosophical roots of the profession, including information from psychology and sociology, will be presented. The course examines the range and diversity of service delivery models, program settings, and populations served. Current issues and trends along with challenges and opportunities within the field are highlighted. The roles and responsibilities of the social services worker and career and professional development planning will be emphasized.
Credits 3
Lecture Hours 3

HSV123R : Supportive Communication Skills

This course introduces the theories and concepts of interpersonal communication. The process and practice of supportive communication skills will be emphasized. Issues impacting effective communication and common challenges will be examined. Students will develop skills that can be utilized to supportively communicate with a variety of people in a range of environments.
Credits 3
Lecture Hours 3

HSV125R : Service Coordination

This course is an introduction to service coordination. The emphasis will be on recognizing and enhancing human potential through the utilization of a strength-based approach. The three major phases of service coordination – assessment, planning, and implementation – will be explored. Topics covered include professional roles and responsibilities, legal and ethical issues, historical perspectives, and current models.
Credits 3
Lecture Hours 3
Prerequisite Courses
HSV110R
Prerequisites
(or corequisite)

HSV126R : Issues in Mental Health and Developmental Disabilities

This course explores many common disabilities, diagnoses, issues, and treatment options related to mental illness and developmental disabilities. The psychological and social impact of having a developmental disability or mental illness is emphasized.
Credits 3
Lecture Hours 3
Prerequisite Courses
HSV110R
Prerequisites
(or corequisite)

HSV270R : Social Services Fieldwork

This course, coupled with its co-requisite, Social Services Seminar, provides the student with a comprehensive capstone experience. The student will apply knowledge, skills, and dispositions developed in previous course work. The student will be placed at a community program/agency. Under the guidance of the site supervisor, the student will engage in observations, educational activities, and direct services and other professional tasks. A minimum of 135 hours will be completed at the fieldwork site.
Credits 3
Prerequisites
HSV 110R, HSV 123R, HSV 125R, HSV 126R, HSV 271R (or corequisite)

HSV271R : Social Services Seminar

This course, coupled with its co-requisite, Social Services Fieldwork, provides the student with a comprehensive capstone experience. The student will revise their personal philosophy statement and update their career and professional developmgit ent plan. In addition, the student will engage in collaborative and collegial exchanges with other seminar participants. Finally, the student will complete a degree portfolio.
Credits 1
Lecture Hours 1
Prerequisite Courses
HSV110R
HSV123R
HSV125R
HSV126R
HSV270R
Prerequisites
(or corequisite)

Sociology

SOSC101R : Introduction to Sociology

The course provides an introductory study of sociology using the principles and methods of social sciences and the scientific method. Sociological principles, sociological perspectives, and the relationship of the individual to society groups will be emphasized. Culture and the elements influencing society today are major themes of the course. Other topics that will be examined include socialization, social structure, stratification, race, class, family, education, population, economics, religion, gender, age, and social change. Sociological research and the role of sociologists in the modern world are discussed. Students learn to think critically about the nature of society and social institutions.
Credits 3
Lecture Hours 3

SOSC110R : Cultural Anthropology

An exploration of Homo sapien's origins and the development of cultural differences and similarities. An examination of what the similarities and differences mean and why they are valuable.

Effective Fall 2023: this is a CCSNH Access course and will display on transcripts, count as credits attempted, and count towards the cumulative grade point average for all seven colleges: Great Bay, Lakes Region, Manchester, Nashua, NHTI, River Valley, and White Mountains. Students cannot receive credit for more than one of the CCSNH Access courses or equivalents and the most recent course on the college transcript will be used in the cumulative grade point average (CGPA) calculation. For graduation residency purposes, only Access courses owned by the campus where the student is matriculated will be used to meet the requirements.

- GBCC's ANTH101GA (ANTH101G, AN101)
- LRCC's HUMA131LA (HUMA131L, HUMA1310L, LHUM1310)
- MCC's ANTH101MA (ANTH101M, AN101)
- NCC's ANTH110NA (ANTH110N, SOCN110)
- NHTI's ANTH101CA (ANTH101C, AN101)
- RVCC's SOSC110RA (SOSC110R, SOCK110, SOCC110)
- WMCC's ANTH101WA (ANTH101W, BANT101)

Credits 3
Lecture Hours 3

SOSC201R : Contemporary Social Problems

Contemporary Social Problems and Issues will be studied, including such topics as deviance and crime, sex and gender, culture, poverty, aging, the family, population (rural and urban issues), the media, education and the economy, health and medicine. Sociological principles, sociological perspectives, and the relationship of the individual to society and groups will be emphasized. Students learn to think critically about the nature of society and social institutions.
Credits 3
Lecture Hours 3
Prerequisites
100-level Social Science Course

SOSC216R : Disparities in US Healthcare

Disparities in US Healthcare examines health disparities and equity in the United States from a multidisciplinary perspective. Students explore the ways in which social, economic, environmental, cultural, biological, and structural factors contribute to differences in health status, access to care, and health outcomes among diverse populations. Emphasis is placed on the social determinants of health, including socioeconomic status, race and ethnicity, gender, disability, environment, and health literacy. The course also introduces the structure and functions of the U.S. health care and public health systems, as well as the roles of key stakeholders in health care delivery, access, quality, and cost. Students analyze current research on health disparities and consider culturally responsive, policy, and community-based strategies designed to reduce inequities and promote improved health outcomes for historically underserved populations. This course is writing intensive.
Credits 3
Lecture Hours 3

SOSC222R : Murder in the 603

This course will take a deep dive into some of the true crimes that have taken place in the state of New Hampshire. Through the lens of various sociological and psychological theories and perspectives, students will conduct research and examine the elements of specific cases as well as the characteristics of the victims and murders. Topics related to the crime of murder, including laws and sentencing will be studied.
Credits 3
Lecture Hours 3
Prerequisites
100-level Social Science Course

World Language

LANG105R : Spanish I

An introductory course for the first year language study that takes a communicative, functional approach to teaching and learning Spanish at the college level. The course includes grammar, conversation, culture, and readings. At the end of the course the student will be able to speak and write basic Spanish.

Effective Fall 2023: this is a CCSNH Access course and will display on transcripts, count as credits attempted, and count towards the cumulative grade point average for all seven colleges: Great Bay, Lakes Region, Manchester, Nashua, NHTI, River Valley, and White Mountains. Students cannot receive credit for more than one of the CCSNH Access courses or equivalents and the most recent course on the college transcript will be used in the cumulative grade point average (CGPA) calculation. For graduation residency purposes, only Access courses owned by the campus where the student is matriculated will be used to meet the requirements.

- GBCC's SPAN110GA (SPAN110G)
- LRCC's SPAN120LA (SPAN120L, SPAN1200L, LSPA1200, LHUM1810)
- MCC's SPAN110MA (SPAN110M, SPAN110)
- NCC's SPAN105NA (SPAN105N, LNGN105)
- NHTI's SPAN111CA (SPAN111C, FL120, FL111)
- RVCC's LANG105RA (LANG105R, LNGK105, LNGC105)
- WMCC's LANG181WA (LANG181W, HUMA181W)

Credits 3
Lecture Hours 3

LANG106R : Spanish II

Spanish 2 initially reviews, then builds on the simple sentence structures and vocabulary learned in Spanish 1. Students will understand and converse in day-to-day Spanish and know basic aspects of various Hispanic cultures. Students will also read authentic materials and basic literature and will write letters and short essays. Course activities accommodate all learning styles and are both innovative and relevant to student experiences. Video materials bring Spanish to life for students by illustrating in context the grammar and vocabulary students are learning.
Credits 3
Lecture Hours 3
Prerequisite Courses
LANG105R

LANG120R : Sign Language I

Sign Language I develops beginning conversational skills in American Sign Language (ASL). Students learn vocabulary, fingerspelling, numbers, grammar, facial expressions, non-manual signals, and conversation strategies. Cultural aspects of the Deaf community are integrated throughout the course.
Credits 3
Lecture Hours 3

LANG121R : Sign Language II

Sign Language II builds upon skills developed in Sign Language I. Students expand expressive and receptive communication through intermediate vocabulary, classifiers, spatial referencing, role shifting, narratives, conversational fluency, and Deaf cultural perspectives. Emphasis is placed on accurate ASL grammar, non-manual signals, and longer conversations.
Credits 3
Lecture Hours 3
Prerequisite Courses
LANG120R

Registered Nursing

ADNR105R : Nursing Seminar I

The nursing seminar course facilitates student success in the nursing program and the nursing profession by introducing theories and concepts basic to nursing practice. Students learn about the history of the nursing profession and issues facing nurses in the 21st century. Discussions focus on the different levels of nursing education and the importance developing an attitude of lifelong learning. The course introduces concepts in critical thinking and problem solving, as well as the Quality and Safety in Educating Nurses (QSEN) competencies and conceptual frameworks used to support nursing practice. Students examine the New Hampshire Nurse Practice Acts to discuss scope of practice and appropriate delegation. Legal and ethical issues in nursing practice are discussed using historical and current events. Students access professional nursing research articles and discuss the importance of using evidence to support nursing practice.
Credits 1
Lecture Hours 1
Corequisite Courses
ADNR116R

ADNR116R : Nursing Care I

This course introduces students to the roles of the registered nurse as a provider of care, manager of care and member of the discipline of nursing. Theoretical concepts of person, health, nursing, and environment are integrated with intellectual, interpersonal, and psychomotor competencies.
Students develop introductory knowledge, skills, and attitudes within the framework of QSEN competencies in order provide safe, effective nursing care to a diverse population of adult and geriatric patients with actual or possible health problems. Students learn the importance of respect for the patient and family as central members of the health care team and develop commitment to advocacy, and provision of safe, high quality, holistic, and evidenced-based practice. Nursing concepts are taught in a variety of learning environments including the classroom, nursing skills/procedure lab, and healthcare facilities. Students learn and practice health assessment, medication administration, and basic nursing skills and procedures.

HOURS: 2 lab, 10 clinical
Credits 7
Lab Hours 2
Lecture Hours 3
Prerequisites
PSYC 101R, BIOL 201R, ENGL 102R, ADNR 105R with grade of "C" or better, BLS Certification, liability and medical insurance, active NH Nurse Assistant Licensure (or corequisite)

ADNR117R : Nursing Care II

This course expands on concepts of nursing practice introduced in the fundamentals course to include more complex nursing skills, procedures, and health disorders. Nursing concepts learned in the classroom and nursing skills laboratory are then applied in the simulation lab and clinical practice settings. Students use knowledge, skills, and attitudes within the framework of QSEN competencies to provide and manage patient-centered care using evidence-based practice within nursing process for patients and families with various physical and mental health disorders. Students begin the process of critical thinking by analyzing data and connecting it to healthcare disorders. Clinical decision making and problem-solving skills are developed in simulation and clinical practice. Mental health concepts are introduced across the lifespan and explored in a variety of teaching environments. Concepts of pharmacology and safe medication administration are expanded to include intravenous medications.

HOURS: 2 lab, 13 clinical
Credits 9
Lab Hours 2
Lecture Hours 4
Prerequisites
ADNR 105R and ADNR 116R with a grade of "B-" of higher; Math Elective, PSYC 114R, BIOL 201R and 202R with grade of "C" or higher, BLS Certification, liability and medical insurance, active NH Nurse Assistant Licensure (or corequisite)

ADNR197R : LPN to RN Bridge

This transition course expands upon knowledge and skills learned in a practical nursing education program. Emphasis is on differentiating the scope of practice for the associate degree nurse; nursing process related to chronic disease, mental health, medication administration, and associated clinical skills; delegation; treatment plan development; enhancing critical thinking skills; and reviewing legal and ethical issues in nursing practice.
Credits 4
Lab Hours 2
Lecture Hours 3
Prerequisite Courses
BIOL201R
BIOL202R
PSYC101R
PSYC114R
ENGL101R
Prerequisites
Math Elective
(or corequisite)
Graduation from a LPN program & licensure as a Practical Nurse.

ADNR220R : Nursing Care III

This course expands on concepts of previous nursing courses with the addition of nursing care to the childbearing family, including parents, infants, and children. Lifespan development and health disorders of infant and pediatric populations are introduced, providing insight into nursing in a specialty area. Nursing care of the adult expands to include complex acute health disorders requiring a higher level of critical thinking and nursing skills. The simulation lab and clinical practice provide opportunities to develop these skills which are based on Benner's model of skill attainment and deliberate practice for skill proficiency. Concepts of health promotion and prevention through patient and family education are a focus when providing holistic, patient-centered, inclusive nursing care. Clinical learning experiences in community health settings as well as acute care facilities provide opportunities to integrate theory with clinical practice as well as introduce students to specialized nursing care.

HOURS: 4 lecture, 2 lab, 13 clinical
Credits 9
Lab Hours 2
Lecture Hours 4
Prerequisite Courses
ADNR117R
Corequisite Courses
BIOL205R
BIOLXXXR
Corequisites
(one or the other, pre- or co- requisite)

ADNR230R : Nursing Care IV

This course is designed to provide students with the opportunity to comprehensively apply and integrate synthesized theoretical and clinical experiences from previous nursing courses. Intellectual competencies are developed in the classroom through case studies and virtual simulation, while interpersonal, and psychomotor competencies are developed through simulation and clinical practice. The role of nurse as a manager of care is a focus of this course with opportunities for delegation, supervision, collaboration, and team communication skills provided in simulation and clinical practice settings. In the acute care setting, students demonstrate time management skills while providing and safe, effective nursing care for multiple patients with complex health problems. Clinical experiences within the community are also a focus in order to introduce students to the depth and breadth of nursing practice. Upon completion, students are able to demonstrate the knowledge, skills, and attitudes within the QSEN framework in order to safely and effectively care for individuals and their families at an entry-level as a new graduate nurse.

HOURS: 4 lecture, 2 lab, 16 clinical
Credits 10
Lab Hours 2
Lecture Hours 4
Prerequisite Courses
ADNR220R
Corequisite Courses
ADNR235R

ADNR235R : Nursing Seminar II

This nursing seminar course is designed to prepare nursing students to enter the workforce by focusing on essential skills of communication, leadership, management, and conflict resolution. Learning activities provide opportunities for students to use communication and critical thinking skills to implement change and effectively deal with conflict in the healthcare setting. Students examine the importance of quality and safety measures as they relate to the nurse, patient, family structure, organization, and healthcare system. The nursing role in delegation, documentation, and professional behaviors are viewed from both legal and ethical standpoints. Preparation for the National Council Licensure (NCLEX) RN licensing exam and future employment are discussed and considered in order to facilitate student success as new graduate nurses.
Credits 1
Lecture Hours 1
Prerequisite Courses
ADNR220R
Corequisite Courses
ADNR230R

BIOLXXXR : Microbiology Elective

Transfer in a Microbiology for Healthcare type course in lieu of BIOL205R Microbiology.
Credits 4

MathElective : Math Elective

Take one 3 or 4-credit math course of your choice.
Credits 3
-4

PN Course Equivalent to ADNR105R : Nursing Seminar I

The nursing seminar course facilitates student success in the nursing program and the nursing profession by introducing theories and concepts basic to nursing practice. Students learn about the history of the nursing profession and issues facing nurses in the 21st century. Discussions focus on the different levels of nursing education and the importance developing an attitude of lifelong learning. The course introduces concepts in critical thinking and problem solving, as well as the Quality and Safety in Educating Nurses (QSEN) competencies and conceptual frameworks used to support nursing practice. Students examine the New Hampshire Nurse Practice Acts to discuss scope of practice and appropriate delegation. Legal and ethical issues in nursing practice are discussed using historical and current events. Students access professional nursing research articles and discuss the importance of using evidence to support nursing practice.
Credits 1
Lecture Hours 1
Corequisite Courses
ADNR116R

PN Course Equivalent to ADNR116R : Nursing Care I

This course introduces students to the roles of the registered nurse as a provider of care, manager of care and member of the discipline of nursing. Theoretical concepts of person, health, nursing, and environment are integrated with intellectual, interpersonal, and psychomotor competencies.
Students develop introductory knowledge, skills, and attitudes within the framework of QSEN competencies in order provide safe, effective nursing care to a diverse population of adult and geriatric patients with actual or possible health problems. Students learn the importance of respect for the patient and family as central members of the health care team and develop commitment to advocacy, and provision of safe, high quality, holistic, and evidenced-based practice. Nursing concepts are taught in a variety of learning environments including the classroom, nursing skills/procedure lab, and healthcare facilities. Students learn and practice health assessment, medication administration, and basic nursing skills and procedures.

HOURS: 2 lab, 10 clinical
Credits 7
Lab Hours 2
Lecture Hours 3

PN Course Equivalent to ADNR117R : Nursing Care II

This course expands on concepts of nursing practice introduced in the fundamentals course to include more complex nursing skills, procedures, and health disorders. Nursing concepts learned in the classroom and nursing skills laboratory are then applied in the simulation lab and clinical practice settings. Students use knowledge, skills, and attitudes within the framework of QSEN competencies to provide and manage patient-centered care using evidence-based practice within nursing process for patients and families with various physical and mental health disorders. Students begin the process of critical thinking by analyzing data and connecting it to healthcare disorders. Clinical decision making and problem-solving skills are developed in simulation and clinical practice. Mental health concepts are introduced across the lifespan and explored in a variety of teaching environments. Concepts of pharmacology and safe medication administration are expanded to include intravenous medications.

HOURS: 2 lab, 13 clinical
Credits 9
Lab Hours 2
Lecture Hours 4

Practical Nursing

NURS105R : Professional Concepts in Nursing

The Professional Concepts in Nursing course facilitates students' success in the nursing program and the nursing profession by introducing theories and concepts basic to nursing practice. Students learn about the history of the nursing profession and issues facing nurses in the 21st century. Discussions focus on the different levels of nursing education and the importance developing an attitude of lifelong learning. The course introduces concepts in critical thinking and problem solving, as well as the Quality and Safety in Educating Nurses (QSEN) competencies and conceptual frameworks used to support nursing practice. Students examine the New Hampshire Nurse Practice Acts and discuss legal and ethical issues in nursing practice. Students access professional nursing research articles and discuss the importance of using evidence to support nursing practice.

Credits 1
Lecture Hours 1
Corequisite Courses
BIOL201R
NURS110R

NURS110R : LPN Nursing Care I

The focus of this course is to prepare the LPN to apply nursing process to collecting and organizing relevant health care data, assist in the identification of health needs/problems throughout the client life span, and contribute to the interdisciplinary team in a variety of settings. The entry level LPN demonstrates the essential competencies needed to care for clients with commonly occurring health problems that have predictable outcomes. Students learn to assess and identify normal body function, provide basic nursing care, and assist the client in maintaining and promoting good health and manage or adapt to illness. Skills and competency are developed through simulation and clinical practice using QSEN competencies and Benner's model of skill attainment. Culture, spirituality, and alternative therapies prepare LPN's for care of a diverse healthcare population. Pharmacological principles and common medications are introduced with a focus on safe medication administration principles.

Semester Hours: Lecture: 3 Lab: 2 Other: 10 (Clinical)
Credits 7
Lab Hours 2
Lecture Hours 3
Corequisite Courses
BIOL201R
NURS105R

NURS120R : LPN Nursing Care II

This course expands on concepts of nursing practice introduced in the fundamentals course. Concepts of nursing process, therapeutic communication, teaching-learning, and ethical-legal principles are integrated with knowledge, skills, and attitudes reflected in QSEN competencies, best practice models, and licensing and accrediting bodies. Concepts related to health and wellness are expanded to include acute health disorders of adults in a medical-surgical setting. Medical, nursing, and pharmacological management of health disorders is acquired through intellectual, interpersonal, and psychomotor competencies at the advanced beginner level in Benner's model of skill acquisition. Critical thinking, decision making, and problem-solving skills are developed in simulation and clinical practice. Mental health concepts are introduced across the lifespan and explored in a variety of teaching environments. Pharmacology and safe medication administration correlates to health disorders in this course and is expanded to include intravenous medications.

Semester Hours: Lecture: 3 Lab: 2 Other: 10 (Clinical)
Credits 7
Lab Hours 2
Lecture Hours 3
Prerequisite Courses
NURS110R
Corequisite Courses
BIOL202R
PSYC101R
Corequisites
(Courses can be pre- or co- requisite)

NURS230R : LPN Nursing Care III

This course expands on concepts of previous nursing courses with the addition of nursing care to the childbearing family, including parents, infants, and children. Lifespan development and health disorders of infant and pediatric populations are introduced, providing insight into nursing in a specialty area. Nursing care of the adult expands to include complex acute health disorders requiring a higher level of critical thinking and nursing skills. The simulation lab and clinical practice provide opportunities to develop these skills which are based on Benner's model of skill attainment, the Creighton competency evaluation instrument, and deliberate practice for skill proficiency. Concepts of health promotion and prevention, patient education, therapeutic nutrition, and legal-ethical principles are integrated throughout the course. Clinical learning experiences in community health settings as well as acute care facilities provide opportunities to integrate theory with clinical practice as well as introduce students to specialized nursing care.

Semester Hours: Lecture: 3 Lab: 2 Other: 10 (Clinical)
Credits 7
Lab Hours 2
Lecture Hours 3
Prerequisite Courses
NURS120R
Corequisite Courses
PSYC114R
Corequisites
(Courses can be pre- or co- requisite)