

Course Syllabus

COURSE: HPRS1106 Essentials Of Medical Terminology
SEMESTER: Fall 2019
CLASS TIMES: Thursday 1pm – 3pm
LAB TIMES: Lecture only course, no lab
INSTRUCTOR: Kristie Cole, M.Ed, BAS, AAS, CST
OFFICE: Reese Center, Building 5, Room 513
OFFICE HOURS: Monday and Wednesday 8:30-3:30 and Friday 9:00-11:00 or by appointment
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Facebook: <https://www.facebook.com/SPCSurgicalTechnology>

“South Plains College improves each student’s life.”

GENERAL COURSE INFORMATION

It is the responsibility of each student to be familiar with the content and requirements listed in the course syllabus.

COURSE DESCRIPTION

This course is a study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties and diagnostic procedures.

STUDENT LEARNING OUTCOMES

Students will:
The student will be able to identify the different word components that help construct medical terminology. The student will also be introduced to word derivation, pronunciation, abbreviations and usage of medical dictionaries.
The student will reduce learning anxiety by realizing how medical terms are created by combining various words parts, some of which they are already familiar and use on a daily basis.

COURSE OBJECTIVES

- Identify the roles of prefixes, root words, and suffixes in forming medical terms.
- Analyze unfamiliar medical terms using your knowledge of word parts.
- Describe the steps in locating a term in a medical dictionary.
- Define commonly used prefixes, word roots (combining forms) and suffixes.
- Pronounce medical terms correctly using the “sounds like” system.
- State why caution is important when using abbreviation.
- Define anatomy and physiology; and use anatomic reference systems to identify the anatomic position, body planes, directions, and cavities.
- Recognize, define, spell, and pronounce the terms related to the abdominal cavity and peritoneum.
- Recognize, define, spell, and pronounce the terms related to the structure, function, pathology, and procedures of cells, tissues, and glands.
- Define the terms associated with genetics including mutation, genetic engineering, and genetic counseling.
- Differentiate between genetic and congenital disorders, and identify examples.
- Identify the body systems in terms of their major structures, functions, and related word parts.
- Recognize, define, spell, and pronounce the terms related to types of diseases and the modes of disease transmission.
- Identify and describe the major functions and structures of the skeletal system.
- Describe three types of joints.
- Differentiate between the axial and appendicular skeletons.

- Identify the medical specialists who treat disorders of the skeletal systems.
- Recognize, define, spell, and pronounce the terms related to the pathology, diagnostic, and treatment procedures of the skeletal system.
- Describe the functions and structures of the muscular system including muscle fibers, fascia, tendons and the three types of muscles.
- Recognize, define, spell, and pronounce the terms related to the muscle movement and how muscles are named.
- Recognize, define, spell, and pronounce the terms related to the pathology, diagnostic, and treatment procedures of the muscular system.
- Describe the hearts in terms of chambers, valves, blood flow, heartbeat, blood supply, and heart sounds.
- Differentiate among the three different types of blood vessels and describe the major functions of each.
- Identify the major components of blood and the major functions of each.
- State the difference between pulmonary and systemic circulation.
- Recognize, define, spell, and pronounce the terms related to the pathology, diagnostic, and treatment procedures of the cardiovascular system.
- Describe the major functions and structures of the lymphatic and immune systems.
- Recognize, define, spell, and pronounce the terms related to the pathology, diagnostic and treatment procedures of the immune systems.
- Recognize, define, spell, and pronounce terms related to oncology.
- Identify and describe the major structures and functions of the respiratory system.
- Recognize, define, spell, and pronounce terms related to the pathology, diagnostic, and treatment procedures of the respiratory systems.
- Identify and describe the major structures and functions of the digestive system.
- Describe the process of digestion, absorption, and metabolism.
- Recognize, define, spell, and pronounce terms related to the pathology, diagnostic, and treatment procedures of the digestive system.
- Describe the major functions of the urinary system.
- Name and describe the structures of the urinary system.
- Recognize, define, spell, and pronounce terms related to the pathology, diagnostic, and treatment procedures of the urinary system.
- Describe the functions and structures of the nervous system.
- Identify the major divisions of the nervous system and describe the structures of each by location and function.
- Identify the medical specialist who treat disorders of the nervous system.
- Recognize, define, spell, and pronounce terms related to the pathology, diagnostic, and treatment procedures of the nervous system.
- Recognize, define, spell, and pronounce terms related to the pathology, diagnostic, and treatment procedures of mental health disorders.
- Describe the functions and structures of the eyes and adnexa.
- Recognize, define, spell, and pronounce terms related to the pathology diagnostic, and treatment procedures of eye disorders.
- Describe the functions and structures of the ears.
- Recognize, define, spell, and pronounce terms related to the pathology, diagnostic, and treatment procedures of ear disorders.
- Identify and describe the functions and structures of the Integumentary system.
- Recognize, define, spell, and pronounce terms related to the pathology, diagnostic, and treatment procedures related to the skin.
- Recognize, define, spell, and pronounce terms related to the pathology, diagnostic, and treatment procedures related to hair, nails, and sebaceous glands.
- Describe the role of the hypothalamus and endocrine glands in maintaining homeostasis.
- Name and describe the functions of the primary hormones secreted by each of the endocrine glands.
- Recognize, define, spell, and pronounce terms related to the pathology, diagnostic, and treatment procedures of the endocrine glands.
- Identify and describe the major functions and structures of the male reproductive system.

- Recognize, define, spell, and pronounce terms related to the pathology, diagnostic, and treatment procedures of the male reproductive system
- Name at least six sexually transmitted diseases.
- Identify and describe the major functions and structures of the female reproductive system.
- Recognize, define, spell, and pronounce terms related to the pathology, diagnostic, and treatment procedures of the female reproductive system.
- Recognize, define, spell, and pronounce terms related to the pathology, diagnostic, and treatment procedures of the female during pregnancy, childbirth, and the postpartum period.
- Describe the four vital signs recorded for most patients.
- Recognize, define, spell, and pronounce the terms associated with basic examination procedures.
- Identify and describe the basic examination positions.
- Recognize, define, spell, and pronounce terms associated with frequently performed blood and urinalysis laboratory tests.
- Recognize, define, spell, and pronounce terms associated with radiography and other imaging techniques.
- Differentiate between projection and position; and describe basic radiographic projections.
- Recognize, define spell and pronounce terms related to pharmacology.

EVALUATION METHODS

Computer-based exams, written exams, written assignments, quizzes, and other projects as assigned.

The student upon successful completion of this course be able to read and understand medical literature and communicate with other medical professionals with at least 75% proficiency.

ACADEMIC INTEGRITY

It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension.

Cheating - Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the textbook or from the examination paper of another student, assisting others to cheat, alteration of grade records, illegal entry or unauthorized presence in the office are examples of cheating. Complete honesty is required of the student in the presentation of any and all phases of coursework. This applies to quizzes of whatever length, as well as final examinations, to daily reports and to term papers.

Plagiarism - Offering the work of another as one's own, without proper acknowledgment, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines and other reference works, or from themes, reports or other writings of a fellow student, is guilty of plagiarism.

VARIFICATION OF WORKPLACE COMPETENCIES

CAPSTONE EXPERIENCE

BLACKBOARD

Blackboard is an e-Education platform designed to enable educational innovations everywhere by connecting people and technology. This educational tool will be used in this course throughout the semester.

FACEBOOK

The Surgical Technology Program has a Facebook page at <https://www.facebook.com/SPCSurgicalTechnology>. In addition to the South Plains College website, this Facebook page will be used to keep students up-to-date on program activities, weather delays, and South Plains College announcements and will help with program recruitment. "Liking"

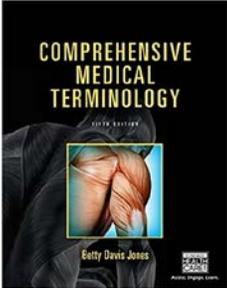
the Surgical Technology Facebook page is not mandatory, nor are personal Facebook accounts, in order to access this page.

SCANS and FOUNDATION SKILLS

Refer also to Course Objectives. Scans and Foundation Skills attached

SPECIFIC COURSE INFORMATION

TEXT AND MATERIALS



With MINDTAP – Code can be found in students DropBox

ADDITIONAL CLASSROOM ITEMS

Students should come to class prepared with pens, pencils, and a spiral notebook for taking notes or completed quizzes or assignments in class. Students should be prepared to take notes over lecture material if they choose.

ATTENDANCE POLICY (*READ CAREFULLY)

Class Attendance

Students are expected to attend all classes in order to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus.

When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting.

Students who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student's responsibility to be aware of that policy.

It is the student's responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

(http://catalog.southplainscollege.edu/content.php?catoid=47&navoid=1229#Class_Attendance)

Due to the importance of the emergency medical information being taught, the instructor of this course defines excessive absences as missing the 3rd class day (or having equivalent tardies) in a course section. A student who meets this criteria will be administratively dropped from the course by the instructor.

- Tardies: (Definition): arriving any time after the class has started or not returning from an approved break after class has started.
- Two tardies will be considered missing one class day and counted as such.
- Work schedule is not an excuse for missing class.
- Any exceptions to this policy must be discussed on an individual basis with the course instructor and the SRTG Program Director. (i.e. – student hospitalization, immediate family member death, etc.)

ASSIGNMENT POLICY

All assignments must be completed by the assigned due date. Late and/or incomplete work will not be accepted and a grade of zero will be recorded. Assignments, quizzes, exams, and skills that are missed due to an unexcused absence may not be made up. See the instructor for more specific information.

A STUDENT IS RESPONSIBLE FOR INITIATING THEIR OWN WITHDRAWAL, if that becomes necessary. If a student is administratively withdrawn from the class, the grade appearing on the transcript will be, at my discretion, an 'X' or 'F'. Administrative withdrawal may occur if the student has excessive absences.

COMPUTER USAGE

As computer technology in the field of health occupations continues to become more popular, computers will be used in this course for several assignments. All students have access to computers and printers on the South Plains College campus. Students will be expected to utilize computers to access assignments and classroom resources. All registered students are supplied with a working email account from South Plains College. In order to take exams, students must have their user name and password.

ALL STUDENTS ARE EXPECTED TO KNOW THEIR SPC STUDENT USER NAME AND PASSWORD.

COMPUTER LAB USAGE

The computer lab(s) on any campus may be used by students during scheduled open hours or as assigned by an instructor. Printer paper will not be provided for students to print materials but students may seek assistance from faculty or staff to request lab paper from the college if needed. Lack of computer lab paper is not an excuse for not having homework assignments, skills lab sheets, or any other required documents. Students should come prepared for class.

EXAMS

The majority of student 'written' exams will be administered via computer to prepare them for the National Registry exam and some exams will be handwritten which will encourage memory and mastery of the material. Students should practice proper spelling and grammar when answering a written exam. Additionally, many exam questions will be constructed in the same manner as national registry questions, allowing students to prepare for that testing format.

GRADING POLICY

A minimum of 75% on all exams and assignments is required to receive a passing grade for that exam or assignment. Students must earn an overall grade of 75% or better for each course section to pass that section.

Requirements	
Section Quizzes and Exams	50%
MindTap:	30%
Final Exam	20%

<i>Grading Scale</i>	90-100 = A
	80-89 = B
	75-79 = C
	<i>Below 75 is failing</i>

The course grade will be determined by a combination of major exams and the comprehensive final exam. The number of exams may vary depending on the progress and pace of the class. Exam dates will be announced. The following guidelines will be followed regarding exams:

1. The student is expected to complete the exam at the scheduled time.
2. No makeup exams will be given unless it is discussed prior to exam day and accepted at instructor's discretion.
3. Late assignments will not be accepted.
4. The final exam is comprehensive.

COMMUNICATION POLICY

- Electronic communication between instructor and students in this course will utilize the South Plains College "My SPC" and email systems. I will utilize text messaging and you may communicate with me this way also. The instructor will not initiate communication using private email accounts. Students are encouraged to check SPC email on a regular basis each week of class. Students will also have access to assignments, web-links, handouts, and other vital material which will be delivered via the classroom website. Any student having difficulty accessing the classroom website or their email should immediately contact their instructor for direction. The instructor will work with any student to ensure the student has access to a computer on campus and can obtain the needed class content that is located on the course website.

CAMPUS CARRY

Campus Concealed Carry - Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South

Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to the SPC policy at: (http://www.southplainscollege.edu/human_resources/policy_procedure/hhc.php) Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

PREGNANCY ACCOMMODATIONS STATEMENT

If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact Health and Wellness at 806-716-2362

STUDENT CONDUCT

Rules and regulations relating to the students at South Plains College are made with the view of protecting the best interests of the individual, the general welfare of the entire student body and the educational objectives of the college. As in any segment of society, a college community must be guided by standards that are stringent enough to prevent disorder, yet moderate enough to provide an atmosphere conducive to intellectual and personal development. A high standard of conduct is expected of all students. When a student enrolls at South Plains College, it is assumed that the student accepts the obligations of performance and behavior imposed by the college relevant to its lawful missions, processes and functions. Obedience to the law, respect for properly constituted authority, personal honor, integrity and common sense guide the actions of each member of the college community both in and out of the classroom. Students are subject to federal, state and local laws, as well as South Plains College rules and regulations. A student is not entitled to greater immunities or privileges before the law than those enjoyed by other citizens. Students are subject to such reasonable disciplinary action as the administration of the college may consider appropriate, including suspension and expulsion in appropriate cases for breach of federal, state or local laws, or college rules and regulations. This principle extends to conduct off-campus which is likely to have adverse effects on the college or on the educational process which identifies the offender as an unfit associate for fellow students. Any student who fails to perform according to expected standards may be asked to withdraw. Rules and regulations regarding student conduct appear in the current Student Guide.

SPECIAL REQUIREMENTS (*Read Carefully)

- Students must present the signature page acknowledging that the student has read and understands the content of syllabus, program and clinical handbook, grievance policy, and appeals process.
- **These signature pages are due by Thursday of the first week of classes.**
- **Cell Phones** – Cell phones are permitted in class. They **MUST** be turned to silent. ***There are very few students that want to hear your new ringtones, text tones, notification sounds, etc.*** A student whose phone sounds during class, or is observed to be using the phone in any way during a test will be asked to leave for the day with an absence

Your participation in the form of questions, comments and feedback is invited and appreciated. However, every semester there's at least one frustrating person who incessantly asks questions just to try to be funny, argue, or cause trouble. I don't appreciate you; the rest of the class doesn't appreciate you. You know who you are, please leave those attributes in your car on the way into the building. Thank you.

ACCOMMODATIONS

DIVERSITY STATEMENT

In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

DISABILITIES STATEMENT

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland Student Health & Wellness Center 806-716-2577, Reese Center (also covers ATC) Building 8: 806-716-4675, Plainview Center Main Office: 806-716-4302 or 806-296-9611, or the Health and Wellness main number at 806-716-2529.

FOUNDATION SKILLS

BASIC SKILLS—Reads, Writes, Performs Arithmetic and Mathematical Operations, Listens and Speaks

F-1 Reading—locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules.

F-2 Writing—communicates thoughts, ideas, information and messages in writing and creates documents such as letters, directions, manuals, reports, graphs, and flow charts.

F-3 Arithmetic—performs basic computations; uses basic numerical concepts such as whole numbers, etc.

F-4 Mathematics—approaches practical problems by choosing appropriately from a variety of mathematical techniques.

F-5 Listening—receives, attends to, interprets, and responds to verbal messages and other cues.

F-6 Speaking—organizes ideas and communicates orally.

THINKING SKILLS—Thinks Creatively, Makes Decisions, Solves Problems, Visualizes and Knows How to Learn and Reason

F-7 Creative Thinking—generates new ideas.

F-8 Decision-Making—specifies goals and constraints, generates alternatives, considers risks, evaluates and chooses best alternative.

F-9 Problem Solving—recognizes problems, devises and implements plan of action.

F-10 Seeing Things in the Mind's Eye—organizes and processes symbols, pictures, graphs, objects, and other information.

F-11 Knowing How to Learn—uses efficient learning techniques to acquire and apply new knowledge and skills.

F-12 Reasoning—discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem.

PERSONAL QUALITIES—Displays Responsibility, Self-Esteem, Sociability, Self-Management, Integrity and Honesty

F-13 Responsibility—exerts a high level of effort and perseveres towards goal attainment.

F-14 Self-Esteem—believes in own self-worth and maintains a positive view of self.

F-15 Sociability—demonstrates understanding, friendliness, adaptability, empathy and politeness in group settings.

F-16 Self-Management—assesses self accurately, sets personal goals, monitors progress and exhibits self-control.

F-17 Integrity/Honesty—chooses ethical courses of action.

SCANS COMPETENCIES

C-1 **TIME** - Selects goal - relevant activities, ranks them, allocates time, prepares and follows schedules.

C-2 **MONEY** - Uses or prepares budgets, makes forecasts, keeps records and makes adjustments to meet objectives.

C-3 **MATERIALS AND FACILITIES** - Acquires, stores, allocates, and uses materials or space efficiently.

C-4 **HUMAN RESOURCES** - Assesses skills and distributes work accordingly, evaluates performances and provides feedback.

INFORMATION - Acquires and Uses Information

C-5 Acquires and evaluates information.

C-6 Organizes and maintains information.

C-7 Interprets and communicates information.

C-8 Uses computers to process information.

INTERPERSONAL—Works With Others

C-9 Participates as a member of a team and contributes to group effort.

C-10 Teaches others new skills.

C-11 Serves Clients/Customers—works to satisfy customer's expectations.

C-12 Exercises Leadership—communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies.

C-13 Negotiates—works toward agreements involving exchanges of resources; resolves divergent interests.

C-14 Works With Diversity—works well with men and women from diverse backgrounds.

SYSTEMS—Understands Complex Interrelationships

C-15 Understands Systems—knows how social, organizational, and technological systems work and operates effectively with them.

C-16 Monitors and Corrects Performance—distinguishes trends, predicts impacts on system operations, diagnoses systems performance and corrects malfunctions.

C-17 Improves or Designs Systems—suggests modifications to existing systems and develops new or alternative systems to improve performance.

TECHNOLOGY—Works with a Variety of Technologies

C-18 Selects Technology—chooses procedures, tools, or equipment, including computers and related technologies.

C-19 Applies Technology to Task—understands overall intent and proper procedures for setup and operation of equipment.

C-20 Maintains and Troubleshoots Equipment—prevents, identifies, or solves problems with equipment, including computers and other technologies.

COURSE OUTLINE

August 29th

Introduction and Signing of syllabus forms

Lecture, PowerPoint Presentations, question/answer

Chapter 1-4 –Word Building Rules, Prefixes, Suffixes, Whole Body Terminology

Homework: Chapters 1-2: Online MindTap Due: Following Wednesday at Mid-night

Sept. 5

Quiz Chapter 1-4

Lecture, PowerPoint Presentations, question/answer

Chapter 1-4 –Word Building Rules, Prefixes, Suffixes, Whole Body Terminology

Homework: Chapters 3-4: Online MindTap Due: Following Wednesday at Mid-night

Sept.12

Quiz Chapter 1-4

Chapter 5 – The integumentary System

Lecture, PowerPoint Presentations, question/answer

Homework: Online MindTap Due: Following Wednesday at Mid-night

Sept.19

Quiz Chapter 5

Lecture, PowerPoint Presentations

Chapter 6 – The Skeletal System

Homework: Online MindTap Due: Following Wednesday at Mid-night

Sept 26

Quiz Chapter 6

Chapter 7 – The Muscular System

Lecture, PowerPoint Presentations

Homework: Online MindTap Due: Following Wednesday at Mid-night

Oct. 3

Quiz Chapter 7

Lecture, PowerPoint Presentations

Chapter 8 – The Nervous System and Mental Health

Homework: Online MindTap Due: Following Wednesday at Mid-night

Oct.10

Quiz Chapter 8

Lecture, PowerPoint Presentations

Chapter 13 – The Endocrine System

Homework: Online MindTap Due: Following Wednesday at Mid-night

Oct.17

Quiz Chapter 13

Lecture, PowerPoint Presentations

Chapter 9 – The Blood and Lymphatic System

Homework: Online MindTap Due: Following Wednesday at Mid-night

October 24

Quiz Chapter 9

Lecture, PowerPoint Presentations

Chapter 10 – The Cardiovascular System

Homework: Online MindTap Due: Following Wednesday at Mid-night

October 31

Quiz Chapter 10

Lecture, PowerPoint Presentations

Chapters 12 – Digestive System

Homework: Online MindTap Due: Following Wednesday at Mid-night

November 7

Quiz Chapter 12

Lecture, PowerPoint Presentations

Chapter 11 – The Respiratory System

Homework: Online MindTap Due: Following Wednesday at Mid-night

Nov. 14

Quiz Chapter 11

Chapter 15/16/17 – The Urinary System

Homework: Online MindTap Due: Following Wednesday at Mid-night

Take Home Quiz Chapter 9 Due: Nov. 22 (OneDrive)

Nov. 21th

Chapter 15/16/17: The Reproductive System

Online Exam: Due December 5th

Homework: Online MindTap Due: Following Wednesday at Mid-night

Nov. 28th Online: No Class Thanksgiving Break

Chapter 14: Special Senses: MindTap Due: Sunday 1st

Dec. 5: Review/Study Day

Dec. 10

Comprehensive FINAL (Chapter 1-14)



HITT 1305 Medical Terminology

By signing and initialing below I affirm that I have received a copy or shown the online location of the following documents and furthermore acknowledge that I am solely responsible for the content of each.

___ Syllabus HPRS1106

___ SPC SRGT Program Handbook

___ SPC SRGT Clinical Handbook

___ South Plains College Grievance Policy

___ South Plains College GRADE AND ACADEMIC DISCIPLINE APPEALS

Signature

Date