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# About The College

The Christ College of Nursing and Health Sciences, affiliated with The Christ Hospital Health Network for over a century, is a regionally accredited, private institution of higher learning. Dedicated to delivering the highest quality healthcare education, The Christ College (TCC) graduates have the knowledge and skills they need to make a difference. TCC educates tomorrow's healthcare leaders.

## History

The Christ Hospital School of Nursing, predecessor to The Christ College, was born in a tradition of caring. In 1888, a group of local citizens, led by soap maker James N. Gamble, invited Ms. Isabella Thoburn to come to Cincinnati. Their expectation was that she would start a program to train deaconesses and missionaries to carry on religious, educational, and philanthropic work to alleviate the appalling poverty that existed in the city. They could not have imagined the impact their invitation would have on our city, then and more than a century later.

Miss Thoburn arrived in late 1888 and found that the Gamble family had provided a house and funds to begin her work. The endeavor was named The Elizabeth Gamble Deaconess Home Association in honor of Mrs. James Gamble, who had dedicated her life to serving the needy of the city. On that storied day when Ms. Thoburn found a sick woman crying on the street because she had cancer and could not get medical care, the plan of the deaconesses expanded beyond running a soup kitchen and ministering in tenement homes. They opened a ten-bed hospital, named Christ's Hospital.

Between 1889 and 1901, the Association trained only deaconesses as nurses, but they soon recognized the need for enrolling other qualified young women. By 1901, young women were accepted for training as nurses whether or not they intended to become deaconesses. This paved the way for the formation of The Christ Hospital School of Nursing in 1902. Since its inception, The Christ Hospital School of Nursing

has grown both in size and sophistication to meet the changing healthcare needs within the Greater Cincinnati region and the tri-state (Ohio-Indiana-Kentucky).

The Christ College of Nursing and Health Sciences, established in 2006, offers programs designed to prepare graduates to work in a broad array of healthcare settings. Discipline-specific studies, grounded in the arts and sciences provide students with the opportunity to develop the necessary skills and competencies to transition into their chosen profession. The Christ College (TCC) continues in the pursuit of excellence in education which has been at the core of the institution's mission and history and is aptly stated in its unchanging motto - Summo Commisso Missi, On Highest Mission Sent.

## **Vision**

The Christ College of Nursing and Health Sciences will be an innovative institution of higher learning providing a distinctive curriculum in nursing and health sciences.

## **Mission**

The Christ College of Nursing and Health Sciences, guided by its core values and enriched by a foundation in the Arts and Sciences, prepares individuals both for delivery of healthcare that promotes the well-being of a dynamic society and for life-long learning.

## **Core Values**

- **Caring:** to have respect for every human being and concern for the preservation of human dignity; to accept the diversity of cultures and origins characterizing the global community.
- **Collaboration:** to work cooperatively; to achieve common goals.
- **Integrity:** to be honest, fair, trustworthy, and genuine; to conduct oneself ethically, legally, and professionally.



- **Excellence:** to function at the highest level of performance; to demonstrate commitment to quality outcomes and continuous improvement through evidence-based practice.

## Goals

To make its vision a reality and to accomplish its mission, The Christ College promises to:

- Provide a collaborative learning environment that addresses the individual needs of a diverse student population.
- Integrate knowledge from the Arts and Sciences and discipline-specific studies to establish a foundation for life-long learning.
- Employ faculty who demonstrate excellence in education through quality instruction, community service, and scholarly endeavors.
- Provide an educational experience grounded in the institution's core values that prepares graduates to participate responsibly in a dynamic, diverse society.
- Provide curricular offerings relevant to current market demands and healthcare needs.
- Ensure academic excellence through on-going assessment and evaluation.

## Institutional Learning Outcomes

As a result of their educational experiences at The Christ College, students will:

- Apply an expanded knowledge base within one's chosen profession with the disposition to engage in life-long learning.
- Demonstrate responsible engagement with social-political-cultural issues of local, regional, or global significance.
- Demonstrate academic and professional competency in written and oral communication.

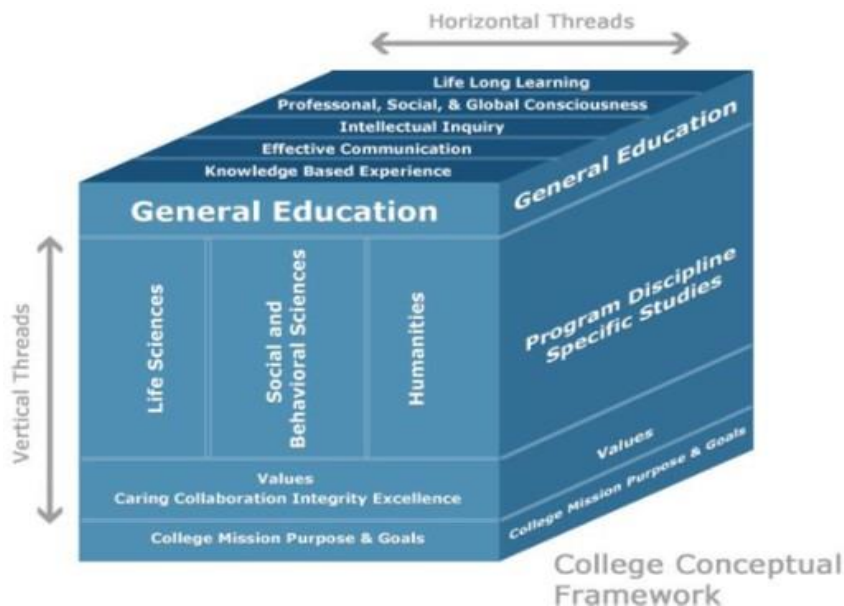
- Demonstrate academic and professional competency within the sciences.
- Engage in intellectual inquiry and critical thinking by identifying assumptions, making inferences, marshaling evidence, and giving a coherent account of reasoning.

Student learning outcomes are also clearly stated for the academic programs that are offered at TCC. Students should refer to the [Program Handbook](#) (link) for the program in which they are enrolled.

## College Conceptual Framework

Updated 8/20/2024

The curriculum provides an integrated approach to holistic learning that prepares students to enter the health professions, the community, and the world as competent, well-rounded, critically thinking individuals. The following diagram depicts TCC's Conceptual Framework.



Currently, The Christ College offers a pre-licensure Bachelor of Science in Nursing (BSN), Accelerated Bachelor of Science in Nursing (ABSN), Registered Nurse to Bachelor of Science in Nursing (RN-BSN) completion program, Associate of Science in General Studies, Associate of Applied Science in Medical Assisting, Medical

Assisting Clinical Certificate (MACC), Associate of Applied Science in Radiography (AASR), Associate of Applied Science in Sonography (DMS), and a Bachelor of Science in Healthcare Administration (HCA). Specific intersections between Academic Departments (Health Sciences and Nursing) and the Conceptual Framework can be found in [Program Handbooks](#) (link). The academic departments work together to support the overall mission and goals of The Christ College while creating a well-rounded academic experience for students, faculty, and staff. Supported by a foundation in the arts and sciences and discipline-related studies, The College's conceptual framework is rooted in its mission, purpose, goals, and values.

## Technical Standards and Functional Abilities

Updated 12/23/2019; 8/29/2022; 8/28/2023; 7/14/2025

The Christ College provides descriptions/examples of technical standards required to successfully complete the requirements of its programs. These technical standards reflect a sample of performance abilities and characteristics; the examples are not all-inclusive. Each student must meet the technical standards, with reasonable accommodation if necessary, and each student will be expected to sign a form certifying that the student has read, understands, and is able to meet the standards, with or without reasonable accommodation.

For more information about program-specific functional abilities, students should refer to the [Handbook](#) (link) for the program in which they are enrolled. For more information on Equal Access and Accommodations, students can visit the [Academic Accommodations page in MyTCC](#) (link) and/or [click here](#) for the full policy in Compliance Bridge.

## College Organizational Structure

Updated 7/1/2021; 8/3/2023; 8/20/2024

The Christ College is a non-profit corporation. The affiliate hospital, [The Christ Hospital](#) (link), is the Sole Member of TCC. The oversight for all institutional, business,

and academic practices emanates from TCC's Board of Directors. The President of The College reports directly to the Board and serves as the Chief Executive Officer of the institution.

A full list of current Board members, and the contact information of all full-time faculty, staff, and administration can be found in the [Campus Directory](#) (link). An organizational chart can additionally be found in MyTCC by [clicking here](#).

## Compliance

### Civil Rights Compliance

Updated 10/8/2020

Qualified applicants will be considered for admission to The Christ College of Nursing and Health Sciences without regard to race, color, creed, national origin, citizenship, religion, ethnicity, age, gender, gender identity, genetics, marital status, sex, pregnancy, sexual orientation, military or veteran status, disability, or any other status protected by federal, state, or local law (collectively, "protected statuses").

### Non-Discrimination Statement

Updated 7/27/2016, 10/19/2016; 12/13/2017; 8/29/2022

The Christ College of Nursing and Health Sciences is committed to a policy of non-discrimination on the basis of race, color, creed, national origin, citizenship, religion, ethnicity, age, gender, gender identity, genetics, marital status, sex, pregnancy, sexual orientation, military or veteran status, disability, or any other status protected by federal, state, or local law (collectively, "protected statuses") in the administration of its educational, recruitment, and admissions policies; scholarship and loan programs; or other College- administered programs. All institutional processes and policies are in compliance with applicable federal, state, and local laws and regulations related to discrimination.

For more information about who can handle specific issues and inquiries regarding non-discrimination policies, students can contact the Dean of General Education and Student Development; Title IX Coordinator

([Meghan.Hollowell@TheChristCollege.edu](mailto:Meghan.Hollowell@TheChristCollege.edu)), and/or [click here](#) to access the full policy in Compliance Bridge and search Non-Discrimination.

## **Disability Compliance**

Updated 8/29/2022

The Christ College of Nursing and Health Sciences, in compliance with Section 504 of the Rehabilitation Act of 1973, does not restrict admission of any individual solely by reason of his or her disability.

For more information on Equal Access and Accommodations, students can visit the [Academic Accommodations page in MyTCC](#) (link) and/or [click here](#) to view the full policy in Compliance Bridge.

## **Right of Privacy**

Updated 3/19/2021; Edited 8/29/2022

The Christ College of Nursing and Health Sciences abides by the Family Educational Rights and Privacy Act (FERPA) of 1974 when handling all student education records. TCC complies with FERPA as related to the maintenance, security and retention of student records. Release of student academic, financial and personal information will be made in strict compliance with FERPA regulations.

For more information about FERPA, students can [click here](#) to view the full policy in Compliance Bridge. The FERPA Consent Waiver can be found in [MyTCC](#) (link), Office of Records and Registration.

## **Accreditation**

Updated 8/24/2020; 9/26/2022; 8/20/2024

The Christ College of Nursing and Health Sciences is accredited, approved, and authorized by several agencies and organizations. More information can be found below and in MyTCC by [clicking here](#). Documents describing or related to the below-stated accreditations, approvals, and authorizations are available for review by contacting Claudia Mitchell, Director of Assessment and Accreditation, at 513-585-

1451 or [Claudia.Mitchell@TheChristCollege.edu](mailto:Claudia.Mitchell@TheChristCollege.edu).

### **Institutional Accreditation**

TCC is accredited by [The Higher Learning Commission](#) (link), an institutional accreditation agency recognized by the U.S. Department of Education.

### **Programmatic Accreditation**

The Baccalaureate Degree Program in Nursing at The Christ College of Nursing and Health Sciences is accredited by the [Commission on Collegiate Nursing Education \(CCNE\)](#) (link).

### **Authorizations and Approvals**

- Authorized by the Ohio Department of Higher Education (ODHE) to award the Associate of Applied Science, Medical Assisting (AASMA), Diagnostic Medical Sonography-Cardiovascular (DMS), and Radiography (AASR); Medical Assisting Clinical Certificate (MACC); Associate of Science, General Studies; Bachelor of Science, Nursing (BSN); and Bachelor of Science, Healthcare Administration (HCA).
- Approved by the Ohio Board of Nursing to conduct nursing education programs leading to initial licensure to practice nursing as a Registered Nurse in Ohio, Indiana, and Kentucky. For more information about professional licensure requirements in other states and in non-nursing programs, [click here](#) (link).
- Approved by the State Approving Agency of Ohio for Veterans' Training.

## **Policy Development and Revision**

Added 8/20/2024

To execute The Christ College's (TCC) mission and reflect its core values, institutional policies are established to clarify expectations for all campus community members and support compliance with laws and regulations. The term college community comprises students, faculty, staff, and administrators who collectively contribute to the

educational, social and cultural environment of the institution.

A comprehensive process for the management of policies that is consistent with best practices enhances operational efficiency and ensure effective decision-making. As such, TCC formally documents official college policies and related procedures in a consistent format, cataloged in the [Compliance Bridge](#) (link) platform.

More information about how to propose a new policy or revise a current policy, please [click here \(link\)](#) to view the full policy in Compliance Bridge.

## Policy Exceptions

Edited 10/14/2022

College Administration (Associate Deans/Deans/VPs/President) may grant policy exceptions based on unusual facts or circumstances. Exceptions must not violate federal, state, or local laws or regulations, including governmental rules. In evaluating a request for an exception, Administration will meet the following standards:

- If there is any question as to whether the exception may implicate federal, state or local laws or regulations, the President and General Counsel must be consulted before the exception is granted.
- Should the facts and circumstances indicate a recurring issue, Administration should consider revising the policy.
- Exceptions to the policies must be documented and maintained by the department making the decision. Policy exception documentation should be maintained for 5 years after the decision is made.

## Library Services

Updated 8/20/2024

### **Vision**

The James N. Gamble Library will connect people to the most relevant knowledge-based information.

**Mission**

The James N. Gamble Library will provide members of The Christ Hospital Health Network community, including TCC students and faculty/staff, with timely, authoritative and accurate library and information services to advance excellence in education, research, and patient care.

- Circulating book and journal collection
- Article reprints via e-mail, fax, interdepartmental mail, or pick-up at Library
- Inter Library Loan services for books and journal articles not in the Library's collection
- Bibliographic literature search services
- Reference assistance
- Training on subscription search databases and electronic resources

**Location and Contact Information**

The Christ Hospital, 1 North. 2139 Auburn Avenue.

Phone: (513) 585-2737, Fax: (513) 585-4353

E-Mail: [TCH\\_Library@TheChristHospital.com](mailto:TCH_Library@TheChristHospital.com)

**Hours of Operation**

Monday through Friday: 8:30 a.m. to 5:00 p.m.

**Staff**

- Chris Oaks, Library Services Manager
- Jennifer Pettigrew, Librarian
- Lisa Raney, Librarian



## Bookstore

Updated 8/29/2022; 8/3/2023; 8/20/2024

Christ College books and merchandise can be easily purchased online at the [Follett Bookstore](#) (link). For convenience and in compliance with regulatory standards, a book list is supplied for all courses with book titles and ISBN numbers prior to class registration each semester. TCC strongly recommends students shop through Follett. Students who shop through another vendor should be advised The Christ College cannot make any guarantees to assist in resolving issues with book orders. The Christ College together with Follett have developed guidelines and procedures for students who wish to use their anticipated financial aid refund to purchase required and recommended books and supplies. For more information on these guidelines and procedures, [click here \(link\)](#) to visit the Financial Aid portion of this Catalog.

If there are not enough available books at the bookstore or there is something incorrectly listed, students should contact their faculty. Unresolved issues should be directed to the appropriate Associate Dean.

## Food Services

Updated 8/29/2022; 8/3/2023; 6/24/2025

There are several dining venues available to students that are open throughout the day and evening, listed below. Refrigerators, microwaves, and coffee machines are also located in the College's Student Lounges on Main Campus and at The Commons.

- Nourish: Monday through Sunday (Located in the Hospital)
- Bistro 1889: Monday through Friday (Located in the Hospital; Closed on Holidays)
- Joseph-Beth Booksellers: Monday through Sunday (Located in the Hospital)
- Vending Machines: 24/7 (Located in the Hospital, Main Campus, and The Commons)

# Academic Departments and Programs

The Academic arm of The Christ College is comprised of three departments: The Department of Health Sciences, the Department of General Studies, and the Department of Nursing. Each department offers degrees aligned to its purpose, described below.

## Department of Health Sciences

Added 8/24/2020; 8/20/2024; 6/24/2025

The purpose of the Health Sciences Department is to support the mission, vision, and values of The Christ College by providing a course of study with a foundation in the liberal arts and sciences. Students will acquire a fundamental understanding of the relationship between the person, environment, and health. The Health Science graduate will be a life-long learner who models ethical behavior, integrity, and excellence. Earning a Health Science degree from The Christ College, graduates will be equipped to participate in the healthcare arena as caring professionals engaging in critical decision making, intellectual inquiry, and collaboration.

The Philosophy of Health Sciences and the Department's Conceptual Framework are outlined in each Health Sciences Program Handbook, accessible by [clicking here \(link\)](#):

- Healthcare Administration (HCA) Program Handbook
- Medical Assisting (MA) Program Handbook
- Diagnostic Medical Sonography (DMS) Program Handbook
- Radiography (AASR) Program Handbook

Each program is also described below:

### **HCA, MA, AASR, and DMS Programs**

The Health Sciences Department serves to educate health care professionals in the

Bachelor of Science in Healthcare Administration (HCA), Medical Assisting (MA), Radiography (AASR), and Diagnostic Medical Sonography (DMS) programs.

The Bachelor of Science in Healthcare Administration (HCA) degree program provides a course of study that integrates concepts from liberal arts and sciences with a healthcare curriculum emphasizing academic excellence with opportunities for specialization. The promotion of critical decision-making skills, ethical behaviors, and intellectual inquiry along with a business focus prepares graduates with the foundational knowledge needed to enter a dynamic healthcare environment as collaborative, caring leaders. To assist in advocating for patients to achieve positive outcomes, graduates will possess a knowledge base of regulatory environments. The completion of the Bachelor of Science in Healthcare Administration degree program makes it possible for graduates to lead and manage healthcare staff and facilities.

HCA degree description, outcomes, curriculum, program policies etc. are outlined in the HCA Program Handbook ([link](#)). Students enrolled in the HCA Program are expected to review and adhere to both the College Catalog and their Program Handbook. More information about the HCA Program can also be found on [The College's website](#) (link).

The Medical Assisting Clinical Certificate (MACC) provides a course of study with a foundation in biological science and back office clinical competencies, emphasizing academic excellence, professionalism, and clinical competence. The curriculum and competencies promote critical thinking skills used to support health care providers in an ambulatory setting, within a diverse workforce. Completion of the certification provides an opportunity to further educational aspirations as an Associate of Applied Science in Medical Assisting, Bachelor's in Healthcare Administration, or an Associates in General Studies. Completion of this program prepares the graduate to sit for national certification as a Medical Assistant.

The Associate of Applied Science in Medical Assisting (MA) degree provides a course of study with a foundation in the Arts and Sciences emphasizing academic excellence, professionalism, and clinical competence. The promotion of critical thinking skills, professional behaviors, and self-directed learning prepares graduates as Medical Assistants to work collaboratively in dynamic ambulatory health care settings with a diversity of cultures. The completion of the Associate of Applied Science in Medical Assisting Degree makes it possible for graduates to take the Medical Assisting Certification examination and to pursue more advanced educational pathways.

MA certificate and degree descriptions, outcomes, curriculum, program policies etc. are outlined in the MA Program Handbook ([link](#)). Students enrolled in the MA Program are expected to review and adhere to both the College Catalog and their Program Handbook. More information about the [MACC](#) (link) and [MA Degree Program](#) (link) can also be found on The College's website.

The Associate of Applied Science in Radiography (AASR) prepares graduates to perform a full scope of radiographic and fluoroscopic procedures creating images needed for diagnosis at the request of and for interpretation by a licensed practitioner. Graduates of the AASR at The Christ College of Nursing & Health Sciences are prepared to become Registered in Radiologic Technology by the American Registry of Radiologic Technologists (ARRT).

AASR degree description, outcomes, curriculum, program policies etc., are outlined in the AASR [Program Handbook](#) (link). Students enrolled in the AASR Program are expected to review and adhere to both the College Catalog and their Program Handbook. More information about the [AASR Program](#) (link) can also be found on The College's website.

The Associate of Science in Cardiovascular Sonography & Diagnostic Medical Sonography (DMS) prepares graduates for multi-specialty profession comprised of

abdominal sonography, breast sonography, cardiac sonography, obstetrics/gynecology sonography, pediatric sonography, phlebology sonography, vascular technology/sonography, and other emerging clinical areas. These diverse areas all use ultrasound as a primary technology in daily work. Graduates of the DMS program at The Christ College are eligible to become certified in Cardiac Sonography and Vascular Technology/Sonography.

DMS degree description, outcomes, curriculum, program policies etc. are outlined in the DMS Program Handbook ([link](#)). Students enrolled in the DMS Program are expected to review and adhere to both the College Catalog and their Program Handbook. More information about the [DMS Program](#) (link) can also be found on The College's website.

## Department of General Studies

Updated 4/16/2018; 6/30/2025

Through engaging students in the arts and sciences, the purpose of the Department of General Studies is to build upon the intellectual, social, and emotional foundation of students by developing a commitment to life-long learning, increasing their social and global consciousness and their academic and professional competencies, and building on their understanding of what it means to be a knowledgeable and responsible citizen.

The Philosophy of General Studies and the Department's Conceptual Framework are outlined in the General Studies Program Handbook, accessible by [clicking here \(link\)](#). The program is also described below:

### General Studies Program

The Associate of Science in General Studies is intended for students who plan to attend a college or university to obtain a bachelor's degree in a science major or who wish to obtain a two-year associate degree. The Associate of Science Degree

requires a minimum of 60 credits. Students may transfer in general education courses or select arts and sciences courses at TCC to meet the criteria. Students must complete a minimum of 30 credits at TCC. Requirements for the degree programs are effective beginning in Fall 2022. The requirements remain in effect for students who do not break enrollment or change degree programs.

The General Studies degree description, outcomes, curriculum, program policies etc. are outlined in the General Studies Program Handbook ([link](#)). Students enrolled in the General Studies Program are expected to review and adhere to both the College Catalog and their Program Handbook. More information about the [General Studies Program](#) ([link](#)) can also be found on The College's website.

## **Department of Nursing: BSN, ABSN, and RN-BSN Programs**

The purpose of the Department of Nursing is to support the mission, vision, and values of The Christ College by providing a course of study with a foundation in the arts and sciences. Graduates who earn a nursing degree from TCC will be caring, professional nurses engaged in critical thinking, intellectual inquiry, and collaboration. Leadership provided by the graduate will promote high quality care for a dynamic, diverse society in any setting. To assist in advocating for patients to achieve positive outcomes, graduates will possess a knowledge base of regulatory environments and healthcare informatics. The nursing graduate from The Christ College will be a life-long learner who models integrity and excellence in professional nursing practice.

The Philosophy and Conceptual Framework of the Department of Nursing are outlined in each Nursing Program Handbook, accessible by [clicking here \(link\)](#):

- Bachelor of Science in Nursing (BSN) Program Handbook
- Accelerated Bachelor of Science in Nursing (ABSN) Program Handbook
- RN-BSN Program Handbook

**Bachelor of Science in Nursing (BSN, ABSN, and RN-BSN) Programs** provide a course of study that has its foundation in the arts and sciences and is an innovative nursing curriculum emphasizing academic excellence and professional leadership through clinical immersion. A distinctive concept-based curriculum integrating service learning prepares students to address the healthcare needs of diverse global communities by promoting population health. Graduates of this program will utilize evidence to promote health and wellness through caring and collaborative strategies incorporating knowledge of regulatory environments, healthcare informatics, and quality improvement. A culture of robust intellectual inquiry will prepare graduates to take the NCLEX-RN licensing examination and to pursue life-long learning.

Degree descriptions, outcomes, curriculum, program policies etc. are outlined in each Program Handbook. Students enrolled in a Nursing Program are expected to review and adhere to both the College Catalog and their Program Handbook. More information about [Nursing Programs](#) (link) can also be found on The College's website.

# **Academic Policies and Procedures**

## **General Notice**

The Christ College reserves the right to alter or discontinue any of its programs, fees, policies, or services, and to change any provision or policy in the interest of The College or its students at any point in time. The College also reserves the right to cancel courses and course sections, even after registration has taken place, if there is low enrollment, a qualified faculty person or clinical site is unavailable, or if other extenuating circumstances occur. Every effort will be made to place students in other sections of the same course, if possible.

As a matter of policy, students at The Christ College are bound by the curriculum in effect. Once accepted, all students without transfer credit exemption status for previously completed college courses must follow the pre-arranged College course schedules. The Christ College may terminate at any time the enrollment of a student whose scholastic standing, performance, health, aptitude, or social conduct does not meet the requirements of The Christ College.

Curricular changes are to be expected in response to rapidly changing regulatory, educational, and/or healthcare environmental factors.

## **Academic Honesty and Integrity**

Updated 3/29/2016; 9/2024

TCC is a community whose members believe that excellence in education is grounded in qualities of character and intellect. We believe in honesty, integrity, and the importance of moral conduct. It is the expectation that all members of the College community make ongoing efforts to be people of integrity in all learning modalities including classroom, clinical, laboratory, simulation, and online learning so that a culture of integrity can pervade the institution. Academic integrity can be understood



as the consistency between the promises that we make and the words that we speak and the actions that we perform.

For more information, including examples of academic dishonesty and how to report, please [click here \(link\)](#) to view the full policy in Compliance Bridge.

## **Academic Freedom and Responsibility**

Updated 9/18/2017

Academic freedom provides extensive protection for inquiry and speech while recognizing the correlative responsibility to adhere to standards of professional conduct and performance, duty to the institution, and respect for the dignity of colleagues, students and other members of The College's community are met.

For more information, please [click here \(link\)](#) to view the full policy in Compliance Bridge.

## **Distance Education**

Updated 5/22/2017; 10/15/2016

Online learning or distance education supports the mission of The Christ College to expand the offerings of courses and programs that prepare individuals for the delivery of healthcare and opportunities for life-long learning. Distance education maximizes student access to courses through an electronic-based delivery system, Blackboard Learning Management System. Reasonable steps should be taken by the faculty member to ensure verification of student identity in online courses and programs.

For more information about how a student's identity is verified in distance education courses, please [click here \(link\)](#) to view the full policy in Compliance Bridge.

## Definitions for Delivery Modalities

Edited 10/5/2016; Updated 7/16/2025

Based on best practices in higher education, and in compliance with federal law and the policies of accrediting agencies, the following definitions are offered to provide clarity about the various delivery modalities used in The College.

**Face-to-Face:** The majority of instructional time is in the classroom but may include up to 50% of online instructional time.

**Hybrid:** Between 50% and 75% of the instructional time for this course will be online.

**Online:** Between 75% and 100% of the instructional time for this course will be online. Some face-to-face instruction might be required.

Note: Faculty members are permitted to use a variety of delivery modalities and learning activities, including, but not limited to, online delivery, field work, off-site activities, and clinical work. Students should always refer to the syllabus for each course for an explanation of the manner in which a course will be delivered. All syllabi are posted on Blackboard one week prior to the beginning of the semester.

Reference: Ohio Department of Higher Education, Supplement (March 2010). Online Delivery.

[Obtained by contacting Academic Program Approval | The Ohio Department of Higher Education.](#)

## Placement Assessments

Placement assessments may be used by The College to determine a student's academic readiness to engage in coursework necessary for completion of their chosen academic program. Detailed information pertaining to placement assessments will be provided to students. Students will be required to complete those placement tests that are consistent with the policies in effect at the time of admission to The College. Such placement tests might vary from program to program. Previous placement test results from other schools will not be accepted.

A fee for administering examinations may be assessed. Based on placement assessment results, students may be required to enroll in identified coursework or other defined remediation. Placement assessment results and remediation procedures

(coursework or tutorials) will be discussed with the student prior to enrollment in their first semester at The College.

## **Prerequisite Course General Statement**

Updated 10/20/2022

Students are expected to take TCC courses no later than the term they are prescribed. Students are strongly encouraged to refer to program curriculum plans as well as consult with their Advising Coach. Students should work with their Coach to determine when courses are offered to properly plan their academic curriculum. It is the student's responsibility to ensure they understand the course of study once they begin their studies. The College does not assume responsibility for a student who fails to properly register for required courses. Program-specific policies may require pre-requisites and/or co-requisites for progression. See [Program Handbooks](#) (link) and [Course Catalog](#) (link) for more information.

IMPORTANT: The Vice President of Academics or designee must approve any deviations from the schedule.

## **Clinical Requirements Policy**

Updated 9/2024

Students who are accepted into a clinical program at The Christ College of Nursing and Health Sciences are required to complete a health screening and background check prior to enrollment in clinical courses. Proof of health insurance is also required. All students must be current and compliant with clinical requirements throughout clinical course enrollment; failure to comply with any component of the requirements on an ongoing basis (or failure to achieve a satisfactory health screening or background check outcome) may result in limitations, delays, or suspension relative to clinical placement, which is a requirement for program completion. Other disciplinary actions may also be enforced, up to and including program dismissal.

For more information, please [click here](#) to view the full policy in Compliance Bridge.

## Course Cancellation Notification

The College values quality education while maintaining fiscal responsibility. In order to be financially accountable, course sections with low enrollment will be cancelled and course sections that are not at enrollment capacity will be combined.

## Time to Degree for Matriculated Students

Refer to specific [Program Handbooks](#) (link) for “Time to Degree” timelines.

## Dual Degrees

Added 8/17/2017

Students may earn more than one undergraduate degree concurrently from The College. A student who completes all requirements for two or more different degrees will be awarded multiple degrees and will receive multiple diplomas. Students pursuing multiple degrees must follow the stipulations described below:

### **Second Associate Degree Concurrently**

- Earn a minimum of 15 credit hours in residence unique to each program.
- Meet all degree requirements for both degree programs.

### **Associate and Bachelor’s Degree Concurrently**

- Earn a minimum of 136 credit hours, including a minimum of 76 credit hours in residence.
- Meet all degree requirements for both degree programs.

### **Second Bachelor’s Degree Concurrently**

- Earn a minimum of 164 credit hours, including a minimum of 50% of credit hours for each major in residence.

- Meet all degree requirements for both degree programs.

To declare a second major, a student should meet with his/her Advising Coach and complete the Dual Degree Declaration Form. The Coach will then send the form to the Office of the Registrar.

## Grading Scale

Updated 2/10/2017; 8/29/2022; 7/16/2025

At The Christ College, we are committed to maintaining a community of consistency in grading across all courses while recognizing that program progression policies may differ based on accreditation and professional standards. To uphold fairness and transparency, the standard grading scale is applied institution wide.

For more information about the grading scale, please [click here \(link\)](#) to view the full policy in Compliance Bridge. For more information about grade point average, term and cumulative averages, incomplete courses, and non-attendance failures, [click here \(link\)](#).

## Copyright Infringement

Updated 01/31/2020

The Christ College enforces copyright laws. Copyright infringement or the use of College resources in a violation of copyright law is strictly prohibited.

For more information, please [click here \(link\)](#) to view the full policy in Compliance Bridge.

## Academic Standing

Edited 8/29/2022

Academic standing indicates the student's current progress toward completion of their program. The purpose of specifying the student's academic standing is to alert them

and their program as early as possible to any problem that may negatively impact their academic progress.

For more information about academic standing, including information about probation and dismissal, please [click here \(link\)](#) to view the full policy in Compliance Bridge.

## **Dean's List of Honors**

All full-time students (12 semester credit hours) are eligible for Dean's List of Honors. At the end of each semester, both the semester and cumulative GPA will be calculated. Students with a semester average of 3.50-4.00 receive Dean's List of Honors.

The Dean's List of Honors designation is separate from Latin honors at graduation. Dean's List of Honors will be noted on official transcripts for the semester the honor was awarded.

## **Academic Calendar**

The Academic Calendar outlines important dates including but not limited to tuition due dates, semester start and end dates, building closure dates, course add/drop dates, refund dates, and registration dates.

Students can [click here \(link\)](#) to access the Academic Calendar. All departments and programs align to the Academic Calendar.

## **Course Catalog**

Please [click here \(link\)](#) to access the Course Catalog, which includes course descriptions. All courses listed are not offered in a given academic year. For a listing of courses provided for each semester, please review course offerings by semester in J1.

# Course Progress Notification

Updated 10/20/2022

Course Progress Notifications (CPNs) are designed to alert students if they are in danger of failing a course. The system provides the opportunity for the student and professor to collaborate to determine appropriate interventions for the student, engaging the student's Advising Coach as a resource.

For more information about CPNs, please [click here \(link\)](#) to view the full policy in Compliance Bridge.

# Attendance Expectations

Updated 7/26/2017; Edited 8/29/2022

A primary objective of The College is the demonstration of student accountability through responsible self- directed behaviors. Consistent attendance offers the most effective opportunity for students to gain command of the concepts and material. Daily attendance, prompt arrival, demonstration of a positive attitude of respect, and cooperation are expected. Classroom attendance is also expected. Individual course faculty may establish course policies that consider attendance as a factor in determining course grades. Please refer to [Program Handbooks](#) (link) and course syllabi for specific attendance policies.

Any student who does not participate in at least one academic activity by 11:59pm on the first Friday of the course will be reported as a 'no-show' to the Office of the Registrar. The student will be dropped from the course. Academic activities in a hybrid course include face-to-face class meetings, posting in a graded discussion board or blog. Emails to course faculty to ask questions are not considered academic activities for attendance purposes.

For more information about dropping a course or being dropped as a "no show", please [click here \(link\)](#) to view the full policy in Compliance Bridge.

# **Illness in the Classroom, Lab, and Clinical Settings**

## **Medical Emergency Situation**

For an emergency health need during scheduled classes, labs, or in a clinical facility without emergency department services, the faculty/clinical instructor or designee (i.e., preceptor) will contact the Emergency Medical System (9-1-1) to summon emergency assistance for the student.

For an emergency health need during scheduled clinical time in a clinical facility with emergency department services, the faculty/clinical instructor or designee will assist in transporting the student to the emergency department. The student is responsible for payment of emergency services and any treatment incurred.

## **Medical Nonemergency Situation**

Students with a nonemergency health need during class, lab, or clinical time must self-identify to the faculty, clinical instructor, or designee the nature of the health need. The faculty, clinical instructor, or designee (i.e., preceptor) will determine if the student can continue with learning activities.

When the student is released from class, lab or clinical, the faculty, clinical instructor, or designee (i.e. preceptor) will assist the student in arranging transportation from the facility if needed. This may count as an absence according to the classroom and clinical attendance policies.

# **Cadaver and Dissection Guidelines**

Added 3/17/2016; Edited 8/29/2022

The following guidelines are established for the safe dissection of animal hearts and animal tissues along with fresh and embalmed human cadavers. Proper handling, cleaning and disinfection practices are necessary to reduce risks of transmission. The dissection and examination of the tissues are for educational and training purposes



only.

A donated human cadaver represents one of the most valuable teaching tools for the study of human anatomy.

- Students are required to treat the cadavers with the respect and consideration due to a living person. The cadavers are to be referred to by their sex or tag number ONLY.
- No signs of disrespect for the cadaver will be tolerated by any of the faculty.
- Disrespectful behavior could result in dismissal from the course and/or the college.
- NO outside visitors or guests are allowed into the lab at any time under any circumstances to view the cadaver.
- Students will gain access to the cadaver only in the presence of, or through the direction of, faculty members.
- No photography of any kind is allowed. Because of this, \*\*no photography or video equipment \*\*—including cell phones—of any kind are allowed in the laboratory. Cell phones should be turned off and stored in a bag as students enter the laboratory. Failure to comply with this rule can create legal problems for both the student and The College and will not be tolerated. Failure to comply may result in dismissal from the course and/or The College.
- Although the cadavers have been dissected prior to the laboratory session, it is the student's responsibility to maintain the condition of the cadaver during the lab sessions. *This includes handling labels with care and using the wetting solution provided to keep the cadavers moist.*
- Students should wear gloves at all times when handling the cadavers and dispose of gloves properly. Hands are to be washed/disinfected after gloves are removed. *Other personal protective equipment, such as impervious gowns and face protection, is available for use.*

- Cadaveric material should NOT leave the lab under any circumstance. This includes both solid tissue and fluid waste. *All sharps and other contaminated disposable equipment are to be discarded in sharps containers.*
- Waste material should NEVER be placed down drains or thrown into common trash.
- If a student is pregnant or intends to become pregnant during the semester, the student must contact either the professor of the course or the Dean of Student Affairs for general education and instructional support services as soon as possible.
- Environmental Services (513-585-3031) is to be contacted to both deliver and pick-up the biohazard container for proper disposal of tissues.

## Final Exams

Added 3/13/2017; Updated 10/20/2022

All final exams will be administered during the specified final exam week on the [Academic Calendar](#) (link). 7.5-week courses will administer the final examination during the last class meeting at the regular class time and in the usual classroom. The College is required to provide the calculated number of instructional contact hours as stated in the syllabus. Contact hours are determined based on the definition 1 credit hour = 750 minutes. For more information about how credit hours are defined, please [click here \(link\)](#) to view the full policy in Compliance Bridge.

If a final examination, comprehensive or not, is part of a class requirements, it must be given only during the final examination week according to the final exam schedule. Final examinations administered earlier than the appointed time, either during the prior week or during the final examination week, are not permitted.

The examination schedule does not apply to 7.5-week courses. Final examinations in these classes are to be given during the last class meeting at the regular class time

and in the usual classroom.

Examinations will be held in the regular classroom unless students are otherwise notified. When students have three or more final examinations on the same day, they are entitled to arrange an alternative examination time for the last exam or exams scheduled on that day. When students have two final exams scheduled to meet at the same time, they are entitled to arrange an alternative examination time for the later course offered that day or week. Such arrangements must be made by the tenth week of the semester. Students should make arrangements with the instructor of the affected course and are expected to provide evidence of these situations to qualify for exceptions. Rationale must be provided to the appropriate academic leadership if a final examination is not being administered.

The Office of the Registrar is responsible for scheduling all final examination dates, times, and rooms. Final exam information will be communicated to students by their course instructors.

## **Grade Appeal Process**

Updated 6/24/16; Edited 8/29/2022

Grade Appeal provides students with an opportunity to address a final course grade in question that does not coincide with the published grading policy in the course syllabus. Grade appeals are made on final grades and not based on faculty teaching, assessment, or judgment. If a student's failing grade will result in dismissal from the program or College, the student may make a final appeal to the appropriate academic leadership.

For more information about grade appeals, please [click here \(link\)](#) to view the full process in Compliance Bridge; [click here](#) (link) to view the Dismissal Appeal Procedure.

# Academic Renewal

Edited 8/29/2022

Academic Renewal permits a former student to resume study without being penalized for his or her unsatisfactory academic performance.

For more information and to learn about the process for pursuing academic renewal, please [click here \(link\)](#) to view the full policy in Compliance Bridge.

# Repeating a Course with Grade Replacement

Revised 7/26/2017; Updated 9/26/2022

A student may repeat a course one time with the last grade replacing the original grade. A Withdrawal Failing (WF) is considered a failing grade. For more information, please [click here \(link\)](#) to view the full policy in Compliance Bridge.

# Graduation Requirements

Updated 10/19/2016

To graduate from The Christ College, a student must have satisfied all completion requirements. These include having:

- Satisfactorily completed all specific program requirements.
- Achieved a minimum cumulative grade point average of 2.0 “C”.
- Satisfied any applicable academic residency requirements.
- Been certified as eligible for graduation by the Office of the Registrar.
- Discharged all financial obligations to The College. This includes the return of clinical and parking access cards (e.g., RFID) or the fee for such cards.

Graduating students are invited to attend commencement ceremonies, where applicable. For program-specific graduation requirements, [click here](#) (link) to access Program Handbooks.

## **Academic Honors**

The College recognizes those graduating students who have demonstrated significant academic achievement. Academic honors are designated in the commencement program based upon the overall GPA at the end of the semester prior to the ceremony due to printing time of commencement documents.

Academic honors for prospective RN-BSN graduates are based upon the 42 credits required to complete the program rather than overall GPA.

Students will be recognized with one of the following honorary designations:

- Summa Cum Laude 3.90 – 4.00 GPA
- Magna Cum Laude 3.70 – 3.89 GPA
- Cum Laude 3.50 – 3.69 GPA

For more information on Grade Point Average calculations, please [click here](#) (link) to view the full policy in Compliance Bridge.

## **Professional Licensure Disclosure and Student Location Policies**

Added 8/19/2025

TCC is a member of the National Council for State Authorization Reciprocity Agreement (NC-SARA) which allows us to provide programs and coursework, including clinical and internships, to residents of states other than Ohio. The U.S. Code of Federal Regulations require disclosures by institutions regarding educational requirements for programs leading to professional licensure or certification regardless

of modality. Institutions must determine if an educational program is designed to meet educational requirements for a professional license or certification that is required for employment in an occupation. Information regarding whether completing that program would be sufficient to meet licensure requirements in a State is publicly disclosed to potential and current students.

Institutions must determine where a student is located both at the time of enrollment and after receiving information provided by the student indicating that the student's location has changed. Relocating to another state during a program may impact if the student can remain in the program, meet the state licensure requirements and/or continue to receive financial aid funding. TCC determines the location of all students in accordance with the Student Location Policy.

To review the full Professional Licensure Disclosure policy, please [click here](#) (link). To view the full Student Location Policy, [click here](#) (link).

## **Catastrophic Event Policy and Procedure**

Added 8/19/2025

In the event TCC is unable to provide on-campus or remote instruction due to a catastrophic event, every effort will be made to support students in completing their coursework for the affected term. A catastrophic event is defined as a circumstance beyond the control of TCC that disrupts normal operations for faculty, staff, and students—such as a human-made disaster, a natural disaster, or a pandemic.

To view the full Catastrophic Event Policy and Procedure, [click here](#) (link).

# Student Services

## Enrollment Services

The Christ College seeks to admit students compatible with The College's mission who have the prerequisite knowledge, skills, and abilities to assure a reasonable probability of success.

### Admissions

#### Admission Requirements

Updated 01/16/2020; Edited 8/29/2022

Applicants seeking admission to TCC are required to submit all application materials and fees and complete all prerequisite requirements. Admission requirements for each of TCC's programs are available by [clicking here](#) (link).

For more information about Admissions , including procedures related to admissions requirements, matriculation fees, and provisional acceptance, please [click here](#) (link) to visit the College's website, or [click here \(link\)](#) to view the full policy in Compliance Bridge.

#### Enrollment Steps

Updated 8/28/2023; 8/20/2024

After being accepted into TCC and before beginning coursework, students must complete program-specific Enrollment Steps to ensure their preparedness. Some such steps include attending New Student Orientation. Additional steps including a health assessment with drug screen and background check may also be required for clinical programs.

For more information about Enrollment Steps, [click here](#) (link). To view the full policy in Compliance Bridge regarding clinical program requirements, [click here](#) (link).

## **Readmission**

Updated 8/24/2020; Edited 8/29/2022

Readmission into The College is not guaranteed and is handled on a case-by-case basis. All students who are granted readmission fall under the current policies and graduation requirements. This may result in loss of prior credit due to curriculum changes that have taken place during the lapse of enrollment.

For more information on College Readmission, including information for Service Members, [click here \(link\)](#) to view the full policy in Compliance Bridge.

Program-specific readmission requirements and processes may vary; for more information specific to each program, please refer to the respective Program Handbook by [clicking here \(link\)](#).

## **Office of the Registrar**

### **Registration**

Edited 10/8/2022

Students are required to register for courses before each academic term. Prior to each registration period, course listings, specific registration dates, and registration instructions are posted in [MyTCC](#) (link). Students may not register for a course they are currently enrolled in for the following semester until official grades are posted.

Prior to registration, students must accept any Registration Holds on their account. Accepting Holds will enable the student to register on the day and time listed in the [Academic Calendar \(link\)](#).

Registration is available through [MyTCC](#) (link). Registration day and time is based on the student's classification (sophomore, freshman, non-degree, etc.) and program. After a student has registered online, a student should print a copy of their class schedule to verify that the online registration process was completed.



To view class schedule information, registration dates and instructions, forms for changing name or address, and requesting official transcripts, please log into MyTCC and navigate to Office of Registration and Records page from the Students tab.

Please note that The College reserves the right to cancel courses and course sections, even after registration has taken place, if there is low enrollment, if a qualified faculty person or clinical site is unavailable, or if other extenuating circumstances occur. Every effort will be made to place students in other sections of the same course, if possible. Students will be notified of any changes via their TCC email.

### **Requesting Official Transcripts**

Official transcripts are released from The Christ College when authorization is received and the student's financial obligations to The College have been met (with the exception of transcripts required for employment). Official transcripts may be requested securely via the National Student Clearinghouse. Using this process also allows students to track the processing of the order and receive email and text alerts regarding the request. To access the transcript request page, students should visit the [National Student Clearinghouse](#) (link) and select The Christ College of Nursing and Health Sciences.

Transcripts may be mailed or emailed but cannot be faxed. Currently enrolled students may access and print their unofficial academic record by logging into [MyTCC](#) (link).

### **Non-Continuous Enrollment**

Updated 1/15/2016; 5/8/2017; 8/29/2022; 8/20/2024

A student who needs to take one (1) semester off from the scheduled coursework outlined in his/her education plan will be considered on Non-Continuous

Enrollment (NCE). Non-continuously enrolled students may take no more than one (1) semester off from scheduled coursework, and return to classes will be contingent upon the space available.

Notes: A student must have had at least one grade issued at The College to be eligible for non-continuous enrollment. If a student withdraws from coursework after the drop/add date (and has therefore been assigned a grade), non-continuous enrollment will begin in the following semester of scheduled coursework. If a student needs to take an extended period off for medical or catastrophic reasons, s/he should reference the Leave of Absence Policy.

### **NCE Process**

Any student who seeks non-continuous enrollment status must first speak with her/her Advising Coach by booking an appointment [here](#) (link). If a student is eligible for non-continuous enrollment, the Coach must complete the following:

- Send Registration Activity form from DocuSign to drop classes if student is already registered.
  - Indicate in notes that student seeks an NCE and include the reason (from approved list of reasons)
- If a student is not currently registered for classes, (1) send an email to [Registrar@TheChristCollege.edu](mailto:Registrar@TheChristCollege.edu) to request NCE and (2) include the reason (from list of reasons)
- Update the student's education plan
- Discuss with the student a plan to return and discuss what can be done in preparation for return:
  - [Book Tutoring Appointments](#) (link)
  - [Utilize LifeMatters](#) (link)
- Remind the student to continue to check College email account
- Update student's Anticipated Graduation Date

A non-continuously enrolled student will be contacted by his/her Advising Coach

no later than eight (8) weeks prior to the start of the semester in which s/he plans to return to classes. S/he will be connected to the Student Clinical Placement Coordinator by an Advising Coach eight (8) weeks prior to his/her return to complete any outstanding health or enrollment requirements. Any student who fails to return from non-continuous enrollment or communicate with his/her Advising Coach will be automatically withdrawn from the College on the first day of the semester in which s/he is scheduled to return, and s/he must reapply to return to the College in a future semester. Non-Continuous Enrollment extensions beyond one semester must be approved by the Dean of General Education and Student Development. Students who request an extension should be made aware of the Returning from Leave of Absence or Non-Continuous Enrollment guidance in the [Program Handbook](#) (link), where applicable.

### **Leave of Absence**

Updated 01/11/2016, 3/19/2021

Leave of Absence (LOA) is defined as an approved absence from The College for a period not exceeding one year from the beginning of the last semester in which the student was enrolled. LOAs are granted for a medical or catastrophic reason.

Notes: For leaves not exceeding one semester, please see the Non-Continuous Enrollment Policy. Leaves of Absence associated with active duty in the US Armed Forces are addressed by the Military Leave portion of the policy.

For more information, please [click here \(link\)](#) to view the full policy in Compliance Bridge.

### **Credit Transfer Policy**

Edited 10/8/2022

The Christ College may grant credit to students based on previous academic, employment, experiential, and/or other learning experiences. Credit may be considered for class and/or clinical credit toward degree completion.

Please [click here \(link\)](#) to view the full policy in Compliance Bridge for more

information on credit transfers and related procedures including credit by examination, credit for experiential learning, military credit, training program/extra-institutional learning, and transfer credit for complete college courses.

More information regarding military credit, Assistance for Veterans, and the Veterans Benefits and Transition Act, see [Addendum B](#).

### **Course Credit Hour Policy**

Updated 03/08/2021; Edited 8/29/2022

The Christ College operates on a semester calendar. The academic year is divided into three semesters—fall, spring, and summer. Each course is assigned a number of credit hours. All credit-bearing degree programs at TCC are approved by the Ohio Department of Higher Education (ODHE).

For more information, please [click here \(link\)](#) to view the full policy in Compliance Bridge.

### **Change of Major**

Added 12/20/2016; Updated 10/9/2020; 8/29/2022; 8/20/2024

The Christ College has developed processes that enable students to move more freely among majors. However, there is limited availability and program entrance requirements that must be met in restricted majors. Please reference [Program Handbooks](#) (link) for more information.

#### **Restricted Majors**

- *Bachelor of Science in Nursing*: Students interested in transferring to nursing must have a 2.75 minimum Christ College GPA. Admission is dependent upon space available in the major at the time of the request. Meeting the minimum requirements does not guarantee admission into the major. The transfer request will be sent to the Admission Committee or designee for final determination or denial of admission.

- *Registered Nurse to Bachelor of Science in Nursing:* Current TCC students are not eligible to transfer into the RN-BSN program. The admission requirements state students must have successfully completed a pre-licensure nursing program and have obtained nursing licensure.
- *Associate of Applied Science in Sonography:*
  - High school graduates with 12 semester hours or 18 credit hours completed. If these requirements are not met, refer to the first-time college student admissions requirements on [The College's website](#) (link).
  - Minimum cumulative college GPA of 2.75 or higher
  - Completion of required prerequisite college courses with a "C" or higher"
  - DMS Information Session attendance
- *Associate of Applied Science in Radiography:*
  - High school graduates with 12 semester hours or 18 credit hours completed. If these requirements are not met, refer to the first-time college student admissions requirements on [The College's website](#) (link).
  - Minimum cumulative college GPA of 2.75 or higher

### Unrestricted Majors

Updated 9/26/2022

Associate of Science in General Studies, Bachelor of Science in Health Care Administration, and Medical Assisting Certificate programs have year-round admissions.

For transfer into these programs, students must be in good academic standing (i.e. GPA must be  $\geq 2.0$ ). If a student's GPA is less than 2.0, the student may

have one semester on probation to raise his/her GPA to  $\geq 2.0$ .

### **Procedure for Change of Major**

Edited 9/26/2022

1. Consult with Advising Coach: The College is committed to ensuring that all students are making informed decisions regarding their academic interests and their professional goals and objectives.
2. Complete the Change of Major Docusign form provided by the Advising Coach. Upon submission, the form will be routed to the appropriate Associate Dean for review.
3. For unrestricted majors, the form will be processed and, if approved, the major will be changed within five business days; students will be notified within two weeks of submission of form for acceptance or denial into a restricted major.

## **Refund Policy for Drops and Withdrawals**

Updated 2/24/2020; 8/19/2025

From time to time, circumstances may arise that prevent students from continuing their enrollment as Christ College students for the remainder of the term in which they are currently enrolled. If this occurs on the first day of the term or at any point before Final Exam week, students must initiate the withdrawal process to formally discontinue their enrollment at The College. Students seeking to withdraw from The Christ College must comply with the processes established by the Office of Registration and Records, which maintains the applicable processes, procedures, and forms for each withdrawal classification.

Failure to attend classes does not constitute a withdrawal and does not entitle students to a refund/credit. A verbal intent to withdraw from a course or The College is also considered unofficial and insufficient. It is the student's responsibility to submit the Add/Drop Form obtained from their Advising Coach. The date the document is completed by the student and received by the office of Registration and Records is the date used to calculate the amount of the refund/credit, where applicable.

For more information about the add/drop/withdrawal processes and related refund schedules, please [click here \(link\)](#) to view the full policy in Compliance Bridge.

## **Auditing a Class**

Edited 8/29/2022; 8/19/2025

Audit students are those who desire to attend course(s) without receiving academic credit. Below are the criteria for auditing a class:

- Students may audit any theory-based or didactic course at The College. For safety and patient privacy reasons, the clinical component of all nursing courses may not be audited.
- No academic credit will be given for an audited class.
- Tuition and fees for classes audited will be the same as those taken for credit.

- Courses audited will not be counted in computing the maximum number of hours for which a student is allowed to register.
- Students are expected to follow the same attendance regulations for audited classes as for credit classes.
- Students may take the examinations but are not required to do so.
- Audited classes are recorded with an “AU”
- All students must make the decision to audit at the time of registration. Students should refer to the add/drop procedure for any change in course designation.
- The Registrar will not honor a change request for credit and/or audit after the deadline date for refund of fees has passed.
- Students will not receive financial aid or VA education benefits for a course audit.

## **Business Services**

### **Financial Aid**

#### **Financial Aid Services**

The Financial Aid Office at The Christ College assists students and parents with successfully navigating the financial aid process from beginning to end. Financial aid is intended to assist students who otherwise would be unable to finance their education. All financial aid in the form of federal loans and grants is administered by the Financial Aid Office under the policies established by the Federal and State governmental guidelines. Eligibility is based on the demonstrated financial need of the student and/or the student's family and on registered credit hours.

#### **Financial Aid Verification**

Added 8/29/2022

The U.S. Department of Education mandates schools use the verification process to check the accuracy and completeness of data provided on the selected applicant's Free Application for Federal Student Aid (FAFSA).



To learn more about the verification process, [click here \(link\)](#) to view the full policy in Compliance Bridge.

### **Financial Aid Office Code of Conduct**

Added 8/29/2022

In accordance with the Higher Education Opportunity Act (HEOA), institutions of higher learning are to develop and comply with a code of conduct with regards to the administration of educational student loans.

To learn more, [click here \(link\)](#) to view the full policy in Compliance Bridge.

### **Academic (Grade) Level Classification**

Edited 8/29/2022

Eligibility for federal, state, and institutional aid will be determined in part by total credit hours earned by the student. Students attending The College will be classified by grade level based upon the number of credit hours earned. Transfer credit hours that have been officially accepted by The College will be counted towards a student's earned hours when determining grade level.

For more information about credit hours earned and grade classification levels, [click here \(link\)](#) to view the full policy in Compliance Bridge.

### **Financial Aid Refund Policy**

Updated 2/12/2020; Edited 8/29/2022

Financial aid is first applied to all outstanding balances owed to The College by the student for each semester. Financial aid funds are applied each semester after the 100% refund period of the semester. The amount of the award applied to tuition costs is determined in part by the amount of registered credit hours for each student in each semester. Student loan proceeds will not be received and disbursed by The College until the student has electronically signed their Master

Promissory Note (MPN) and met all other eligibility requirements.

If financial aid funds are more than enough to cover all outstanding balances owed to The College for the semester, then a student may be eligible for a refund of student financial aid funds. Excess financial aid funds are processed by the Student Accounts office through our third-party vendor Nelnet Campus Commerce. Students will be notified by Nelnet when a refund has been processed which occurs typically during the fifth week of the semester. Refunds will either be made by direct deposit or by check depending on how the student is managing their refunds in Nelnet. For more information, please contact the Student Accounts office.

Any changes to a student's registered hours in a semester or financial aid record can delay the disbursement of funds and the processing and/or receipt of student refunds. In the event a student receives a refund of financial aid funds and subsequently becomes ineligible for the refund, the student is responsible for repaying The College for the amount they are no longer eligible to receive. Any unearned amount of institutional charges and federal financial aid must be returned to the Financial Aid program, other sources of aid, or the student as a refund, as defined by federal, state and institutional regulations.

For more information about a refund after withdrawal, please [click here \(link\)](#) to view the full policy in Compliance Bridge.

### **Financial Aid Electronic Book Vouchers**

Updated 8/28/2023

The Christ College, together with [Follett Virtual Bookstores](#) (link), has developed the following guidelines and procedures for students who wish to use their anticipated financial aid refund to purchase required and recommended books and supplies. Eligible students may only receive a book voucher at the Financial Aid Office.

### Electronic Voucher Eligibility

To be eligible for a TCC Electronic Voucher, a student must meet the following requirements:

- Have a valid FAFSA on file with TCC.
- Have completed verification process with the financial aid office, if applicable.
- Have signed a master promissory note (MPN) for Direct Student Loans, if applicable.
- Have a completed financial aid file.
- Be in good standing of Academic and Financial Aid SAP policies.
- Have registered for a minimum of 6 credit hours.
- Have financial aid in excess of tuition charges for the semester.
- Have no outstanding balances owed to The College for the current or previous semesters.

### Electronic Voucher Guidelines

- Book and supplies credit limits are provided to Follett at 80% of the student's anticipated financial aid refund.
- Electronic vouchers are only available for fall, spring and summer semesters.
- Electronic vouchers expire at close of business on the final day of the 100% refund period unless extended by the Student Accounts office.
- Students are not permitted to purchase books or supplies for other students.
- Only required or recommended books and supplies for the currently enrolled semester will be permitted.
- Electronic Voucher Credit Limits must be used at the [Follett Bookstore](#) (link) to purchase required or recommended books and supplies.

- To purchase books and supplies through Follett Bookstore using the financial aid refund, students must Create an Account and enter their Student ID in the Financial Aid Dept Chrg box and click Find Accounts. The refund amount will be applied to your Cart.
- Only the Director of Business Services or approved College designee are authorized to submit electronic voucher credit limits to Follet Bookstores.

### Electronic Voucher Process

- Book Voucher Forms are available at the Financial Aid Office beginning one week prior to the start of the semester or at designated dates as determined by TCC in conjunction with Follett Bookstore.
- Book voucher requests will not be processed by email or phone. Requests must be made in person at the Financial Aid Office.
- A book and supplies fee will be charged to the student account for the amount invoiced by Follett Bookstore.
- The completed book voucher should be considered as cash and if a student misplaces the voucher or loses the voucher, another voucher will not be issued.
- For a first purchase at Follett Bookstore, students will be required to give Follett the Financial Aid voucher. Follett will set up an account in the student's name and in return, provide the student with a Special Payment Card with the allotted financial aid loaded on the card. Each time the student makes a purchase, s/he will need to pay with this card. This is considered cash and if a student misplaces the Payment Card, another voucher will not be issued.
- The Follett Payment Card can only be used at Follett Bookstore and the student must present their College ID or photo ID at the time of purchase.
- Follett Bookstore will reconcile with TCC approximately 30 days after the

start of each semester. Approved book vouchers will expire the day after the 100% tuition refund schedule of The College.

## **Student Rights and Responsibilities**

Edited 8/29/2022

Just as TCC has certain rights and responsibilities relative to financial aid awards and disbursements, so does the student. For more information about Student Rights and Student Responsibilities relative to financial aid, please [click here \(link\)](#) to view the full policy in Compliance Bridge.

## **Satisfactory Academic Progress**

Added 8/29/2022

Any student receiving any type of federal, state or institutional aid is required to maintain Satisfactory Academic Progress to continue to receive financial aid at The Christ College. Federal regulations stipulate that each student's entire academic record be reviewed for Satisfactory Academic progress, including terms for which a student did not receive financial aid.

For more information, please [click here](#) (link) to view the full policy in Compliance Bridge.

## **Student Accounts**

### **Student Accounts Services**

The Student Accounts Office at The Christ College is responsible for student billing, revenue collection, refunds, and posting payments on student accounts. This office also oversees payment plans, financial aid refunds, the collection of past due tuition, and billing statements prepared for agencies that have authorized payment for student accounts. In addition, student loan, grant, and scholarship disbursement to student balances is the responsibility of Student Accounts.

### **Tuition and Fees**

Updated 10/1/2017; 4/16/2018; 8/29/2022

Tuition and fees are established by The Christ College's Board of Directors and published annually. Current tuition and fees for each of The College's programs can be accessed by [clicking here \(link\)](#).

Fees are assessed during the course of study, dependent upon the student's choice of program. General categories of fees are listed below. All fees are non-refundable and subject to change.

- Health Assessment Fee
- Learning Resource/Registration and Technology Fee
- Student Activity Fee
- Graduation Fee
- NCLEX Review Course Fee
- Malpractice Insurance Fee
- Parking Fee
- Science Lab Fee
- Nursing Course Fee
- Nursing Skills Lab Fee
- Lost Student ID Badge Fee

### **Payment of Tuition and Fees**

Updated 1/11/2016; 4/16/2018; 10/25/2021; Edited 8/29//2022; 8/28/2023

The Account Statement (tuition and fees bill) will be published by Student Accounts during registration and throughout the semester. The Account Statement will display a PDF of charges and credits, including tuition, fees, and financial aid. Students can access their Account Statement in MyTCC by following the steps below:

- Log into [MyTCC](#) (link)
  - User name = Student ID (numbers only) and Password

- When necessary, Click 'I Forgot My Pin' link located under the Login button.
- Click Students tab on the blue banner in MyTCC, then click on Student Accounts.
  - Navigate to Financial Document Center and select View PDF.

It is the student's responsibility to routinely check their Account Statement to ensure their financial obligations are met by the specified due dates. Students can also view tuition and fees through MyAccount Balances or Nelnet and select Transaction Details. To maintain continuous enrollment, tuition and fees, along with other charges, must be paid in full or the student must be enrolled in the Tuition Payment Plan by the published tuition and fees due date on the Academic Calendar. Nelnet charges a \$30 returned payment fee if a payment is returned for any reason. Nelnet will cancel the Payment Plan if the first payment plan payment is returned for any reason.

### **Ways to Pay Tuition and Fees**

The Christ College utilizes Nelnet for online payments processing. The following payment methods are available on the Nelnet platform:

- Automatic bank payment from a checking or savings account (ACH)
- Credit or debit card (2.85% processing fee applies to all credit/debit card payments)

#### To access Nelnet:

- Log in to MyTCC; Click Students across blue banner, then Student Accounts from the gray box and Pay using Nelnet.
- The student will have the option to 'Make a Payment' in full or 'Set up a Payment Plan'

#### Check/Money Order:

Edited 8/29/2022

If paying tuition in full at the beginning of the semester, students may also pay by check or money order. Students should make checks/money orders payable to The Christ College of Nursing and Health Sciences and include the student's name and student ID number on the check or money order. A \$30.00 fee will be charged for any check returned. More than two (2) returned checks will result in immediate suspension of a student's right to pay by check.

- In person - Student Accounts Office, Room 126
- Mail - Check/money order payments may be mailed to the TCC at: The Christ College of Nursing and Health Sciences, Attention: Student Accounts. 2139 Auburn Avenue. Cincinnati, OH. 45219.



## **Tuition Payment Plan**

Updated 4/16/2018; 10/25/2021; 8/20/2024

The Tuition Payment Plan is an option for those who want to spread their balance due over the course of the semester. The plan consists of four (4) payments per semester.

Students who choose to sign up for a payment plan must sign up and pay their first installment by the tuition due date. All payment plans are managed through the Nelnet payments platform. The payment plan has a nonrefundable enrollment fee of \$35 per semester enrolled. Once enrolled, regularly scheduled payments will process on the 5th of each month for the duration of the semester. Payment Plans are semester specific; therefore, the student must enroll for each semester in which the student wishes to participate.

## **Student Financial Responsibility Policy**

Updated 1/11/2016; 4/16/2018; 8/19/2025

Students are responsible for payment of all costs associated with attending The Christ College by the published due date on the Academic Calendar. Application for financial assistance does not negate this responsibility. A student's financial obligation for each semester must be met to register.

The updated Student Financial Responsibility Policy outlines payment deadlines, required actions, late fees, and procedures for billing appeals. [Click here](#) (link) to find the full policy in Compliance Bridge.

## **Adding a Class After the Payment Deadline**

Updated 1/11/2016; 4/16/2018; 10/25/2021

Students may add a class after the published tuition payment due date. Payment for the additional class will be due within five (5) business days of adding the course or by the published 'Last Day for 100% Refund' for the session the course is in. Registration is not complete until payment is made with the Student Accounts Office. If the student is already enrolled in the Tuition Payment Plan, remaining

payments will automatically be adjusted to reflect the additional charges.

A student can add course(s) after they were dropped from course(s) because payment was not received by the Tuition and Fees due date or during the Late Payment designated period. The student would contact the Office of the Registrar to re-enroll in the course(s) and contact the Student Accounts Office to make a full payment (plus late fees), or set up a Tuition Payment Plan (including the late fees). Registration is not complete until payment is made with the Student Accounts Office. The Student Accounts Office and the Office of the Registrar cannot promise the student will have the same class schedule as they had prior to being dropped for non-payment.

For all information about adding and dropping courses, please [click here \(link\)](#) to view the full policy in Compliance Bridge.

## **Educational and Informational Technology**

### **Ed Tech and IT Services**

The College's Educational and Information Technology (Ed Tech and IT) staff support a collaborative learning environment and student success by steering and managing the selection, implementation and assessment of educational technologies utilized by TCC constituents.

### **Blackboard Learning Management System**

Updated 10/14/2022; 8/28/2023

The College utilizes Blackboard Learn as its web-based Learning Management System (LMS). While The College offers some fully online courses, all courses use the LMS in some capacity (for online assessments, discussion forums, submission of assignments etc.). Each instructor maintains the freedom to use Blackboard as they deem appropriate. Blackboard can be accessed at [Blackboard Learn](#) (link) or via [MyTCC](#) (link).

## **Jenzabar One (J1) Student Information System**

Updated 10/14/2022; 8/28/2023

Jenzabar One (J1) is a student and faculty platform for registration, courses, schedules, grades, degree audit, billing, and personal information. J1 can be accessed via [MyTCC](#) (link).

## **BYOD Technology Requirements, Recommendations and Support**

Added 5/23/2017, Edited 9/19/2017, Updated 4/1/2019; 10/14/2022

All students entering The Christ College will be required to possess a Windows or Mac based laptop that complies with specific technical requirements. Public computers, Chromebooks, tablets, virtual machines, and smartphones will not suffice as a primary device; however, no student will be denied admission to Christ College based on an inability to purchase a laptop.

Educational and Information Technology staff will provide on-site support for student laptops as it relates to use of TCC programs such as Blackboard or e-books. This may include, but is not limited to, guidance for installation, registration, use, and troubleshooting. Tech Support does not support students' laptops for installation or repair of hardware, installation, or configuration of operating systems or third-party software, and/or the removal of viruses and other malware. The rental/purchase, installation and maintenance of required laptop hardware and software are the responsibility of the student.

Christ College maintains no responsibility for supporting personal hardware or software. Technical assistance does not infer any further technology responsibility or accountability to the user. Users needing troubleshooting assistance beyond TCC system software (e.g., for slow response time) will be referred to a third-party vendor. Ed Tech and IT staff do not support tablet device issues beyond those resulting from TCC system software.

For the most updated information on tech requirements and support at TCC, please [click here](#) (link).

## **Computer Labs**

Updated 10/14/2022; 8/20/2024; 9/2024

The Christ College provides computers for student use in rooms 232, The Den

(first floor of Main Campus), the Student Lounge on B-Level at Main Campus, the Lobby at The Commons, B-24, and the Library (located on the first floor of the Christ Hospital building). Each of these areas contains a networked laser printer for student use. Free Wi-Fi is also provided to students in The College and Hospital buildings.

### **Usage**

Software installed on College computers should not be modified, copied or removed, and users are not permitted to install software on the workstations without permission of Educational and Information Technology staff.

Workstations are not to be used for business unrelated to The College.

At no time should files of any sort be downloaded from the Internet. This includes toolbars, file converters, or application updates. All application updates will be managed by the Educational and Information Technology staff.

### **Maintenance**

Hardware and software maintenance is performed routinely on College computers to ensure that all devices are functional and updated. At the end of each semester, computers are cleaned and equipment is tested. Student files stored to the desktop are removed.

### **Etiquette**

No eating or drinking is permitted at College computer stations.

## **Acceptable Use Policy**

Updated 5/22/2017, 2/25/2020

The use of technology resources creates and expands teaching and learning opportunities that support the efforts of the TCC community to satisfy its mission and vision. Access to these resources is a privilege and use of them requires the acknowledgement and acceptance of specific responsibilities to ensure that the integrity and security of the systems not be compromised in any way.

For more information, please [click here \(link\)](#) to view the full policy in Compliance Bridge.

## **Parking**

Updated 10/31/2015; 8/29/2022; 9/9/2024; 7/16/2025

Designated parking is available off-site to TCC students. (Location is subject to change based on contracted services and construction.) The TCHHN Safety and Security Department provides shuttle service between the off-site parking area(s) and The College. Two weeks prior to the start of each semester, a parking assignment and schedule of shuttle pickups and drop offs will be communicated to students who have purchased a parking pass. After hours and in the case of emergencies, students and staff can directly contact Safety and Security at 513-585-2222.

Limited parking is available on public streets near campus. Vehicles parked in violation of the Cincinnati Parking Authority are subject to a motor vehicle infraction and towing at the owner's expense. The Christ College is not responsible for the safety or protection of motor vehicles or their contents, nor does it recommend parking on public streets.

Students enrolled in eligible\* evening classes and clinicals may be permitted to park in The Christ Hospital's employee parking garage (P3) if space is available. Those students who park in the Hospital garage(s) without permission will be subject to tickets issued by Safety and Security. These tickets should be paid to Student

Accounts by cash or check. Tickets unpaid at the end of the semester may result in a hold on registration.

\*Eligible evening classes and clinicals will be defined and communicated to students prior to the start of each semester.

For questions or concerns about parking, students should contact the Director of Student Experience, Evangelina Figueroa at [Evangelina.Figueroa@TheChristCollege.edu](mailto:Evangelina.Figueroa@TheChristCollege.edu).

## **Student Success**

### **Advising**

Updated 10/17/2022

Each student is assigned an Advising Coach upon matriculation. The Coach's role is to work with each student to support their academic, professional, and interpersonal success. The Coach will do this by guiding each student to set and achieve goals, navigate barriers to success, and leverage institutional resources. Any students with questions or concerns about their education plan or pathway to successful program completion should reach out to their Advising Coach. Students who don't know who their Coach is should reach out to the Director of Student Experience, Evangelina Figueroa at [Evangelina.Figueroa@TheChristCollege.edu](mailto:Evangelina.Figueroa@TheChristCollege.edu).

### **Counseling and Concierge Services**

Updated 8/29/2022; 8/20/2024

Well-being matters! Students can access TCC's mental health resource, LifeMatters, for support and guidance via website, phone, text, and app. LifeMatters provides unlimited telephonic counseling and three face-to-face sessions for free. In addition to counseling, LifeMatters offers daily living resources and referral assistance, such as legal consultation or finding a nearby childcare provider. Students can also access articles, webinars, and tools for improving everyday life.

LifeMatter's services are confidential and complimentary. Students who feel that

they may benefit from these services should contact their Advising Coach.

Outside of LifeMatters, students may also contact the Department of Pastoral Services of The Christ Hospital. The chaplains in the department are ministers who are qualified through their training and experience to offer spiritual care to all people in The Christ Hospital. Their sensitivity to individual beliefs and knowledge of different religious practices enables the chaplains to meet people at their point of their need. Offices of the Department of Pastoral Services are located on the first floor of the Hospital, near the lobby, and are open weekdays from 8:30 AM – 5:00 PM (subject to change). A chaplain is on call 24 hours a day, and a Hospital associate can aid you in reaching a chaplain at any time by calling (513) 585-2000.

### **Academic Accommodations**

Updated 11/26/2018, 03/09/2020, 9/4/2020, 10/19/2020

The Christ College is committed to students' equal access to programs, services and activities in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008. For inquiries related to Accommodations, please contact Brittany York at (513) 585-4144 or [Brittany.York@TheChristCollege.edu](mailto:Brittany.York@TheChristCollege.edu)

To learn more, please [click here](#) (link) to access MyTCC or [click here \(link\)](#) to view the full policy in Compliance Bridge.



# Safety and Wellness

## Campus Safety

The College works collaborative with The Christ Hospital's Department of Safety and Security, whose mission is to promote a safe and secure environment that is conducive to excellence. Safety and Security carries out its mission by deterring and preventing crime; educating staff/employees in all aspects of crime prevention and survival awareness; enforcing Hospital rules, city ordinances, and State laws; and investigating complaints, offense reports, auto accidents, and any other unusual or suspicious activity on campus.

For more information about Safety and Security on the campuses of The Christ College, please [click here \(link\)](#) to visit Compliance Bridge.

## Safety and Wellness Training

Updated 6/30/2025

The Title IX Coordinator presents Campus Safety training to all incoming students at New Student Orientation. This training is intended to provide primary prevention information and raise awareness on the following topics relative to Title IX, the Clery Act, and VAWA (Violence Against Women Act):

- Definitions of sex-based discrimination, consent, dating violence, sexual assault, and stalking
- Bystander intervention strategies
- How to make a report and access help

Other topics may include:

- Pregnancy and parenting
- Incivility
- Prohibition of retaliation

- Emergency response
- Drug and alcohol prevention

Ongoing programs and awareness communications will also be offered throughout the academic year.

## **Emergency Action Plans**

The Christ College in collaboration with The Christ Hospital Safety and Security and local fire and police departments strives to increase the protection of lives and property through prevention, protection, mitigation, response and recovery. Emergency action plans and procedures are developed for this purpose.

For more information relative to plans for emergencies like a bomb threat, tornado, fire, or lockdown, please [click here \(link\)](#) to view the full policy in Compliance Bridge.

## **Emergency Phone Numbers**

Updated 8/28/2017; 6/24/2024

- Safety and Security 513-585-2222
- Cincinnati Police Department (District 4) 513-352-3576
- Cincinnati Fire/EMS 513-352-2381
- The Christ Hospital Emergency Services 513-585-2235
- Rape Crisis Center (24 hours) 513-381-5610
- Poison Control 513-558-5111
- Suicide Hotline 9-8-8

## **Drug and Alcohol Prevention Policies**

Updated 4/22/2020; 10/14/2022

The Christ College seeks to provide an environment in which students may experience intellectual, emotional, physical, social, and personal growth. Development

of the capacity to make informed decisions about drugs, including responsible choices about the consumption of alcohol, is a significant component of personal growth. The responsibility for making informed choices regarding drugs and the use of alcohol rests with everyone in The College.

TCC also recognizes that students may be hesitant to seek support for someone in need of emergency assistance due to fear of negative consequences related to their own behavior. As such, the Amnesty Policy is designed to encourage students to seek emergency assistance for themselves or a fellow student by eliminating the disciplinary sanctions typically applied under TCC's Drug and Alcohol Prevention Policy.

To review TCC's Drug and Alcohol Prevention and Amnesty policies, please [click here](#) (link) to view the full policy in Compliance Bridge.

## **TCH Travel Assistance**

Edited 8/29/2022

Safety and Security will accompany students anywhere on Hospital property, including College campuses and parking lots, to help assure safe travel. This service is available seven days a week. Safety and Security is also available to assist stranded motorists with vehicle problems at 513-585-2222.

## **Inclement Weather**

Updated 7/16/2025

TCC takes the position that while the education of all students is vital, where and when conditions warrant, the safety of students and faculty/staff is paramount. As such, the decision about whether the College should close or remain open is based on the overall concern for the College community.

For more information about when and how the campus will be notified of closures or

delays, please [click here \(link\)](#) to view the full policy in Compliance Bridge.

## Title IX

Updated 03/19/2021; 8/20/2024

### **Sexual Harassment**

The full Sexual Harassment Policy with details about prohibited conduct, reporting, formal and informal resolutions, and appeals can be found in the Policy Portal, Compliance Bridge ([link here](#)), by searching Sexual Harassment Policy. Questions and reports can be directed to Meghan Hollowell, Dean of General Education and Student Development; Title IX Coordinator: 513-585-

4841; [Meghan.Hollowell@TheChristCollege.edu](mailto:Meghan.Hollowell@TheChristCollege.edu); Office 120 of The Christ College Main Campus Building at 2139 Auburn Avenue, Cincinnati, OH, 45219.

Off-site confidential resources for sexual harassment issues, including domestic violence, are [Women Helping Women](#) (link) and LifeMatters (24/7). Students should reference Blackboard or contact their Advising Coach for LifeMatters contact information.

### **Pregnancy and Parenting**

A student who foresees any educational issues related to a pregnancy or due to parenting responsibilities is strongly encouraged to notify The College as soon as possible. By doing so, the student and College personnel can collaborate and develop an appropriate plan for the continuation of the student's education in light of the unique nature of The College's nursing and health sciences programs and their clinical requirements. Pre-planning can also help with particular challenges a student may face while pregnant, when recovering from childbirth, or due to parenting obligations (e.g., missed classes, make-up work, etc.). Please note, however, that the choice to inform The College of a pregnancy is voluntary, and a student is not required to share this information with The College.

For more information, please [click here](#) (link) to view the full policy in Compliance

Bridge and/or contact the Title IX Coordinator:

[Meghan.Hollowell@TheChristCollege.edu](mailto:Meghan.Hollowell@TheChristCollege.edu).

# Student Policies

## Posting Signs & Notices on Campus

Revised 8/19/2015; Updated 8/17/2017; 11/9/2017; 8/28/2023; 7/16/2025

Signs are often posted on campus to communicate information of importance to the student population, and to communicate information that is relevant to the entire institution. Signage may be posted on appropriate bulletin boards inside classrooms, elevators, student lounges, faculty work rooms, and kitchens. Signs should not be posted on walls, school entrance doors, or stairway doors. Any non-compliant signage may be removed.

All posted events or information must be sponsored by a department or organization of The Christ College or The Christ Hospital. Postings promoting activities not connected with The Christ College of Nursing and Health Sciences or The Christ Hospital Health Network will be removed. Any requests for exemptions must be submitted to the Dean of Student Affairs.

For more information about what postings may be posted on campus, and where, please contact the Dean of General Education and Student Development at [Meghan.Hollowell@TheChristCollege.edu](mailto:Meghan.Hollowell@TheChristCollege.edu).

## Student Complaints

Updated 01/19/2021; Edited 10/14/2022

The Christ College provides several means by which student complaints may be addressed. In all cases, students are advised to put their academic or non-academic concerns in writing and carefully document the events that led to the complaint.

For more information, please [click here \(link\)](#) to view the full policy in Compliance Bridge.

# **Grievance and Fair Treatment Procedures**

Updated 03/19/2021; Edited 10/14/2022

When a student believes there has been inequitable application of a policy, the matter may qualify for the student to initiate his or her due process rights via The College's stated grievance procedures. The Christ College provides a grievance procedure whereby students may express their grievances with the assurance there will be a complete, impartial, and prompt attempt to resolve the grievance.

For more information, please [click here \(link\)](#) to view the full policy in Compliance Bridge.

## **Behaviors of Accountability**

Edited 10/14/2022

Students at The Christ College are expected to demonstrate specific behaviors related to accountability, in alignment with the institution's core values and Student Code of Conduct. Some such behaviors include exhibiting honesty, treating self and others with respect, and seeking assistance as needed.

For the full list of behaviors, please [click here \(link\)](#) to view the full policy in Compliance Bridge.

## **Student Code of Conduct**

The Christ College expects students to conduct themselves in a manner that reflects respect for others as well as themselves. The administration of TCC may suspend or terminate a student for incidences in which documented proof indicates that the behavior is inconsistent with the responsibilities of citizenship or the healthcare profession. TCC expects the conduct of its students on and off campus to be in accordance with the Code of Conduct.

For more information, please [click here \(link\)](#) to view the full policy in Compliance

Bridge.

## **Student Bill of Rights and Responsibilities**

- Each student is responsible for being knowledgeable of and acting in accordance with the Code of Conduct and Behaviors of Accountability (each referenced above).
- Students are encouraged to develop the capacity for critical judgment and engage in a sustained and independent search for truth.
- The freedom to teach and the freedom to learn are inseparable facets of academic freedom: students must exercise their freedom in a responsible and respectful manner.
- The institution has a duty to develop policies and procedures that provide and safeguard the students' freedom to learn.
- Under no circumstances will a student be discriminated against on the basis of race, color, creed, national origin, ethnicity, age, gender, marital status, sexual orientation, veteran status, disability, or economic status.
- Students are free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.
- Students have a right to protection through orderly procedures against prejudiced or capricious academic evaluation, but they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
- Information about student views, beliefs, political ideation, or sexual orientation which instructors acquire in the course of their work or otherwise, should be considered confidential and not released without the knowledge or consent of the student, and should not be used as a basis of evaluation.



- The College has a carefully considered policy as to the information which should be a part of a student's permanent educational record and as to the conditions of this disclosure.
- Students and student organizations are free to examine and discuss all questions of interest to them, and to express opinions publicly and privately.
- Students are allowed to invite and to hear any person of their own choosing within the institution's acceptable realm, thereby taking the responsibility of furthering their education.
- The student body has clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs, e.g., through Student Congress membership or representation on faculty committees.
- The institution has an obligation to clarify those standards of behavior which it considers essential to its educational mission, its community life, or its objectives and philosophy.
- Disciplinary proceedings are instituted for violations of standards of conduct. It is the responsibility of the student to know these regulations. Grievance procedures are available for every student.
- As citizens and members of an academic community, students have the same freedoms and obligations as the other members of the community.
- Students have the right to belong, or refuse to belong, to any organization of their choice.
- Students have the right to personal privacy to the extent that the welfare and property of others are respected.
- Adequate safety precautions are provided by The College.
- Students have a clear mechanism for input into the evaluation of faculty.

# E-mail Communication

## College Responsibilities

- The College is not responsible for any difficulties that may occur in the proper or timely transmission of e-mail forwarded to an unofficial e-mail address, and any such problems will not absolve students of their responsibility to know, respond, and comply with the content of official communications sent to the students' College e-mail address.
- All use of e-mail in regard to content, disclosure, and access of student educational records to communicate with students is protected by the Family Educational Rights to Privacy Act (FERPA) guidelines including all applicable Christ College policies and procedures. The College maintains confidentiality of student educational records until prior written consent to disclose is given by the student.
- According to Federal Privacy Laws, all College students and employees using The College's official student e-mail accounts must comply, adhere to, and maintain all guidelines and confidentiality of all student educational records in regard to compliance with Family Educational Rights to Privacy Act of 1974 (FERPA).
- The College's internal e-mail must be utilized for all e-mail communications outside of the classroom between student and faculty.

## Student Responsibilities

- It is the student's responsibility to open and read The Christ College official student e-mails.
- The College expects all current students will receive, open, read, and act or respond to all official College e-mails sent in a timely manner, within two business days.

- Students have the responsibility to recognize and expect certain College communications may be time-critical such as security alerts, campus closures, IT security alerts, financial aid notifications, registration transactions, faculty instruction, or messaging about class status.
- Failure to check messages or receive messages due to full mailboxes, auto forwarded e-mail, error in forwarding e-mail, e-mail returned to The College with “mailbox full” or “user unknown” are not acceptable causes for missing College communications sent by e-mail.
- Students are responsible for maintaining their College e-mail account in order to receive official College communications.

## **Etiquette**

- Treat e-mail messages as any professional communication.
- Begin by addressing the receiver by the proper title, (i.e., Professor or Doctor).
- Keep messages short and courteous.
- Write complete sentences using correct spelling, proper grammar, and punctuation.
- State the reason for writing in the subject line.
- Do not write in all CAPS—it appears that the sender is screaming and is therefore considered rude. Use only blue or black Times New Roman or Arial font.
- Remember that the message is an e-mail and not a text. Avoid the use of emoticons (smiley faces). While their use may be appropriate in informal messages, they are not commonly acceptable in professional communications.
- Read the message carefully and spell check before you hit send.
- Never include any confidential information (e.g., passwords) in an e-mail message.

For more information about TCC email expectations and guidelines, [click here](#) (link) to view the full policy in Compliance Bridge.

## Social Media Guidelines

Updated 10/14/2022; 8/20/2024

Social media platforms are constantly evolving and include, but are not limited to, Twitter, Facebook, TikTok, Snapchat, Instagram, YouTube, LinkedIn, etc.

For a full list of social media guidelines TCC students are expected to adhere to, [click here \(link\)](#) to visit Compliance Bridge. Additional guidelines, requirements, and restrictions relative to the clinical context in particular may be outlined in [Program Handbooks](#) (link).

## Student Congress

All TCC students are members of Student Congress and encouraged to be active participants in meetings, so that their voice can be heard.

Student Congress By-Laws can be found in [Addendum A](#) (link).

## Creation of New Student Club and Organizations

Edited 10/14/2022

Students are encouraged to initiate the creation of clubs and organizations that can help them develop the leadership skills that will benefit them in their professional endeavors and can help create a culture of student engagement throughout The College. All organizations that are created by students must:

- Be aligned with the vision, mission, and the core values of The College.
- Adhere to The College's non-discrimination policy.
- Adhere to The College's rules and regulations as outlined in The College Catalog, individual Program Handbooks, and all other sources of policy within

The College.

- Operate under the 501-c-3 status of The College and not be separately incorporated.
- Identify at least one member of the faculty, administration, or staff to serve as the group's moderator.
- Abide by the charter of any related national or regional organizations (where applicable).
- Abide by The College's policies concerning fund raising and financial management.

### **Procedure for Establishing a New College Club or Organization**

Updated 10/17/2015; 7/16/2025

- Students interested in establishing a new club or organization first should meet with the Dean of Student Affairs to discuss their plans. The Dean of General Education and Student Development will then provide the students with a Proposal for a New Student Organization (PNSO).
- Students must complete the PNSO and any requested documentation. If part of a national, international, regional, or professional organization, all requested documentation about those groups must be submitted.
- Students will submit the completed PNSO to the Dean of General Education and Student Development within 90 days of receipt of the PNSO.
- The Dean of General Education and Student Development will review the PNSO and consult with The College's administration, if necessary.
- The Dean of General Education and Student Development will make a decision about the creation of the new organization and will then communicate the decision to the students who presented the proposal.
- Upon approval, the student may begin to establish the new organization.

## **Prohibition of Hazing and Bullying**

Added 8/29/2022

The Christ College prohibits hazing and bullying as defined by this policy and will investigate and respond to all reports of hazing and bullying.

For more information, [click here \(link\)](#) to view the full policy in Compliance Bridge.

## **Student Travel Policy**

Updated 1/19/2016; 11/15/2016; 12/11/2017

The Christ College believes that College-sponsored off campus events involving student transportation and travel (“trips”) are a valuable part of a student’s learning experience.

For more information, please [click here \(link\)](#) to view the full policy in Compliance Bridge.

## **Service Animal Policy**

Updated 05/01/2020

Service animals assisting individuals with disabilities are welcomed and generally permitted in all facilities and on all campuses with the exceptions described in our policy portal.

For more information, please [click here \(link\)](#) to view the full policy in Compliance Bridge.

## **Opt-out Disclosure**

Edited 8/29/2022

Students have the right to restrict the release of promotional photographs, interviews, or videos at The Christ College. TCC may use or post with the purpose of promoting TCC without written consent, unless a student has advised TCC to the

contrary in accordance with TCC procedures. The primary purpose of this disclosure is to allow TCC to include photographs, videos or interviews in school publications, on the college website, and on social media sites. Examples include:

- Publications and marketing materials such the annual college view book
- Photographs, videos, and interviews for promotional print and online publications
- Photos, videos, or interviews for social media sites
- Any matriculated student who wishes to be excluded from such publications and online postings should write a letter, signed and dated, expressing their “opt-out” preference. Letters should be mailed to: The Christ College of Nursing and Health Sciences Attn: Susan Broadwater. 2139 Auburn Avenue Cincinnati, OH 45219.

# **Addendum A**

## **Article V. Student Congress**

### **Article V. A. Purpose of Student Congress**

The purpose of the Student Congress is to maintain a spirit of cooperation between the student body and faculty, to improve campus life and promote a sense of community, and to represent the student body in matters that involve faculty and administration.

### **Article V. B. Functions of Student Congress**

1. Promote a sense of community within the College, specifically among students
2. Provide learning and service opportunities
3. Communicate with the student body
4. Advocate for the needs and interests of the student body
5. Organize fundraising activities as needed
6. Support and promote the mission of the College
7. Organize social and community activities
8. Arrange and plan activities/events focused on building community among the student body, faculty, and staff. The following are the required events:
  - a. August--will work with other student groups and Student Success Director for a welcome back event
  - b. September--Student Congress events
  - c. December--organize a service event and coordinate with other student groups, faculty, and staff for successful implementation
  - d. January--Student Congress events
  - e. April--work with other student groups for an end-of-year event

### **Article V. C. Composition of Student Congress**

All students of The Christ College of Nursing and Health Sciences are general voting members of Student Congress and are encouraged to attend meetings. Student Congress Officers are elected by their peers.

The Officers of the Student Congress include:

1. Chair
2. Vice-Chair



3. Secretary
4. Social Media Chair
5. Financial Chair
6. Diversity Chair
7. Academic Affairs Chair

#### **Article V. D. Elections and Terms of Office**

Nominations for officers are announced in February via email. Students may nominate other students or self-nominate for officer positions. The nominees are finalized in March. Elections run from March until April.

To be eligible for an officer position, students must have completed one full semester at the College and have an overall GPA of 3.0 verified by faculty/staff advisors. Students who accept their nominations for officer positions will be given a designated period (between March and April) to campaign prior to the election. Newly elected officers will attend a joint meeting with current officers in April and will assume office in May.

Students may hold only one officer position on Student Congress per one year term. Over the course of their time at the College, they may hold different positions if elected.

Elected Officers are not permitted to hold an officer position in any other student organization. A student may only serve one term as Chair or Vice-Chair. After a one-year absence, students may run for re-election to these positions.

Only the Chair or Vice-Chair can be in their senior year to ensure both are not serving at the same time while in their last year of school.

#### **Article V. E. Requirements of Student Congress Officers**

In order to maintain their position as officers, students must:

1. Maintain at least a 3.0 GPA. The Student Congress faculty/staff advisors will check the GPAs of all officers when final grades are posted each semester. Any officer who does not maintain at least a 3.0 GPA will be suspended from his or her position until the GPA recovers
2. Maintain active enrollment and positive interest in the well-being of The College community
3. Serve and communicate with peers, administration, faculty, and staff in a professional manner
4. Attend Student Congress meetings

5. If unable to attend a meeting, a written update must be provided to the Chair in advance. An elected officer of Student Congress who is unable to be present at three (3) meetings per academic year forfeits their office. The Chair will send a letter outlining the details of this forfeiture
6. Effectively balance school and personal activities to allow an appropriate amount of time necessary to fulfill Student Congress duties. If unable to fulfill assigned duties, officers are responsible for requesting assistance so that duties are not neglected

If an officer steps down from their position or becomes ineligible to serve, the remaining officers will be responsible for filling the vacancy. The student chosen to fill the vacancy will be subject to faculty/staff advisor approval.

## **Article V. F. Responsibilities of Student Congress Officers**

1. Chair
  - a. Represent the student body as a member of the Delegate Council
  - b. Set meeting dates prior to the start of the semester
  - c. Construct and distribute agendas and preside over Student Congress meetings
  - d. Appoint an acting secretary to document meeting minutes if the Secretary is not present at the meeting
  - e. Send a summary email to Student Congress officers and faculty/staff advisors
  - f. Post meeting minutes to Student Congress Blackboard page within 48 hours of receiving them from the Secretary
  - g. Cast the deciding vote in the case of a tie
  - h. Appoint ad-hoc committees as needed to ensure the proper conduct of the business
  - i. Follow up with the other Student Congress officers to assure completion of projects and fulfillment of duties, recruiting assistance as needed
  - j. Collaborate with the faculty/staff advisors on the planning and implementation of Student Congress ideas, proposals, and estimated Student Congress budget
  - k. Invite all students, faculty, and staff to participate in activities of Student Congress, when appropriate
  - l. Work with the Financial Chair and faculty/staff advisors in planning the annual financial budget
  - m. Communicate all Student Congress events to Student Success for posting on the Blackboard Institutional Calendar
2. Vice-Chair
  - a. Represent the student body at Delegate Council meetings in the absence of the Student Congress Chair
  - b. Assist the Chair in carrying out Student Congress functions, preside over meetings in the absence of the Chair, and provide additional leadership
  - c. Serve on special ad-hoc committees within Student Congress as needed
  - d. Collaborate with Student Congress faculty/staff advisors, officers, and other appropriate individuals when planning special events
3. Secretary
  - a. Keep accurate minutes and attendance at all Student Congress meetings

- b. Distribute completed minutes via e-mail within 7 days for review by the officers and the faculty/staff advisors before the next meeting
  - c. Notify the Chair in advance if unable to attend meetings, so an acting secretary can be appointed
  - d. Have the Student Congress By-Laws and any other pertinent information available at each meeting
  - e. Serve on special ad-hoc committees within Student Congress
  - f. Take responsibility for removing Student Congress outdated flyers, signs, and newsletters around the College building on a monthly basis
- 4. Social Media Chair
  - a. Post to Student Congress social media accounts
  - b. Promote Student Congress events
  - c. Share College announcements, updates, and other items of interest to students
  - d. Create and hang event fliers around the College in alignment with the College's policy on approval and posting of signage
  - e. Send fliers to the Student Support personnel for digital display within the college
  - f. Serve on special ad-hoc committees within Student Congress as needed
- 5. Financial Chair
  - a. Coordinate with the Chair and faculty/staff advisors regarding the estimated budget
  - b. Purchase Approval Form (PAF) must be obtained from, completed, and submitted to the Executive Assistant to the President for final approval and issuance of a check or for record of reimbursement of funds
  - c. Brainstorm and assist in fundraising efforts for Student Congress activities and events as needed
  - d. Include all students, faculty, staff, and alumni in Student Congress fundraising efforts, where appropriate
  - e. Work collaboratively with faculty/staff advisors for all TCCNHS merchandise orders. Will have at least one sale per semester
  - f. Place the order with an approved vendor
  - g. Obtain the completed merchandise from the vendor, record the inventory, and organize and coordinate with the social media chair to publicize merchandise sales
  - h. Serve on special ad-hoc committees within Student Congress as needed
- 6. Diversity Chair
  - a. Serve as a student liaison between Diversity, Equity, and Inclusion Charter and the students
  - b. Attend at least three (3) Diversity, Equity, and Inclusion Charter meetings per academic year
  - c. Report activities of the Diversity, Equity, and Inclusion Charter to the Student Congress
  - d. Lead at least one student event focused on Diversity, Equity, and Inclusion each year
  - e. Serve on special ad-hoc committees within Student Congress as needed
- 7. Academic Affairs Chair
  - a. May arrange College-wide events based on the students' needs and interests as it relates to education and educational success at the College

- b. Communicate academic changes to the Student Congress Officers and discuss methods of informing the student body
- c. Act as liaison between the student body and Curriculum Committee, Faculty Senate, and Administration regarding academic concerns
- d. Serve on special ad-hoc committees within Student Congress as needed

#### **Article V. G. Faculty/Staff Advisors**

At least two faculty members or one faculty member and one staff member will serve as the Student Congress faculty/staff advisors. They are responsible for guiding, coaching, and providing support to the Student Congress throughout the academic year. The faculty/staff advisors will:

- 1. Collaborate with the officers on all proposed Student Congress projects and business transactions, contact members of administration when necessary, and oversee the submission of all paperwork for project completion
- 2. Attend Student Congress meetings as able
- 3. Coordinate with the Chair and Financial Chair regarding the estimated budget
- 4. Post all approved and signed meeting minutes to the College shared drive within in month
- 5. Communicate to all students on behalf of Student Congress as needed

#### **Article V. H. Meetings**

Meetings will be held monthly and as necessary. A meeting calendar will be completed by the Student Congress Officers no later than August for fall semester meetings and January for spring semester meetings. Meetings can be called by the Chair or by a faculty/staff advisors and may be held virtually if needed.

#### **Article V. I. Amendments**

The Student Congress By-Laws may be amended by majority vote of the Student Congress Officers.

#### **Article V. J. Student Congress Fundraising Projects**

All projects are subject to the discretion of the faculty/staff advisors and the policies of The Christ College of Nursing and Health Science

# **Addendum B**

## **Military Credit**

TCCNHS may award credits as recommended by the American Council on Education (ACE), as published in “The Guide to the Evaluation of Educational Experiences in the Armed Services,” for appropriate equivalent educational experiences provided by the armed forces.

1. Students who wish to establish credit for military training should submit to the Registration and Records Office a copy of their DD214, Armed Forces of the United States Report of Transfer or Discharge, OR their DD295, Application for the Evaluation of Educational Experiences During Military Services.
2. Course Completion Certificates may be used to supplement other records or when service schools are not reflected on the DD-214 or 295.
3. An official AARTS Transcript (Army/ACE Registry Transcript Service) is available to Army enlisted, active duty personnel and veterans who entered the service after October 1, 1981. AARTS transcripts can be ordered at .
4. An official SMART transcript (Sailor/Marine ACE Registry Transcript) is available to active duty and reserve Sailors and Marines, Navy veterans who separated or retired after January 1975, and Marines who separated or retired on or after January 1990. To receive further information or to order a transcript, visit
5. TCCNHS also accepts credits earned through the DSST for active military personnel. Transcripts may be ordered from Prometric, ATTN: DSST/CLEP Transcripts, 1260 Energy Lane, St. Paul, MN 55108. 877-471-9860 (toll free)

## **Assistance for Veterans**

Veterans who intend to enroll at The Christ College of Nursing and Health Science should contact the Veterans Affairs (VA) Administration at 888-442-4551 to determine their eligibility, and for general information and application. To apply for benefits, complete the online application at .

## **Veterans Benefits and Transition Act (VBTA) of 2018**

Educational institutions must have a policy that ensures that they will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or the requirement that a Chapter 31 (Voc. Rehab.) or Chapter 33 (Post 9/11) recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veterans Affairs. (The policy is limited to tuition funds paid by the U.S. Department of Veterans Affairs and enforced at Institutions of Higher Learning, Non-College Degree Programs, and Flight.







