2026-2027 College Catalog

The Christ College™ of Nursing & Health Sciences

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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.

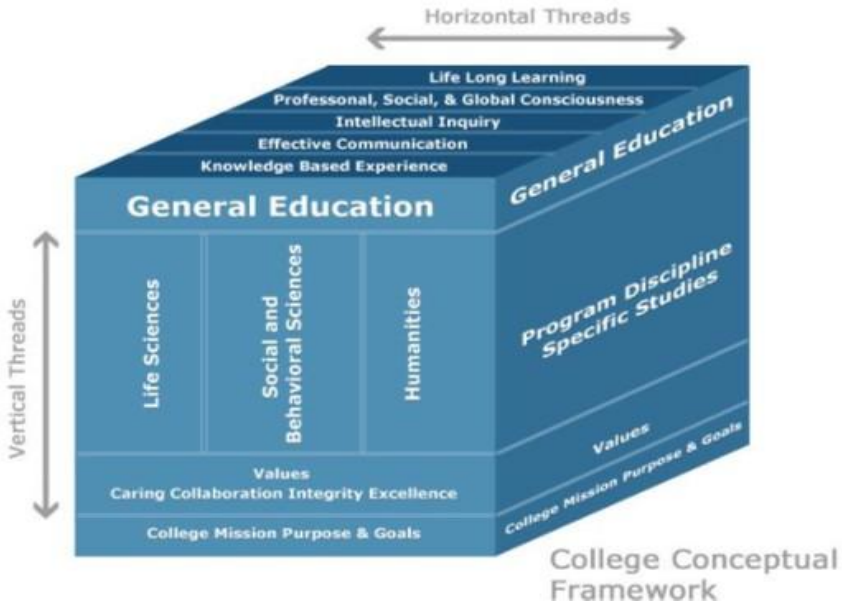
- Demonstrate academic and professional competency within the sciences.
- Engage in intellectual inquiry and critical thinking by identifying assumptions, making inferences, marshaling evidence, and giving a coherent account of reasoning.

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.

Program Technical Requirements Standards

Updated 12/23/2019; 8/29/2022; 8/28/2023; 7/14/2025; 6/18/2026

TCC programs provide descriptions/examples of technical standards required to successfully complete program requirements. These technical standards reflect a sample of the performance abilities and characteristics; the examples are not all-inclusive.

For more information about program-specific functional abilities, students should click here to access ComplianceBridge (link). 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), 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; 5/14/2026

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 Institutional Effectiveness, at 513-585-1451 or 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).

The Diagnostic Medical Sonography-Cardiovascular degree at The Christ College of Nursing and Health Sciences meets the essentials of and is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) (link) upon recommendation from the Joint Review Committee for Diagnostic Medical Sonography (JRCDMS) (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 (link).

Policy Development and Revision

Added 8/20/2024; Updated 3/2025

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 ensures 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 view the full policy in Compliance Bridge.

Policy Exceptions

Edited 10/14/2022

College Administration (President/VPs/Deans) 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

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 academic leader.

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; Updated 7/1/2026

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
- Radiography (AASR) Program Handbook
- Diagnostic Medical Sonography (DMS) 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 Diagnostic Medical Sonography (DMS) prepares graduates for multi-specialty profession in both cardiac and vascular

sonography. The career of sonography consists of multiple specialties including abdomen, obstetrics/gynecology, pediatric cardiology, and phlebology which each require a separate qualification pathway. Graduates of the DMS program at The Christ College are eligible to become certified in Cardiac and Vascular 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 TCCNHS 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 in order 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 (link). 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.

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 and Basic Life Support Certifications are 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 and No Show Policy

Updated 7/26/2017; Edited 8/29/2022; 5/22/2026

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.

Students will be dropped from clinicals and/or classes if they fail to submit at least one assignment on or before the last day for a 100% refund. The last day for 100% refund for each semester session can be found on the Academic Calendar (link). Students dropped from class for never attending will be deleted from the course roster as though they had never registered.

For more information about No Shows, including details about the appeal process, 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 and 6/2026

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 nursing final examination dates, times, and rooms. Final exam information will be posted on MyTCC and sent to students and instructors.

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 and 6/29/2026

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.

Bachelor level 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

Associate and Certificate level students will be recognized with one of the following honorary designations:

- With Highest Honor 3.9 - 4.0 GPA
- With High Honor 3.7 - 3.89 GPA
- With Honor 3.5 - 3.69 GPA

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

Graduation Stole and Cord Policy

Added 6/29/2026

Only college-approved cords, stoles, pins, and academic regalia may be worn during commencement exercises. Graduates are expected to present a professional appearance that reflects the values and standards of the health sciences profession and the College.

For more information on approved cords, stoles, pins, and regalia, 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 and deposit fees, 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, 5/26/2026

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).

Prior to registration, students must resolve any Registration Holds on their account. Resolving 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 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
- 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 and 5/6/2026

The College awards transfer credit for coursework completed at institutions accredited by regional or national accrediting agencies recognized by the U.S. Department of Education. Courses are evaluated for equivalency to courses offered at The Christ College, including alignment of course content, rigor, and learning outcomes.

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

information on credit transfers and related procedures. 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 ≥ 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 ≥ 2.0.

Procedure for Change of Major

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; Updated 6/1/2026

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). The verification process is meant to ensure that federal student financial aid is disbursed equitably

and according to federal law and program regulation.

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; Updated 6/15/2026

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)

<u>To access Nelnet:</u>

- 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’

<u>Check/Money Order:</u>

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.

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 academic 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.

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 other 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

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 (link) 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, 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; 11/11/2025

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). 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; 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 more information about LifeMatters.

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.

Student Policies

Student Complaints and Grievances

Updated 01/19/2021; Edited 10/14/2022; Updated 10/31/2025

The Student Complaint and Grievance Policy and Procedure provides students with a single, streamlined process for submitting and resolving complaints or grievances, providing fairness, transparency, and timely resolution. While the initial process is the same for all concerns, certain types of complaints must follow specialized resolution procedures to meet federal regulations or accreditation standards. The policy applies to all students enrolled at The Christ College of Nursing and Health Sciences and covers:

- Non-academic issues (e.g., campus services, advising, student accounts)
- Academic issues (e.g. miscalculated grades)
- Academic Accommodation issues

Separate regulations apply to discrimination and harassment complaints: Allegations of sexual harassment, sexual assault, or gender-based misconduct are resolved under The College's Sexual Harassment Policy (link). Allegations of other forms of prohibited discrimination and harassment are resolved under the College's Nondiscrimination Policy (link).

For more information about complaints and grievances, 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 Director of Student Experience to discuss their plans. The Director of Student Experience 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 Director of Student Experience within 90 days of receipt of the PNSO.
- Students should be aware that The College is not fully responsible for funding student travel associated with club or organizational activities. Any costs that exceed the budget allocated by The College must be fundraised by the student organization in accordance with The College's fundraising policy.
- The Director of Student Experience will review the PNSO and consult with The College's administration.
- The College's administration will make a decision about the creation of the new

organization and the Director of Student Experience 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; Updated 6/29/2026

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.

Course Descriptions

Reviewed 05/07/2026, updated 5/12/2026, 6/10/2026, 6/18/2026, 8/27/2026

The course descriptions listed below provide students, faculty, and staff with comprehensive listing. All courses listed are not offered in a given academic year. For a listing of courses provided for each semester, please review the course list in J1.

Biology

BIO 102: Structure and Function of the Body

4 Credits (3 Lecture + 1 Lab)

This course introduces the students to a basic understanding of anatomy and physiology of the human body. The course also describes the structural and functional relationships among the organ systems.

Prerequisite: None

BIO 104: Advanced Structure and Function of the Body

4 Credits (3 Lecture + 1 Lab)

This course provides an in-depth exploration of anatomy and physiology of the human body across the lifespan. The course allows students to demonstrate an advanced knowledge of the structural and functional relationships among the organ systems.

Prerequisite(s) BIO 102 Structure and Function of the Human Body

Corequisite(s) NA

BIO 111: Anatomy and Physiology I

4 Credits (3 Lecture + 1 Lab)

This course is the first phase of a two-semester course designed to provide students with an understanding of the structure and function of human organ systems. A brief review of biological chemistry will be followed by an introduction to cells and tissues. This information will form the basis for the following course content as it relates to the integumentary, osseous (bone), muscular, and nervous systems.

Prerequisite: SCI099; *or* Biology and chemistry taken within the last 5 years (minimum grade C) and 2.75 cumulative GPA; *or* Composite TEAS test score of 70% minimum, with a minimum science sub score of 65%; pre-requisite waived for students in ABSN program

BIO 112: Anatomy and Physiology II

4 Credits (3 Lecture + 1 Lab)

BIO 112 continues to provide students with an understanding and knowledge of the

structure and function of the human body. The study of the processes underlying human functioning is also incorporated. The course includes integrated study of the autonomic nervous system, the stress response, special senses, blood, and the endocrine, cardiovascular, respiratory, immune, urinary, digestive, and reproductive systems. The course also includes an overview of heredity, development and genetics. Laboratory exercises are designed to complement topics covered in class presentations.
Prerequisite: BIO 111

BIO 121: Microbiology

4 Credits (3 Lecture + 1 Lab)

BIO 121 is designed to introduce the student to basic knowledge regarding the morphology and physiology of microorganisms relevant to healthcare settings and the living environment as a whole. While emphasis is on direct microbe-human interaction, discussion will incorporate aspects from the growing awareness of global microbial transfer and the passage of microorganisms from animals to humans (zoonoses). Methods for infection control will include study of the body's own immune response, the current spectrum of anti-microbial agents in use and public health strategies that incorporate both. Laboratory exercises will enhance and elucidate topics covered in lecture presentations.
Prerequisite: None

BIO 160: Food and Fitness

1 Credit Hour (Lecture)

Building upon principles from Human Anatomy and Physiology, this one credit one-line course will prepare students to apply critical thinking and computer-based research skills in assessing their personal food and fitness status. Course modules will advance exploration of contemporary health and wellness issues, by introducing students to Internet and social media resources in order to construct and implement an evidence-based personal food and fitness improvement plan with lifelong benefits. In conclusion, based upon their findings, students will present an informed food and fitness policy recommendation.
Prerequisite: None

BIO 180: Biology of Food

3 Credits (Lecture)

Biology of Food – focuses on nutrition and related physiological concepts as an introductory course intended to provide an overview of core principles in nutrition, including the role of nutrition in health and metabolism of the human body. Essential roles of nutrients and other dietary food components will be discussed, with attention to conditions such as pregnancy

and disease. Emphasis is placed on how specific nutritional states affect the function of body systems. It will include basic nutritional assessment and appropriate nutritional therapy interventions.

Prerequisite: None

BIO 215: Core Concepts in Pharmacology

3 Credits (Lecture)

This introductory course is intended to provide an overview of core principles in pharmacology, including pharmacodynamics as it relates to the fate of drugs when they interact within the human body. It will include a clinical survey of pharmaceuticals by category with a focus on prominently profiled drugs as they pertain to specific organ systems. The course does not assume a strong background in the natural sciences. In this course, prerequisite science knowledge is reviewed prior to presenting core concepts.

Prerequisite: BIO 112

BIO 300: Pathophysiology

3 Credits (Lecture)

This course focuses on the mechanisms and concepts of selected pathological disturbances to the human body. Emphasis is placed on how the specific pathological condition affects the functioning of the system involved as well as its impact on all other body systems.

Prerequisites: BIO 112

*For students enrolled in the RN-BSN completion program, the prerequisite is waived.

Business

BUSM 201: Principles of Management

3 Credits (Lecture)

This business foundations course provides an introduction to management theory, functions, principles, values, and techniques. The course includes a discussion of best practices in planning, organizing, influencing through leadership, and exercising control within the organization.

Prerequisite: None

Chemistry

CHEM 105: Introduction to Chemistry – General, Organic, and Biological Chemistry

4 Credits (3 lecture + 1 lab)

CHEM 105 Chemistry - (General, Organic, and Biological Chemistry) provides an overview

of key concepts of general, organic, and biological chemistry and how they relate to the body. Students will learn important concepts of general chemistry (including measurement; atomic structure; chemical reactions; and acids, bases, and solutions) and be introduced to concepts of organic and biological chemistry. This course will include time in the lab performing experiments for hands-on application of the material covered in the lecture.
Prerequisite: none

Communications

COM 102: Essentials of Communication

3 Credits (Lecture)

COM 102 is designed to introduce students to the essentials of both public speaking and interpersonal communication in theory and practice. In the area of public speaking, focus is on communicating clearly and persuasively in order to be competent in making presentations. Students will learn strategies to become comfortable speaking in front of an audience, and to prepare presentations effectively. In the area of interpersonal communication, focus is on the development of communication competence.
Students will learn to understand, acquire, change, develop and/or improve interpersonal skills. Learning experiences will include reading, lecture, discussion, practice presentations other in-class activities with self-critique and feedback from other students and the instructor.
Prerequisites: None

COM 110: Introduction to Interpersonal Communication

3 Credits (Lecture)

This course is designed to introduce students to theory and practice in interpersonal (one-on-one) communication. Focus is on the development of communication competence. Students will learn to understand, acquire, change, develop and/or improve interpersonal skills. Learning experiences will include reading, lecture, discussion, and classroom activities with self-critique and feedback from other students and the instructor.
Prerequisites: None

Sonography

DMS 111: Sonography Principles and Instrumentation 1

3 Credits (lecture)

A course on principles of physics in relation to ultrasound function and instrumentation.

Topics include characteristics of sound waves, pulsed wave operation, transducers, ultrasound systems operation, and Doppler.
Prerequisites: ENG 101, MAT 105, BIO 111, PHY 105 + Admission to the DMS program

DMS 112: Sonography Principles and Instrumentation 2

2 Credits (Lecture)
A continuation of DMS 111, Sonography Principles and Instrumentation 1. A course on principles of physics in relation to ultrasound imaging equipment function and instrumentation. Topics include image artifacts, ultrasound bioeffects, contrast and harmonics, quality assurance, advanced instrumentation theory and applications, focused ultrasound, speckle tracking and cardiac strain.
Prerequisite: DMS 111

DMSC 120: Intro to Cardiovascular Sonography and Patient Care

3 Credits (Lecture)
This course will introduce basic principles of sonographic imaging and the sonographer's role in patient care. Topics include history of sonography, professional aspects of sonography, ergonomics, operation of ultrasound systems, cardiovascular sonographic exams, relational anatomy, sonographic terminology, patient care and infection control.
Prerequisites: ENG 101, BIO 111, MAT 105, PHY 105 + Admission to the DMS program

DMSC 121: Cardiovascular Sonography Lab

2 Credits (Lab)
A course on developing skills in the sonographic scanning techniques and protocols related to cardiac and vascular structures. Students will practice cardiovascular scanning techniques and patient care skills in a laboratory setting. The focus will be on performance of basic normal echocardiography, carotid and lower extremity vascular exams.
Prerequisites: ENG 101, BIO 111, PHY 105, and MAT 105; Admission to DMSC Cohort

DMSC 122: Cardiovascular Lab 2

2 Credits (Lab)
A continuation of DMSC 121 developing skills in the scanning techniques and protocols related to cardiac and vascular structures. Students will practice more complex echocardiography and vascular scanning protocols and begin to incorporate scan modifications based on pathologic states.
Prerequisite: DMSC 121

DMSC 131: Vascular Sonography 1

3 Credits (Lecture)

A course on theory and principles of vascular sonography. Discussion of vascular anatomy and physiology; etiology of pathologies; imaging techniques and protocols; and detecting and differentiating abnormalities, pathologies, and other deviations from normal development. Topics include cerebral vessels and extremity arteries.
Prerequisite: DMSC 120

DMSC 141: Cardiac Sonography 1

3 Credits (Lecture)

A course on theory and principles of adult cardiac sonography. Discussion of cardiac anatomy and physiology; cardiac electrophysiology; etiology of pathologies; imaging techniques and protocols; and detecting and differentiating abnormalities, pathologies, and other deviations from normal development. Topics include best practices of echocardiography, cardiomyopathies, tumors, pericardial disease and ischemic heart disease.
Prerequisite: DMSC 120

DMSC 223: Cardiovascular Lab 3

1 Credit (Lab)

A continuation of DMSC 122, emphasizing increased skills and experience using scanning techniques and protocols related to cardiac and vascular structures and physiology.
Prerequisite: DMSC 122

DMSC 224: Cardiovascular Lab 4

1 Credit (Lab)

A continuation of DMSC 223, emphasizing increased skills and experience using scanning techniques and protocols related to cardiac and vascular structures and physiology. Students will be evaluated for proficiency in scanning protocols.
Prerequisite: DMSC 223

DMSC 232: Vascular Sonography 2

3 Credits (Lecture)

Continuation of DMSC 131 A course on theory and principles of vascular sonography. Discussion of vascular anatomy and physiology; etiology of pathologies; imaging techniques and protocols; and detecting and differentiating abnormalities, pathologies, and other deviations from normal development. Topics include extremity veins, abdominal and pelvic vessels, and current trends in vascular imaging.
Prerequisite: DMSC 131

DMSC 242: Cardiac Sonography 2

3 Credits (Lecture)

A continuation of DMSC 141, A course on theory and principles of adult cardiac sonography. Discussion of cardiac anatomy and physiology; cardiac electrophysiology; etiology of pathologies; imaging techniques and protocols; and detecting and differentiating abnormalities, pathologies, and other deviations from normal development. Topics include valvular heart disease, vascular and systemic disease and congenital heart disease.

Prerequisite: DMSC 141

DMSC 250: Cardiovascular Sonography Seminar

3 Credits (Lecture)

A course on integration of concepts and clinical applications in cardiovascular sonography. Topics include current trends and advanced cardiovascular procedures and technologies, sonography research, mock registry examinations, preparation for national credentialing examinations and foundations for life-long learning. Students will be evaluated in lab for competency using specific protocols for cardiac and vascular sonographic imaging.

Prerequisites: DMSC 224, DMSC 232, and DMSC 242

DMSC 281: Cardiovascular Internship 1

2 Credits (1 Lecture + 1 Internship)

This is the first course in a series of three clinical courses. At the end of the series, students will have completed all required clinical competency exams. Competencies required in each course will be assigned to the student by the clinical coordinator based on clinical placement. In this course, students are introduced to the clinical environment and participate in supervised practice of cardiac and vascular diagnostic ultrasound procedures in hospitals, clinics, and private physician offices. Students are evaluated on professional behavior and clinical competency performing basic normal cardiac and vascular exams. Lecture topics include Clinical Environment, Case Studies, Professionalism, Cultural Competency, and Patient Privacy and Confidentiality.

Prerequisite: DMSC 131

DMSC 282: Cardiovascular Internship 2

2 Credits (1 Lecture + 1 Internship)

Second in a series of three clinical courses. At the end of the series, students will have completed all required clinical competency exams. Competencies required in each course will be assigned to the student by the clinical coordinator based on clinical placement. In this course students continue participate in supervised practice of cardiac and vascular

diagnostic ultrasound procedures in hospitals, clinics, and private physician offices. Students are evaluated on professional behavior and clinical competency performing complete cardiac and vascular exams including normal and pathologic states. Lecture topics include Clinical Environment, Case Studies, and Medical Law and Ethics.

Prerequisite: DMSC 281

DMC 283: Cardiovascular Internship 3

2 Credits (1 Lecture, 1 Internship)

Final course in a series of three clinical courses. At the end of the series, students will have completed all required clinical competency exams. Competencies required in each course will be assigned to the student by the clinical coordinator based on clinical placement. In this course students continue participate in supervised practice of cardiac and vascular diagnostic ultrasound procedures in hospitals, clinics, and private physician offices. Students are evaluated on professional behavior and clinical competency performing complete cardiac and vascular exams including normal and pathologic states. Lecture Topics: Clinical environment and Case studies, Coding and Reimbursement, Transition into the workplace.

Prerequisite: DMSC 282

Economics

ECO 201: Principles of Economics

3 Credits (Lecture)

This course introduces students to the terminology and analytic principles used in micro- and macro- economics, including the application of these conceptual tools to several policy issues. The microeconomic theories presented include economics of the firm and pricing by supply/demand analysis. Topics also cover consumer behavior, market structure, prices, and distribution and determination of wealth and income. The macroeconomic content discusses variables that impact the business cycle such as interest rates, inflation and employment. The application of economic principles emphasizes decision making in a business context.

Prerequisite: STAT 201

English

ENG 101: English Composition

3 Credits (Lecture)

English Composition 101 fosters development of critical reading, writing and thinking skills that are important to academic and professional success and satisfaction. Through reading, discussing and writing about rich and complex texts (mainly nonfiction prose), students will learn how critical reading, open and unbiased discussion, and effective writing are closely interrelated skills, strengthening each and experiencing the value of each for the other. Students will become more perceptive readers and more articulate and aware thinkers and writers, able to apply these strengths in any academic or professional situation. Students will participate in conversations about texts, ideas and writing projects to foster critical thinking and effective expression. Students will learn and practice all the stages of an effective writing process and will become able to write high-quality papers that follow the conventions and meet the logical and stylistic expectations of formal academic and professional prose.

Prerequisite: None

ENG 315: Advanced Composition: Evidence-Based Writing

3 Credits (Lecture)

This course provides students with training and practice in writing for bachelor-level study and professional practice. Students will practice improved composition strategies in revision and editing appropriate to proficient and polished communication. This course prepares students for current academic responsibilities and establishes a foundation for future academic and professional excellence in communication.

Prerequisite: ENG 101

First Year Experience

FS 102: Foundations for Success

2 Credits (Lecture)

Foundations for Success will provide a challenging environment to promote academic excellence and personal growth through the establishment of effective faculty and student partnerships. This course will provide an arena to develop knowledge, skills, attitudes, and behaviors consistent with the college's mission of lifelong learning through the exploration of positive psychology and cognitive science.

Prerequisite: None

Health Sciences

HLSC 104: Patient Care

2 credits (Lecture)

Discussion, demonstration and practice of patient care skills and practical application of basic medical techniques in a lab setting. Introducing principles of patient care including sterile techniques, safe transferring skills, assessing and attending to patient needs, infection control and cardiac electrophysiology.

Prerequisite: None

HLSC106: Healthcare Professionalism and Ethics

2 credits (Lecture)

Course emphasizing basic definitions, concepts and issues of professionalism, ethics, and clinical law for health care professionals.

Prerequisite: None

Health Care Administration

HCA 201 Introduction to Healthcare Accounting and Finance

3 Credits (Lecture)

This course introduces students to fundamental concepts in accounting and finance that support decision-making in healthcare. Emphasis is placed on healthcare reimbursement, working capital, financial statements, and accounting/monetary control of the healthcare industry.

HCA 210: Introduction to Integrated Health Care Delivery Systems

3 Credits (Lecture)

This course explores all the major health professions, with emphasis on the U.S. healthcare delivery system. Students will be introduced to the concepts of managed care, health care financing, reimbursement, insurance coverage, Medicare, Medicaid, and the impact of new technology on healthcare services. Students will also research healthcare careers and how the various providers work together to administer health care.

Prerequisite: None

HCA 310: Transformational Management in Health Care

3 Credits (Lecture)

This course examines the structure of healthcare organizations and their management. Through a foundation in management theory and applied studies, students will understand the healthcare workplace and roles within it. Emphasis is placed upon the changes in

healthcare delivery models and the implications for organizational structure and the management of people and services.

Prerequisite: BUSM 201, HCA 210

HCA 320: Information Systems for Evidence-based Management

3 Credits (Lecture)

This is an introductory course in the field of Health Information Management (HIM). Topics include: Electronic Health Records (EHRs); general healthcare computer systems; common software applications; system selection and implementation; data quality, storage and retrieval; security and privacy; and other essential topics. This course focuses on how these systems and issues affect health care delivery and the use of Evidence-Based Practice (EBP) models.

Prerequisite: BUSM 201, HCA 210

HCA 330: Human Resource Management

3 Credits (Lecture)

This course provides an introduction of human resource management in the healthcare setting. The course explores the practical knowledge needed for the roles and functions of the human resource department. The focus is to deliver skills and knowledge to healthcare administrators related to: Equal Employment Opportunity, staffing, assessment and evaluation; development of personnel policies; training; benefits; and safety and health in the workplace.

Prerequisite: BUSM 201, HCA 210

HCA 340: Marketing Techniques in Health Care

3 Credits (Lecture)

The course covers the fundamental marketing topics such as market research, strategy, and the strategic marking process. Students will learn how to effectively apply marketing principles, develop marketing strategies, and conduct analyses in a health care setting. Marketing principles will be explored through practical, hands-on application in the healthcare industry.

Prerequisite: HCA 210

HCA 350: Financial Management of Health Care Institutions

3 Credits (Lecture)

This course applies the concepts of financial management within health care organizations. It examines how organizations are financed, both from external as well as internal sources. Topics include financial planning principles, reimbursement procedures, and governmental

regulation and legal restraints.

Prerequisite: HCA 210

HCA 360: Health Care Law

3 Credits (Lecture)

The course is an overview of health law issues. Court cases, state and federal statues, and common-law principles are used to help students understand the practical application of the concepts learned. Government regulation topics including legal constraints, liability, negligence, patient rights, confidentiality, and corporate/administrative responsibility are examined.

Prerequisite: HCA 210

HCA 365: Consumer Engagement in Health Care

3 Credits (Lecture)

There is an emerging consensus that informed and engaged consumers have a vital role to play in reducing costs, improving quality of care and thereby improving health outcomes. With this end in mind, this course will explore the current research in practices and interventions aimed at improving consumer engagement. Students will evaluate the evidence and will adapt a proven strategy for proposed implementation.

Prerequisite: None

HCA 390: HCA Professional Development

1 Credit (Lecture)

In HCA 390 students will apply the knowledge and skills gained in the HCA major to prepare for the culminating HCA 450 Administrative Leadership Capstone Course, or HCA 460 Internship, and a career in health care administration. Topics include: Laying a Foundation for Success; Building and Maintaining a Forward-Moving Career; and Identifying and Seeking Career Opportunities. Students will also explore HCA professional societies and learn the value of networking, continuing education and life-long professional development.

Pre-requisites: HCA 310, HCA 340, HCA 350, and HCA 360

Co-Requisite: HCA 320, HCA 330

HCA 410: Health Care Policy

3 Credits (Lecture)

This course describes the current structure of the American healthcare system at federal and state levels and examines the role of historical and political contexts to current policies and institutional structures. Federal organizations such as CMS, ONC, HRSA, and their relationship to state institutions such as Medicaid and public health are examined.

Healthcare policies, including the Affordable Care Act and payment reform are appraised within the framework of public and private stakeholders including providers, payers, trade organizations and public agencies.

Prerequisite: HCA 210

HCA 415: Ethical Issues in Health Care

3 Credits (Lecture)

The course investigates the ethical principles that apply to businesses and other organizations that are connected to the healthcare field. Students will strengthen their ethics knowledge base and relate ethics to patient issues across the lifespan, ethics within organization, and issues of ethics in broader cultural contexts.

Prerequisite: HCA 210

HCA 420: Health Care Quality and Performance Excellence

3 Credits (Lecture)

Acquaint students with the principles of quality assessment, health status, and how to improve value in health care under policies supporting continuous quality improvement. This includes two components: clinical improvements and process improvements.

Prerequisite: HCA 310, HCA 350

Co-Requisite: HCA 320, HCA 330

HCA 430: Health Care Strategic Planning

3 Credits (Lecture)

This course introduces concepts of strategic planning and management of healthcare systems as an essential part of healthcare administration. Concepts throughout the course include modern business approaches to strategy, involvement of stakeholders in decision making, and issues facing dynamic healthcare environments.

Prerequisite: HCA 310, HCA 320, HCA 330, HCA 340, HCA 350

HCA 435 Social Determinants of Community Health

3 Credits (Lecture)

The purpose of this course is to introduce you to the science and art of maintaining, protecting, and improving the health of people through organized community efforts within the public health context. Students will develop an understanding of historical and theoretical foundations of community health and major societal health concerns, and will explore the ways communities are affected by and affect health.

Prerequisite: HCA 210

HCA 440: Economic Applications of Operational Excellence

3 Credits (Lecture)

This course provides an introduction to the study of health care economics. HCA 440 will cover the basic economic concepts important to the field of health economics and learn why health is different from other goods and services. The course will focus on the historical evolution of health care markets, current legislative changes and public policy implications. Topics include the definition and determinants of health, socioeconomic status and inequality, demand for health care, health care provision, technology and pharmaceuticals, private and public insurance, and health and the labor market.

Prerequisite: ECO 201, HCA 210

HCA 445: Leadership for Health Care Administrators

3 Credits (Lecture)

This course focuses on developing and understanding leadership skills and concepts. Students explore a variety of theories related to leadership, management, and change. Analysis of leadership styles, behaviors, and communication techniques assists with the development of skills necessary to lead within a healthcare system.

Prerequisite: BUSM 201, HCA 210

HCA 450c: Administrative Leadership Capstone Project

3 Credits (Lecture)

The purpose of this course is to provide a “real-world” application of the student’s classroom experience, with focus on transition to health care administrator as a professional. Through a culminating project, students will apply their knowledge and skills in management, reimbursement, financing and the nature of health care. Students will practice creating a collaborative environment that will support various providers working together to administer health care. Students will also revisit and refine their personal career plan.

Prerequisite: HCA 390, HCA 410, HCA 420

HCA 460i: Health Care Administration Internship

3 Credits (Field Work)

Students in this Internship opportunity will gain invaluable hands-on experience in the health care field. This is a student-driven endeavor that is assisted by faculty consultation. The focus of this internship is to foster the development of professional skills needed in preparing students for the workforce.

Prerequisite: HCA 390, HCA 410, HCA 420

Interdisciplinary

IS 300: Wellness and Health Promotion

3 Credits (Lecture)

In this course, we will discuss wellness and health promotion for all people, and we must begin with an appreciative curiosity about the differences in people. Establishing an understanding about how individual's perceptions of wellness are influenced by values and beliefs, will enable you to assist individuals, families, and communities to recognize the significance of health and wellness. We will also discuss alternative theories of health and wellness. We will explore holistic care, nutrition, activity and exercise, stress and coping, and preventative medicine as strategies to promote health and wellness.

Prerequisites: SOPS 101 or equivalent. SOPS 105 and PSY 210 or equivalents are recommended.

*For students enrolled in the RN-BSN completion program, the prerequisite is waived.

Mathematics

MAT 105: College Algebra

3 Credits (Lecture)

MAT 105 is designed to study the basic concepts of arithmetic and algebra, the real numbers, linear equations, inequalities, quadratic equations, graphing, rational expressions, functions, exponents, radicals, exponential functions, logarithmic functions, and systems of linear equations.

Prerequisite: None

Medical Assisting

MA 104: Foundations for Clinical for Medical Assisting Professionals

4 Credits (3 Lecture + 1 Lab)

This course provides the student with the fundamental competencies, skills, and techniques for professional medical assisting. Patient care, assessment, education, nutrition, health promotion as well as scientific rationale provide the basis for this course. A skills laboratory practicum reinforces the application of theory to practice settings.

Prerequisite: None

MA 200: Diagnostic Procedures for Medical Assisting Professionals

4 Credits (3 Lecture + 1 Lab)

This course introduces the concepts and techniques necessary for the professional medical

assistant to participate in collecting, completing, and analyzing laboratory diagnostic procedures routinely performed in medical offices and clinics. Students will demonstrate course competencies in the laboratory component of this course.
Prerequisite: None

MA 206: Clinical Review & Medical Emergency Procedures for the Medical Assistant

3 credits (2 Lecture; 1 Lab)

This course introduces the concepts and skills necessary for the professional medical assistant to effectively perform basic emergency procedures within the physician's office and ambulatory care setting. The course also reviews all clinical skills prior to the student entering their practicum experience in order to become proficient in patient care skills.
Prerequisite: None

Medical Terminology

MT 101: Medical Terminology

3 Credits (Lecture)

This course provides a foundation for understanding the origin, form and meaning for the vocabulary of healthcare. This includes the prefixes, suffixes and word roots used in the field of medicine. Topics include medical vocabulary and terms related to anatomy, physiology, pathological conditions, and medical treatments.
Prerequisite: None

Nursing

NUR 201: Introduction to the Essentials of Professional Nursing Practice

3 Credits (Lecture)

This course utilizes the AACN Essentials as guiding competencies, to introduce students to the knowledge and values of the discipline of nursing and guides students to practice from a disciplinary perspective. Students are introduced to principles of professionalism including but not limited to the ANA code of ethics, theoretical perspectives, nurse-patient relationships, and therapeutic communication. Emphasis is placed on professionalism as it encompasses the development of the nursing identity.
PRE-REQUISITES: BIO 112, COM 102, CHEM 105, FS 102.
CO-REQUISITES: NUR 210, NUR 225

NUR 210: Health Assessment Across the Lifespan

3 Credits (2 Lecture + 1 Lab)

This course provides the opportunity for students to utilize critical thinking as a process to gain the knowledge and skills required to conduct and analyze data obtained from a comprehensive nursing health assessment and health history. Variations in assessment, health promotion, and patient-centered care of diverse individuals are explored. Laboratory experiences allow the opportunity for students to demonstrate cognitive and psychomotor competencies of therapeutic interventions and assessment of the individual patient across the life span.
PRE-REQUISITES: BIO 112, COM 102, CHEM 105, FS 102; CO-REQUISITES: NUR 225, NUR 201.

NUR 225: Nursing Foundations and Principles 1

3 Credits (2 Lecture + 1 Lab)
This course introduces the student to the foundational principles and basic skills of nursing care across the lifespan. Students will explore general nursing principles that underline the nursing profession.
Students are introduced to the nursing process, clinical judgment, principles of safety, health promotion, concepts of well-being along with the role of the nurse as health care professional.
PRE-REQUISITES: BIO 112, COM 102, CHEM 105, FS 102; CO-REQUISITES: NUR 201, NUR 210

NUR 226: Nursing Foundations and Principles II

4 Credits (3 Lecture + 1 Lab)
This course builds on the foundational principles and basic skills introduced in Nursing Foundations and Principles I while expanding the general nursing principles and skills underlying the nursing profession. Students will explore the basic physiologic and psychosocial needs and responses related to common health concerns. Students will continue to build clinical judgment and professional nursing competencies to provide compassionate care. Emphasis on competencies will include but not limited to utilizing informatics and technology, diversity, and ethical considerations as well as legal responsibilities.
PRE-REQUISITES: NUR 201, NUR 210, NUR 225; CO-REQUISITES: NUR CL 226.

NUR 226CL: Nursing Foundations and Principles II: Clinical

1 Credit (Clinical)
Nursing Foundations and Principles II: Clinical - This clinical course expands on prior knowledge and competencies obtained from Nursing Foundations and Principles I. Students

will utilize general nursing principles and skills to plan for and provide person-centered, compassionate care based on the best evidence across diverse settings. Emphasis is placed on developing the nurse-patient relationship and utilizing foundational competencies to provide safe and effective person-centered care.
PRE-REQUISITES: NUR 201, NUR 210, NUR 225, BIO 121, PSY 110; CO-REQUISITE: NUR 226

NUR 251: Nursing Foundations and Principles & Introduction to Medical Surgical I

4 Credits (3 Lecture + 1 Lab)

This course introduces the student to the foundational principles and basic skills of nursing care across the lifespan. Students will investigate general nursing principles that underline the nursing profession. Students will examine the nursing process, clinical judgement, principles of safety, health promotion, compassionate care, concepts of well-being along with the role of the nurse as health care professional. Students will explore the basic physiologic and psychosocial needs and responses related to common health concerns. Emphasis on competencies will include but not limited to utilizing informatics and technology, diversity, and ethical considerations as well as legal responsibilities.
PRE-REQUISITES: BIO 111, BIO 112, CHEM 105, BIO 121, and BIO 300 or BIO 215. CO-REQUISITES: NUR 201, NUR 210, NUR CL 251, BIO 300 or BIO 215

NUR 251CL: Nursing Foundations and Principles & Introduction to Medical Surgical I Clinical

2 Credits (Clinical)

This clinical course provides the opportunity to gain knowledge and competencies in nursing foundations and principles. Students will utilize general nursing principles and skills to plan for and provide person-centered, compassionate care based on the best evidence across diverse settings. Emphasis is placed on developing the nurse-patient relationship and utilizing foundational competencies to provide safe and effective person-centered care.
PRE-REQUISITES: CHEM 105, BIO 121, BIO 300. CO-REQUISITE: NUR 251.

NUR 315: Pharmacological Principles for Nursing Practice

3 Credits (Lecture)

This course incorporates prerequisite coursework to facilitate critical thinking and examine physiological variations in health and pharmacological therapies used to prevent and treat illness across the lifespan while utilizing the nursing process. Students will explore the principles of pathophysiology and pharmacology in an integrated manner to study selected medications that are used to treat or manage diseases with an application to nursing

practice. The relationship between biophysical, sociocultural, behavioral, and pharmacological responses are examined. Students will understand the principles of safe and effective medication administration to promote wellness and quality, person-centered care.
PRE-REQUISITES: NUR 226, NUR CL 226, BIO 300, BIO 215. CO-REQUISITE: NUR 331, NUR CL
331, NUR 342, NUR CL 342

NUR 320: Nursing Informatics

3 Credits (Lecture)
This course will provide students with a knowledge base of healthcare information systems and technologies utilized in nursing practice and nursing education. The focus of this course is to explore information management systems to improve healthcare outcomes related to safety, quality, cost- effectiveness, and coordination of healthcare services along with ethical, legal, and regulatory issues. Consumer health information sources are explored and analyzed.
Prerequisite: None

NUR 331: Medical-Surgical Nursing Across the Healthcare Continuum I

4 Credits (Lecture)
This course builds on foundational knowledge and competencies while emphasizing health promotion, disease prevention, and illness management. Restorative and supportive care related to common chronic conditions with minor acute care needs will be explored. Students will utilize the nursing process and clinical judgment to identify evidence-based nursing interventions to plan for safe and effective, person-centered care.
PRE-REQUISITES: NUR 226, NUR CL 226, BIO 300, BIO 215. CO-REQUISITE: NUR CL 331, NUR 315.

NUR 331CL: Medical-Surgical Nursing Across the Healthcare Continuum I Clinical

2 Credits (Clinical)
This clinical course builds on foundational knowledge and competencies while emphasizing health promotion, disease prevention and illness management. Restorative and supportive care related to common chronic conditions with minor acute care needs will be explored. Students will plan for and provide person-centered, compassionate care based on the best-evidence and clinical judgment across diverse settings, while utilizing informatics and technology. Cultural differences, ethical considerations, and legal responsibilities are explored. Students will begin to understand partnerships and collaborative team-based care

as elements of safe and effective, person-centered care.
PRE-REQUISITES: NUR 226, NUR CL226, BIO 300, BIO 215. CO-REQUISITE: NUR 331, NUR 315.

NUR 332: Medical-Surgical Nursing Across the Healthcare Continuum II

4 Credits (Lecture)

This course builds on the knowledge and competencies obtained from Medical-Surgical Nursing I, while emphasizing health promotion, disease prevention and illness management. Restorative and supportive care related chronic conditions with increasing complexity and acute care needs will be explored.

Students will utilize the nursing process and clinical judgment to identify evidence-based nursing interventions to plan for safe and effective, person-centered care.

PRE-REQUISITES: NUR 331, NUR 331CL, NUR 315. CO-REQUISITE: NUR 332 CL.

NUR 332CL: Medical-Surgical Nursing Across the Healthcare Continuum II Clinical

2 Credits (Clinical)

This clinical course builds on the knowledge and competencies obtained from Medical-Surgical Nursing I, while emphasizing health promotion, disease prevention and illness management. Restorative and supportive care related to chronic conditions with increasing complexity and acute care needs will be explored. Students will plan for and provide person-centered, compassionate care based on the best- evidence and clinical judgment across settings, while utilizing informatics and technology. Cultural differences, ethical considerations, and legal responsibilities are explored. Students will recognize effective partnerships and collaborative team-based care as elements of safe and effective, person-centered care.

PRE-REQUISITES: NUR 331, NUR 331CL, NUR 315. CO-REQUISITE: NUR 332CL.

NUR 335: Introduction to Research and Evidence-Based Practice

3 Credits (Lecture)

This course will provide students with a foundational understanding of research and evidence-based practice. A basic understanding of research terminology and process will be explored. Introduction to evidence-based practice will emphasize identification of a clinical issue, formulation of a researchable question, performing an effective search for sound evidence, and changing practice based on evidence. The basic understanding of research and evidence-based practice will serve as a foundation for improving patient outcomes.

Prerequisite: STAT 201

NUR 338: Family-Centered, Pediatric, and Maternity Nursing

3 Credits (Lecture)

This course provides students opportunities to utilize foundational knowledge and competencies with a focus on caring for individuals and families with maternal, pediatric, and reproductive health care needs while emphasizing health promotion and disease prevention. Restorative and supportive care related to common childbearing, pediatric conditions, and reproductive health will be explored. Students will utilize the nursing process and clinical judgment to identify evidence-based nursing interventions to plan for safe and effective, person-centered care.

PRE-REQUISITES: NUR 331, NUR 331CL, NUR 315. CO-REQUISITE: NUR 338CL.

NUR 338CL: Family-Centered, Pediatric, and Maternity Nursing Clinical

1 Credit (Clinical)

Family-Centered, Pediatric, and Maternity Nursing Clinical - This clinical course provides students with the opportunities to utilize knowledge and competencies with a focus on caring for individuals and families with maternal, pediatric, and reproductive health care needs while emphasizing health promotion, disease prevention and illness management. Restorative and supportive care related to common childbearing, reproductive health, and pediatric conditions will be explored. Students will plan for and provide person-centered, compassionate care based on the best evidence and clinical judgment across settings, while utilizing informatics and technology. Cultural differences, ethical considerations, and legal responsibilities are explored. Students will recognize effective partnerships and collaborative team-based care as elements of safe and effective, person-centered care.

PRE-REQUISITES: NUR 331, NUR 331CL, NUR 315. CO-REQUISITE: NUR 338.

NUR 339: Evidence Based Practice and Research Principles in Nursing

3 Credits (Lecture)

This course introduces students to the basic principles of the research process and evidence-based practice. Students will develop the ability to critically appraise research within the context of ethical research guidelines and determine its applicability to nursing's body of knowledge. Students will utilize professional databases to access credible and reliable sources to inform safe and effective, person- centered care. Students will gain an understanding of evidence-based practice as an intentional/purposely problem-solving approach incorporating evidence, patient values and preferences and clinical expertise.

PRE-REQUISITES: NUR 331, NUR 331CL, PHI 103, STAT 201, ENG 315. CO-REQUISITE: NUR 340.

NUR 340: Quality Improvement & Information Technologies in Nursing Practice

3 Credits (Lecture)

This course introduces students to continuous quality improvement concepts and provides students opportunities to explore the connections among healthcare teams, patients, and families across diverse technology-rich environments. Students will examine the nurses' role as essential members of the healthcare team, by exploring the use of quality improvement processes, and information and communication technologies. Students will understand the impact of ethical, legal, professional, and regulatory standards, along with workplace policies on quality care.

PRE-REQUISITES: NUR 331, NUR 331CL, PHI 103, STAT 201 CO-REQUISITE: NUR 339.

NUR 342: Mental Health Nursing Across the Lifespan

3 Credits (Lecture)

This course provides students opportunities to utilize foundational knowledge and competencies with a focus on caring for individuals and families with mental health needs. Restorative and supportive care related to common mental health conditions will be explored. Students will utilize the nursing process and clinical judgment to identify evidence-based nursing interventions to plan for safe and effective, person-centered care. Students will explore health promotion concepts to promote wellness and resilience in self, individuals, families, and healthcare providers.

PRE-REQUISITES: NUR 226, NUR CL 226, BIO 300, BIO 215. CO-REQUISITE: NUR CL 342, NUR 315.

NUR 342CL: Mental Health Nursing Across the Lifespan Clinical

1 Credit (Clinical)

This clinical course provides students opportunities to utilize foundational knowledge and competencies with a focus on caring for individuals and families with mental health needs, while promoting wellness and resilience. Restorative and supportive care related to common mental health conditions will be explored. Students will plan for and provide person-centered, compassionate care based on the best- evidence and clinical judgment across diverse settings, while utilizing informatics and technology. Cultural differences, ethical considerations, legal responsibilities are explored. Students will begin to understand the importance of therapeutic communication and collaborative team-based care as elements of safe and effective, person-centered care.

PRE-REQUISITES: NUR 226, NUR 226CL, BIO 300, BIO 215. CO-REQUISITE: NUR 342, NUR 315

NUR 350: Nursing Theories and Foundational Concepts

3 Credits (Lecture)

This course focuses on nursing theory, philosophy and conceptual frameworks as a foundation of nursing practice. Students will explore the impact of nursing theory, philosophy, and conceptual frameworks as they relate to the profession and the role of the nurse. An understanding of these concepts will be the foundation for professional growth and advancement.

Prerequisite: None

NUR 363: Medical-Surgical Nursing Across the Healthcare Continuum II

5 Credits (Lecture)

This course builds on foundational knowledge and competencies while emphasizing health promotion, disease prevention and illness management. Restorative and supportive care related to common chronic conditions with acute care needs will be explored. Students will utilize the nursing process and clinical judgment to identify evidence-based nursing interventions to plan for safe and effective, person- centered care.

PRE-REQUISITES: NUR 201, NUR 210, NUR 251-CL, NUR 251. CO-REQUISITE: NUR 363-CL, NUR 315, NUR 371, NUR 371-CL

NUR 363CL: Medical-Surgical Nursing Across the Healthcare Continuum II Clinical

2 Credits (Clinical)

This clinical course builds on foundational knowledge and competencies while emphasizing health promotion, disease prevention and illness management. Restorative and supportive care related to common chronic conditions with acute care needs will be explored. Students will plan for and provide person-centered, compassionate care based on the best-evidence and clinical judgment across diverse settings, while utilizing informatics and technology. Cultural differences, ethical considerations, and legal responsibilities are explored. Students will begin to understand partnerships and collaborative team- based care as elements of safe and effective, person-centered care.

PRE-REQUISITES: NUR 201, NUR 210, NUR 251-CL, NUR 251. CO-REQUISITE: NUR 363.

NUR 365: Legal and Ethical Issues in Nursing

3 Credits (Lecture)

This course explores legal and ethical issues in the delivery of healthcare. The nurse’s role in ethical clinical practice is examined. The student examines personal and professional values in relation to ethical and legal issues occurring in the practice of professional nursing.

Appraising basic principles of current legal concepts and professional ethical codes provides a foundation for professional practice. Sociocultural influences on ethical and legal concepts are explored.

Prerequisite: None

NUR 371- Mental Health and Population Health Across the Lifespan

3 Credits (Lecture)

This course provides students with opportunities to utilize foundational knowledge and competencies with a focus on caring for individuals and families with mental health needs. Restorative and supportive care related to common mental health conditions will be explored. Care of the community is emphasized in tandem with mental health concepts. Students will utilize the nursing process and clinical judgment to identify evidence-based nursing interventions to plan for safe, effective, and person-centered care. Health promotion concepts are emphasized to support wellness and resilience in self, individuals, families, and healthcare providers, with consideration of population health principles that influence mental health outcomes and access to care.

PRE-REQUISITES: NUR 210, NUR 201, NUR 251, NUR 251-CL

CO-REQUISITES: NUR 371-CL, NUR 315, NUR 363, NUR 363-CL

NUR 371-CL- Mental Health and Population Health Across the Lifespan Clinical

2 Credits (Clinical)

This clinical course provides students with opportunities to apply foundational knowledge and competencies with a focus on caring for individuals and families with mental health needs. Restorative and supportive care related to common mental health conditions will be explored. Students will utilize the nursing process and clinical judgment to identify evidence-based nursing interventions to plan for safe, effective, and person-centered care. Care of the community is emphasized in tandem with mental health concepts, and both physical health and mental health needs are assessed. Health promotion concepts are emphasized to support wellness and resilience in self, individuals, families, and healthcare providers, with consideration of population health principles that influence mental health outcomes and access to care.

PRE-REQUISITES: NUR 210, NUR 201, NUR 251, NUR 251-CL

CO-REQUISITES: NUR 371, NUR 315, NUR 363, NUR 363-CL

NUR 420: Health Care Policy

3 Credits (Lecture)

This course provides students with the knowledge and skills to influence policy in a dynamic

healthcare environment. Financial and regulatory environments are investigated to determine the impact on patient outcomes and the role of healthcare professionals. Advocacy as a healthcare professional to promote social justice of vulnerable populations is discussed.

Prerequisite: None

NUR 421: Medical-Surgical Nursing Across the Healthcare Continuum III

4 Credits (Lecture)

This course builds on the knowledge and competencies obtained from Medical-Surgical Nursing II, while emphasizing health promotion, disease prevention and illness management. Restorative and supportive care related to complex conditions with complications often requiring hospitalization or emergent care will be explored. Students will utilize the nursing process and clinical judgment to identify evidence- based nursing interventions to plan for safe and effective, person-centered nursing care.

PREQUISITES: NUR 332 OR 363, NUR 332CL OR NUR 363CL, NUR 338, NUR-CL 338, NUR 339, NUR 340. CO-REQUISITE: NUR-CL421 OR NUR 447CL, NUR 422, NUR 423, NUR-CL 423

NUR 421CL: Medical-Surgical Nursing Across the Healthcare Continuum III

2 Credits (Clinical)

This clinical course builds on the knowledge and competencies obtained from Medical-Surgical Nursing II, while emphasizing health promotion, disease prevention and management. Restorative and supportive care related to complex conditions with complications often requiring hospitalization or emergent care will be explored. Students will plan for and provide person-centered, compassionate care based on the best-evidence and clinical judgment across settings, while using informatics and technology. Cultural differences, ethical considerations, and legal responsibilities are explored. Students will understand partnerships and collaborative team-based care as elements of safe and effective, patient-centered care.

PRE-REQUISITES: NUR 332, NUR 332CL, NUR 338, NUR 338CL, NUR 339, NUR 340. CO-REQUISITE: NUR 421.

NUR 422: Leadership & Management Development in Nursing Practice

3 Credits (Lecture)

Leadership & Management Development in Nursing Practice - This course provides students with the opportunities to examine leadership and management principles across diverse settings while exploring one’s own personal leadership capacity. Students will

consider the cost-effectiveness of care while applying knowledge of healthcare systems as it is affected by healthcare economics, policy, and law. Cultural differences, ethical considerations, legal responsibilities are explored within the context of leadership and management development.
PRE-REQUISITES: NUR 332 OR NUR 363, NUR 332-CL OR NUR 363-CL, NUR 338, NUR-CL 338, NUR 339, NUR 340. CO-REQUISITE: none.

NUR 423: Population Health in Nursing

2 Credits (Lecture)

This course provides students opportunities to utilize foundational knowledge and competencies with a focus on population, community, public, and global health needs. Students will explore the range of determinants of health including personal, social, economic, and environmental. Students will understand the nurse's role in assessing public health data to inform collaborative efforts such as advocacy, development of health promotion interventions, and policies to improve population outcomes and health equity. Cultural differences, ethical considerations, legal responsibilities, political factors, determinants of health and economic impacts are explored within the context of population health.
PRE-REQUISITES: NUR 332, NUR-CL 332, NUR 338, NUR-CL 338, NUR 339, NUR 340. CO-REQUISITE: NUR 423CL.

NUR 423CL: Population Health in Nursing Clinical

2 Credits (Clinical)

This clinical course provides students opportunities to utilize foundational knowledge and competencies with a focus on population, community, public, and global health needs. Health promotion, disease prevention, illness management, restorative and supportive care related to individuals, families, groups within communities, or populations are examined. Cultural differences, ethical considerations, legal responsibilities, political factors, social determinants of health and economic impacts are explored within the context of population health. Students will explore general principles and practices for the clinical management of populations across the continuum of care. Students will recognize effective partnerships and collaborative team-based care as elements of safe and effective, person-centered care.
PRE-REQUISITES: NUR 332, NUR-CL 332, NUR 338, NUR-CL 338, NUR 339, NUR 340. CO-REQUISITE: NUR
423

NUR 435: Population Health and Community-Based Nursing

5 Credits (3 Lecture + 2 Clinical)

This course introduces students to current concepts in community-based nursing and population – focused care. Building upon previous nursing education, students engage in the process of conceptualizing individuals, families, groups and communities as populations in which lifestyle, environmental, and genetic factors are major determinants of health. Comprehensive assessment of community and population characteristics is emphasized as a basis for population-focused interventions aimed at health promotion, disease, and injury prevention across the lifespan. Using principles of evidence-based practice through a community clinical practicum, students assess the economic, sociocultural, and environmental influences and develop interventions to meet community-based and population-focused needs.

Prerequisite: None

NUR 441: Role Transition and Trends in Nursing Practice

4 Credits (Lecture)

This course is a synthesis of personal development and professional principles of nursing care. Students will explore trends and examine competencies necessary to transition into the practice of nursing. Students will discuss the impact of lifelong learning and self-reflection on the development of the nurse as a professional. Students will recognize the impact of multiple experiences, diverse backgrounds, and personal uniqueness in the development of a professional identity.

PRE-REQUISITES: NUR 421, NUR-CL 421, NUR 422, NUR 423, NUR-CL 423. CO-REQUISITE: NUR-CL 441, NUR 443

NUR441A: Role Transition and Trends in Nursing Practice

3 Credits (Lecture)

This course is a synthesis of personal development and professional principles of nursing care. Students will explore trends and examine competencies necessary to transition into the practice of nursing. Students will discuss the impact of lifelong learning and self-reflection on the development of the nurse as a professional. Students will recognize the impact of multiple experiences, diverse backgrounds, and personal uniqueness in the development of a professional identity.

PRE-REQUISITES: NUR 447, NUR 447-CL, NUR 463, NUR 463-CL, NUR 339, NUR 340. CO-REQUISITE: NUR 422, NUR 441A-CL, NUR 443

NUR 441CL: Role Transition and Trends in Nursing Practice Clinical

6 Credits (Clinical)

This clinical course promotes a successful transition from nursing education into the practice of nursing. Students will demonstrate competencies necessary to engage in intentional partnerships and interprofessional collaborations to manage diverse health care needs across the continuum of care.

Students will plan for, provide, and coordinate safe, quality, and effective patient-centered care for multiple patients throughout the healthcare systems.

PRE-REQUISITES: NUR 421, NUR-CL 421, NUR 422, NUR 423, NUR-CL 423. CO-REQUISITE: NUR 441, NUR 443

NUR 441ACL: Role Transition and Trends in Nursing Practice Clinical

6 Credits (Clinical)

This clinical course promotes a successful transition from nursing education into the practice of nursing. Students will demonstrate competencies necessary to engage in intentional partnerships and interprofessional collaborations to manage diverse health care needs across the continuum of care. Students will plan for, provide, and coordinate safe, quality, and effective patient-centered care for multiple patients throughout the healthcare systems.

PRE-REQUISITES: NUR 447, NUR 447-CL, NUR 463, NUR 463-CL, NUR 339, NUR 340. CO-REQUISITE: NUR 422, NUR 441A, NUR 443.

NUR 443: Clinical Judgement for Nursing Practice

3 Credits (Lecture)

This course provides students with the opportunity to utilize culminating clinical judgment, acquired competencies, technologies, and client care activities necessary for evidence-based nursing practice. Students will focus on NCLEX-RN® readiness by applying the client needs categories and integrated processes (caring, communication and documentation, teaching/learning, and culture & spirituality) fundamental to the practice of nursing. Complex thought processing is reinforced by solving clinical nursing practice scenarios at the application or higher cognitive level.

PRE-REQUISITES: NUR 421, NUR- CL 421, NUR 422, NUR 423, NUR-CL 423. CO-REQUISITE: NUR 441(A), NUR-CL 441(A)

NUR 447: Medical-Surgical Nursing Across the Healthcare Continuum III

4 Credits (Lecture)

This course builds on the knowledge and competencies obtained from Medical-Surgical Nursing II, while emphasizing health promotion, disease prevention and illness

management. Restorative and supportive care related to complex conditions with complications often requiring hospitalization or emergent care will be explored. Students will utilize the nursing process and clinical judgment to identify evidence- based nursing interventions to plan for safe and effective, person-centered nursing care.
PREQUISITES: NUR 363, NUR 363-CL, NUR 315, NUR 371, NUR 371-CL. CO-REQUISITES: NUR 447-CL

NUR 447CL: Medical-Surgical Nursing Across the Healthcare Continuum III: Clinical

2 Credits (Clinical)

This clinical course expands on knowledge and competencies obtained from Nursing Foundations and Intro to Medical Surgical 1 and Medical-Surgical Nursing II, while emphasizing health promotion, disease prevention and management. Restorative and supportive care related to complex conditions with complications often requiring hospitalization or emergent care will be explored. Students
will continue to plan for and provide person-centered, compassionate care based on the best-evidence and clinical judgment across settings while using informatics and technology. Cultural differences, ethical considerations, and legal responsibilities are explored. Students will understand partnerships and collaborative team-based care as elements of safe and effective, patient-centered care.
PRE-REQUISITES: NUR 363. CO-REQUISITE: NUR 421

NUR 450: Caring for the Older Adult

5 Credits (3 Lecture + 2 clinical)

This course focuses on the highly complex needs of the older adult and their families. Students will explore socioeconomic, physical, psychological, safety, ethical, and legal issues of the older adult. Evidence regarding health promotion, health maintenance, and acute/chronic disease management is examined to develop patient-centered care for the older adult. A clinical practicum will address the needs of the independent older adult living in the community.
Prerequisite: None

NUR 463: Family-Centered, Pediatric, and Maternal Nursing

3 Credits (Lecture)

This course provides application of foundational nursing knowledge in the care of pediatric, maternal, and reproductive health populations. Emphasis is placed on family-centered care, with attention to the health needs of children, child-bearing individuals, and families across the lifespan. Students examine the use clinical judgment and the nursing process to deliver

safe, evidence-based, and person-centered care within this population. Cultural influences, ethical and legal considerations, and determinants of health are examined as they relate to family dynamics, communication, and collaborative care within diverse healthcare settings. PRE-REQUISITES: NUR 363, NUR 363-CL, NUR 371, NUR 371-CL, NUR 315. CO-REQUISITE: NUR 463-CL

NUR 463CL: Family-Centered, Pediatric, and Maternal Nursing Clinical

2 Credits (Clinical)

This clinical course provides application of foundational nursing knowledge in the care of pediatric, maternal, and reproductive health populations. Emphasis is placed on family-centered care, with attention to the health needs of children, child-bearing individuals, and families across the lifespan. Students use clinical judgment and the nursing process to deliver safe, evidence-based, and person-centered care. Cultural influences, ethical and legal considerations, and determinants of health are examined as they relate to family dynamics, communication, and collaborative care within diverse healthcare settings. PRE-REQUISITES: NUR 363, NUR 363-CL, NUR 371, NUR 371-CL, NUR 315. CO-REQUISITE: NUR 463

NUR 465: Leadership and Management in Nursing

4 Credits (3 Lecture + 1 Lab)

This course focuses on developing and understanding leadership skills and concepts. Students explore a variety of theories related to leadership, management, and change. Analysis of leadership styles, behaviors, and communication techniques assist with the development of skills necessary to lead at the bedside and within a healthcare system. Students examine evidence-based quality improvement and patient safety strategies to improve healthcare outcomes. A capstone project involving quality improvement change in either acute care or community setting will be initiated.

Prerequisite: None

NUR 466: Synthesis and Application of Professional Nursing

1 credit

This course, taken in the last 7 weeks of enrollment in the RN-BSN program, focuses on developing a project involving quality improvement in an acute care or community healthcare environment. The course will combine all of the previously learned topics within the project, allowing the student to demonstrate mastery of the competencies expected in a baccalaureate-prepared nurse.

Prerequisites: NUR 320, NUR 335, NUR 350, NUR 365, NUR 420, NUR 435, NUR 450,

NUR 465, ENG 315, IS 300, BIO 300, STAT 201
Note: This class must be taken in the last semester enrolled.

Philosophy

PHI 103: Introduction to Ethics

3 Credits (Lecture)

Introduction to Ethics will assist students in coming to understand the various theoretical, conceptual frameworks, and application models of moral reasoning. Such applications of theoretical models and frameworks will expose the student to different approaches to moral competence and decision-making in complex life situations. This course aims to be holistic in its approach; hence ethics-related issues involving medical/health issues will be minimized and a broad humanities-based approach will be incorporated.
Prerequisite: None

Psychology

PSY 110: Lifespan Development

3 Credits (Lecture)

Students will learn about the psychological theories/conceptual frameworks and research that inform the study of cognitive, personality, and social development across the lifespan.
Prerequisite: None

Physics

PHY 105: Introductory Physics

3 Credits (Lecture)

COURSE DESCRIPTION: PHY 105 Introductory Physics- Exploration of the fundamental laws, theories, and mathematical concepts as they relate to a college-level survey of physics. Course content includes classical mechanics, electricity and magnetism, and modern physics. Specific topics include basics of science, kinematics, dynamics, energy, momentum, waves, electricity, magnetism, quantum mechanics and relativity. PRE-REQUISITES: none

Radiography

RAD 114: Introduction to Radiography

2 Credits (1 Lecture, 1 Lab)

This course introduces students to the role of radiography in health care. Topics include radiologic profession and organizations, radiologic terminology, ethics and laws in radiology, isolation techniques, safe equipment usage, radiology processes, procedures and documentation, radiation protection in the clinical areas, pharmacology, drug administration, assessment of vital signs, and venipuncture. Students apply legal and ethical considerations to patient care and pharmacology in the radiologic sciences.
Prerequisite(s) Current CPR certification and Admission to the program
Corequisite(s) RAD 116 Radiographic Anatomy and Positioning I; RAD 116CL Radiography Clinical Practicum I

RAD 116: Radiographic Anatomy and Positioning I

2 Credits (1 Lecture, 1 Lab)
Radiographic terminology, positioning and procedures will be introduced and practiced in a laboratory setting. Image evaluation includes anatomy, positioning and radiation protection will be included. This course prepares radiography students to perform routine radiologic procedures on various parts of the body including the upper and lower extremities, and chest. Students apply knowledge of human anatomy to position the patient correctly to achieve the desired result.
Prerequisite(s) Current CPR certification and Admission to the program
Corequisite(s) RAD 114 Introduction to Radiography; RAD 116CL Radiography Clinical Practicum I

RAD 116CL: Radiography Clinical Practicum 1

1 Credit (1 clinical)
This beginning level clinical course prepares radiography students to perform radiographic imaging procedures on patients with extensive supervision and direction. Students apply radiation protection and standard precautions in the production of radiographic images in a health care setting while adhering to legal and ethical guidelines. An emphasis of the course is the development of communication and critical thinking skills appropriate to the clinical setting. Introduces students to the hospital clinical setting and provides an opportunity to participate in or observe radiographic imaging procedures. Activities of students are under direct supervision until competency is achieved; indirect supervision once competency is attained.
Prerequisite(s) Admission to the program; Current CPR certification
Corequisite(s) RAD 114 Introduction to Radiography; RAD 116 Radiographic Anatomy and Positioning I

RAD 123: Radiographic Anatomy and Positioning 2

3 Credits (2 Lecture, 1 Lab)

A continuation of radiographic terminology, positioning, and procedures. New radiologic procedures will be introduced and practiced in a laboratory setting. Image evaluation includes anatomy, positioning and radiation protection will be included. Prepares radiography students to perform routine radiologic procedures on various parts of the body including the knee, femur, hip and pelvis, humerus, shoulder girdle, scapula, clavicle, acromioclavicular joints, abdomen, lower gastrointestinal (GI) system, and small bowel. Students apply knowledge of human anatomy to position the patient correctly to achieve the desired result.

Prerequisite(s) RAD 114 Introduction to Radiography; RAD 116 Radiographic Anatomy and Positioning I; RAD 116CL Clinical Practicum I

Corequisite(s) RAD 123CL Clinical Practicum II

RAD 123CL: Radiography Clinical Practicum II

2 Credits (2 Clinical)

This second level clinical course prepares radiography students to perform radiographic imaging procedures on patients. Students will demonstrate continued competence on prior clinical requirements gained in the first level clinical practicum course, as well as learn new procedures. Students apply radiation protection and standard precautions in the production of radiographic images by taking exposures in a health care setting while adhering to legal and ethical guidelines. An emphasis of the course is the development of communication and critical thinking skills appropriate to the clinical setting.

Prerequisite(s) RAD 116CL Clinical Practicum I

Corequisite(s) RAD 123 Radiographic Anatomy & Positioning II

RAD 127: Radiographic Equipment and Computers

3 Credits (3 Lecture)

The course is designed to establish a knowledge base in radiation physics, and radiographic equipment. Concepts that will be covered include X-ray production, X-ray interactions with matter, and digital radiography. The student will also be provided with an introduction to the basics of mobile imaging, conventional fluoroscopy, and digital fluoroscopy.

Prerequisite(s) MAT 105 College Algebra; PHY 105 Introduction to Physics

Corequisite(s) NA

RAD 132: Radiographic Anatomy & Positioning III

3 Credits (2 Lecture, 1 Lab)

This course is a continuation of radiographic terminology, positioning, and procedure. New radiographic procedures will be introduced and practiced in a laboratory setting. Image evaluation will include anatomy, positioning, and radiation protection. This course prepares radiography students to perform routine radiographic procedures on various parts of the body including the upper gastrointestinal and biliary system, cervical, thoracic, lumbar spine and the bony thorax, and urological studies. Students apply knowledge of human anatomy to position the patient correctly to achieve the desired result.
Prerequisite(s) RAD 123 Radiographic Anatomy and Positioning II; BIO102 Structure and Function I
Corequisite(s) RAD 132CL Radiography Clinical Practicum III

RAD 132CL: Radiographic Clinical Practicum III

2 Credits (2 Clinical)
This third level clinical course prepares radiography students to perform radiographic imaging procedures on patients with supervision and direction. Students will demonstrate continued competence on prior clinical requirements, as well as learn new procedures. Students apply radiation protection and standard precautions in the production of radiographic images by taking exposures in a health care setting while adhering to legal and ethical guidelines. Students are encouraged to demonstrate independent judgment in the performance of clinical competencies.
Prerequisite(s) RAD 123CL Radiography Clinical Practicum II; RAD 123 Radiographic Anatomy and Positioning II
Corequisite(s) RAD 132 Radiographic Anatomy & Positioning III

RAD 133: Radiographic Pathology

2 Credits (2 Lecture)
This course prepares students to determine the basic radiographic manifestations of pathological conditions. Students classify trauma related to site, complications, and prognosis and locate the radiographic appearance of pathologies.
Prerequisite(s) RAD 123 Radiographic Anatomy and Positioning II; RAD 127 Radiographic Equipment and Computers; ENG 101 English Composition
Co-requisite(s) RAD 132CL Radiography Clinical Practicum III; RAD 132 Radiographic Anatomy & Positioning III

RAD 227: Radiographic Anatomy & Positioning IV

2 Credits (1 Lecture, 1 Lab)
This course prepares students to determine the basic radiographic manifestations of

pathological conditions. Students classify trauma related to site, complications, and prognosis and locate the radiographic appearance of pathologies.
Prerequisite(s) BIO 104 Advanced Function and Structure; RAD 132CL Radiography Clinical Practicum III; RAD 132 Radiographic Anatomy and Positioning III
Corequisite(s) RAD 227CL Radiography Clinical Practicum IV; RAD 228 Radiographic Imaging and Analysis

RAD 227CL: Radiography Clinical Practicum IV

3 Credits (3 Clinical)
This fourth level clinical course prepares radiography students to perform radiography imaging procedures on patients with supervision and direction. Students will show continued competence on prior clinical requirements, as well as learn new procedures. Students apply radiation protection and standard precautions in the production of radiographic imaging in a health care setting while adhering to legal and ethical guidelines. Students are encouraged to demonstrate independent judgment in the performance of clinical competencies.
Prerequisite(s) RAD 132CL Radiography Clinical Practicum III
Corequisite(s) RAD 227 Radiographic Anatomy & Positioning IV

RAD 228: Radiographic Imaging and Analysis

3 Credits (3 Lecture)
This course introduces radiography students to the process of creating radiographic images. Students examine the factors that affect image quality such as image receptor (IR) exposure, contrast, distortion, and noise. In learning about the image quality factors, students will discuss the use of beam limiting devices, grids, and how to properly adjust techniques. Students will analyze the processing and manipulation of image data and describe the nature of the image in a computerized environment. The student will also learn about computer networking, the picture archiving and communication system (PACS) and the importance of these components in diagnostic imaging. Students will discuss methods of quality control and concepts of quality assurance as they pertain to radiography.
Prerequisite(s) RAD 127 Radiographic Equipment and Computers
Corequisite(s) NA

RAD 234: Radiographic Anatomy & Procedures V

2 Credits (1 Lecture, 1 Lab)
This course is designed to be a capstone course that focuses on the synthesis of professional knowledge, skills, and attitudes in preparation for professional employment and lifelong learning. The major emphasis is to help students develop a sense of professionalism

by focusing on such topics as the role of radiography in the health care system, ethics and medical legal responsibility, patient care, communication skills, community engagement, and professional development. This course utilizes lecture, demonstration, self-directed learning activities, clinical experiences, and in-depth critique of positioning that further develops critical thinking skills supporting clinical competencies, validation, and terminal evaluation events such as the American Registry of Radiologic Technologist (ARRT) simulated registry.
Prerequisite(s): RAD 227 Radiographic Anatomy & Positioning IV
Co-requisite(s): RAD 234CL Radiography Clinical Practicum

RAD 234CL: Radiography Clinical Practicum V

3 Credits (Clinical)

This final clinical course requires students to integrate and apply all knowledge learned in previous courses to the production of high-quality radiographic images in the clinical setting. Students apply radiation protection and standard precautions in the production of radiographic images in a health care setting while adhering to legal & ethical guidelines. Students are encouraged to demonstrate independent judgment in the performance of clinical competencies.
Prerequisite(s) RAD 227CL Radiography Clinical Practicum IV
Corequisite(s) RAD 234 Radiographic Anatomy & Positioning V

RAD 235: Radiation Safety

2 Credits (Lecture)

This course provides information which will enable the student to safely administer ionizing radiation in the diagnostic clinical setting. This course examines how radiation affects human cellular biology; federal regulations regarding exposure levels to patients and operators; and the proper utilization of protective devices to minimize exposure.
Prerequisite(s) RAD 228 Radiographic Imaging and Analysis
Co-requisite(s) NA

Science

SCI 099: Foundations for Health Sciences

3 credits (Lecture)

This course provides an integrated foundation for students preparing to enter the rigorous study of Anatomy and Physiology. Emphasis is placed on developing essential knowledge and skills in mathematics, basic chemistry, medical terminology, and human biological concepts. Through applied learning activities, problem-solving, and discipline-specific

practice, students strengthen scientific reasoning, quantitative skills, and academic readiness for health sciences programs.

Sociology

SOC 101: Introduction to Sociology

3 Credits (Lecture)

What makes up a society? A society is composed of separate, but interrelated components, or social institutions. The family, government, education, and religion are some of the large structures that guide our everyday lives. Introduction to Sociology explores these institutions of society, along with other individual factors, such as race, class, and gender, in order to understand what it means to live in a global society. Students are given the opportunity to develop their sociological imagination to become critical of the world around them, and will learn to analyze this social world using a variety of theoretical perspectives.

Prerequisite: None

Statistics

STAT 201: Introduction to Statistics

3 Credits (Lecture)

STAT 201 focuses on the use of statistics to conduct and critique research. Topics include: descriptive statistics, confidence intervals, hypothesis testing, and the use of computer software for statistical applications. Students will learn to apply, analyze, and interpret statistics from research articles and data in the health care setting.

Prerequisite: None

Technology

TECH 180: Intro to AI

1 Credits (Lecture)

This course provides students with a foundational understanding of Artificial Intelligence (AI). Students explore the history, foundational concepts, practical skills for application, and awareness of ethical concerns for using AI. The course prepares students to use AI in general, and specifically in healthcare and healthcare-related settings.

Prerequisites: None

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 Director of Student Experience 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. 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. 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.