



Associate of Science in General Studies

Program Handbook

Academic Year 2025-2026

To the General Studies student:

The *General Studies Program Handbook* is an important document to guide you through and promote your successful completion of the General Studies program. Please read the document thoroughly and familiarize yourself with the policies, procedures, and regulations. The faculty, professional staff, and administration are available to assist you. Don't ever hesitate to reach out for help!

Each student is responsible to know the contents of the [College Catalog \(link\)](#) as well as this *General Studies Program Handbook*. Students are to respect and maintain the rules and standards of the College and the General Studies program.

The General Studies Program Handbook can be accessed through [MyTCC \(link\)](#). The College and General Studies program reserve the right to change any provision or policy in the interest of the college, program, or students. Students will be notified by email of policy changes. The most up-to-date policies can always be found on the institution's policy portal, [ComplianceBridge \(link\)](#).

We encourage you to interact with your class peers and faculty members to help enhance and diversify your learning opportunities. Together we can enrich the culture of healthcare education through caring, collaboration, integrity, and excellence!

Best wishes for success in your educational endeavors!



[Dr. Meghan Hollowell](#)

Dean, General Education & Student Development; Title IX Coordinator
The Christ College of Nursing and Health Sciences

PLEASE NOTE

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 local, state or federal law (collectively, "protected statuses") in the administration of its educational, recruitment, and admissions policies; scholarship and loan programs; and athletic or other College-administered programs. All institutional processes and policies are in compliance with applicable federal and state laws and regulations related to discrimination.

Updated 5.30.18

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INSTITUTIONAL OVERVIEW

History

The Christ Hospital School of Nursing (TCHSN) 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.

Over time it became apparent that the health care industry and the nursing profession were going through major changes. The administration and faculty of The Christ Hospital School of Nursing determined that it was essential to address these trends. The Christ College of Nursing and Health Sciences conferred an Associate of Applied Sciences in Nursing to the first graduating class in 2009.

While offering the same commitment to teaching excellence and educating the best nurses possible, The Christ College is designed to broaden the educational scope of its students. The expanded degree options and intensive curriculum help prepare graduates for work in a broad array of health care settings.

Accreditation

TCC is accredited through the [Higher Learning Commission](#) (link), North Central Association of Colleges and Schools, and authorized by the [Ohio Department of Higher Education](#) (link) to offer the Associate of Science in General Studies.

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.

THE DEPARTMENT OF GENERAL STUDIES

Purpose

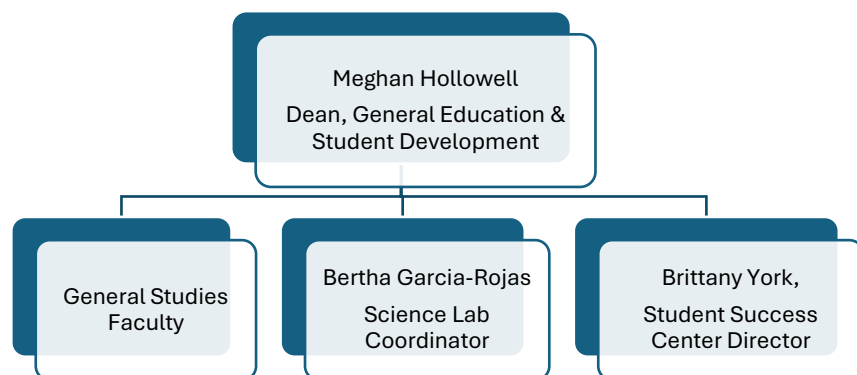
Through engaging students in the arts and sciences, the purpose of the Department of General Studies is to build upon the intellectual, social, and emotional foundation of students by developing a commitment to life-long learning, increasing their social and global consciousness and their academic and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

Philosophy

The arts and sciences curriculum at TCC serves to develop within students certain intellectual and cognitive capacities, habits of mind and character, values, moral awareness, integrative abilities in connecting bodies of knowledge, and qualities necessary for productive citizenship in an open and vibrant democracy.

- **Intellectual and Cognitive Capacities:** The curriculum is geared to develop in students the capacities for critical thinking, productive and open dialogue, the ability to proactively solve problems and embrace the challenges of the world around them, and a strong internal focus of control so they are creators, not victims of circumstance or fortune.
- **Habits:** The curriculum aims to develop habits of diligence, working smart, seeking knowledge, asking and answering questions, and life-long learning. The faculty strive to foster study skills, analytical tools for engaging technology in learning, an appreciation for a variety of learning environments and teaching styles, responsibility for students' own education, habits of collaborative learning and action, and habits of self-reflection and assessment.
- **Connecting and Integrating:** The curriculum is designed to enable students to connect and integrate knowledge among the arts and sciences and the health sciences, in the belief that together the arts and sciences provide comprehensive insight into our world and the human condition.
- **Values and Moral Development:** The faculty believe education entails moral development and the examination of values, including the development of integrity, the ability to work with others, and to both generously consider and critically examine the thoughts, goals, and values of others as well as one's own.
- **Citizenship:** The faculty believe that becoming keenly aware of and exercising their own intellectual capacities and developing their interests in the subject matter of the arts and sciences enables individuals to live fuller and more fulfilled human lives. Moreover, the development of these capacities and habits are also crucial to producing well-informed and capable citizens who can participate productively in a liberal democracy, with openness and awareness of others outside one's own world, with an understanding of the past in order to build a fair, opportune, and sustainable future, and with an appreciation of how small our world is and how, through its interconnections, local action affects the global environment.

Department Organizational Chart and Communication Pathways



At times, students may have academic concerns that warrant conversation with the appropriate faculty, staff, and/or departmental administration. The sequence below outlines the student's pathway for routing such concerns per the department's organizational chart (depicted above). Joint sessions with the student, faculty or staff, and academic leadership may also be warranted.

1. The student should first discuss concerns with course faculty or staff most directly involved
2. If the matter is unresolved with the appropriate faculty or staff, the student should next make an appointment to speak with that employee's direct supervisor:
 - For concerns relative to tutoring staff, students should contact the Student Success Center Director – Brittany York (Brittany.York@TheChristCollege.edu)
 - For concerns relative to other staff and course faculty, or for matters unresolved with the Student Success Center Director, students should contact the Dean of General Education and Student Development – Dr. Meghan Hollowell (Meghan.Hollowell@TheChristCollege.edu)
3. If the matter remains unresolved at the faculty or staff, Director and/or Dean levels outlined above, the student may make an appointment to speak with the Vice President of Academics – Dr. Connie McFadden-Chase (Connie.McFadden@TheChristCollege.edu)

For information on pathways for non-academic complaints, [click here](#) (link) to visit the policy in Compliance Bridge.

ASSOCIATE OF SCIENCE IN GENERAL STUDIES

Program Description

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.

Program Outcomes

A graduate of Associate of Science in General Studies Degree program at The Christ College of Nursing and Health Sciences will be able to:

1. Apply an expanded knowledge base within one's chosen profession with the disposition to engage in life-long learning.
2. Demonstrate responsible engagement with social-political-cultural issues of local, regional, or global significance.
3. Demonstrate academic and professional competency in written and oral communication.
4. Demonstrate academic and professional competency within the sciences.
5. Engage in intellectual inquiry and critical thinking by identifying assumptions, making inferences, marshaling evidence, and giving a coherent account of reasoning.

Assessment of Outcomes

- A. The General Studies Program participates in the College's cycle of ongoing assessment through a written systematic evaluation plan (SEP) as identified by the Office of Institutional Effectiveness.
- B. The correlation of course and program outcomes are located in course syllabi.

Curriculum

Graduation requirements for the General Studies degree are listed below. A total of 60 credit hours are required, 30 of which must be completed at TCC. Students who hope to transition into another degree program should consult with their Advising Coach about which electives would be most advantageous. For course descriptions and pre-requisites, [click here](#) (link) to access the Course Catalog.

- ENG 101 English Composition (3 credit hours)

- Oral & Written Communication Electives (6 credit hours)
- MAT 105 College Algebra (3 credit hours)
- STAT 201 Statistics (3 credit hours)
- Natural Science, Technology, & Innovation Electives (12 credit hours)
- Arts, Humanities, Culture & Diversity Elective (3 credit hours)
- Social & Behavioral Sciences Electives (6 credit hours)
- FS 102 Foundations for Success (2 credit hours; required unless a minimum of 15 college credit hours are transferred into TCC)
- Unrestricted/Free Elective (22-24 credit hours; should be chosen from the list of approved courses on the degree audit to meet 60 credit hour degree requirement)

Additional graduation requirements are as follows:

- 2.0 Grade point average
- Submission of Graduation Application at beginning of final semester
- Grades of C or higher in all courses

INSTITUTIONAL POLICIES

The institutional policies referenced in this document represent only a selection of key policies. They do not encompass all policies and procedures governing student conduct, academic expectations, or institutional operations. Students are responsible for reviewing and adhering to all applicable policies, which can be found in full in the [College Catalog](#) (link).

The program reserves the right to implement changes in curriculum, schedule, and policies at any time to preserve the high standards essential for approval by accrediting bodies and to uphold the integrity of the degree. Students will be notified of all policy changes via the College's email system. In the case of a change, the revised handbook will be posted on [MyTCC](#) (link).

Academic Accommodations

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 or to apply for accommodations, please [click here](#) (link) to access MyTCC. [Click here \(link\)](#) to view the full policy in Compliance Bridge.

Academic Honesty and Integrity

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. Student Behaviors of Accountability can be found by [clicking here](#) (link).

Academic Standing

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 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.

Communication Expectations

Christ College highly values open communication with each student. Full-time faculty maintain scheduled office hours each week during the academic semester. During these hours, students can discuss study tips or have unanswered questions addressed. Office hours are a great time to connect with faculty, often one-on-one. Part-time and adjunct faculty are also available by appointment.

Each faculty member's contact information can be found in their course syllabus. When communicating with faculty and other professional staff, please keep the following expectations in mind:

A. The College's internal (Outlook) email must be utilized for all email communications.

- Treat email messages as any professional communication.
- State the reason for writing in the subject line.
- Address the receiver by the proper title, i.e. Professor or Doctor.
- Keep messages short and be courteous but remember that emails are not text messages. Write complete sentences using correct spelling and proper grammar and punctuation.
- Do not write in all CAPS. Use only blue or black Times New Roman or Arial font.
- Avoid abbreviations that are not pertinent to the course.
- Read the message carefully and spell check before you hit send.
- Never include any confidential information (e.g. passwords) in an email message.
- Refer to the [College Catalog](#) (link) and course syllabi for additional responsibilities.

B. Faculty are expected to respond to students within two business days.

- Individual faculty may choose to communicate on weekends, which students should understand is not an expectation.
- Where warranted, students should also make every effort to respond to TCC faculty and staff communication within two business days.
- At the faculty's discretion, individual phone numbers may be given to students via the course syllabi.

C. It is the student's responsibility to immediately inform the Registrar of any changes in name, address, or phone numbers to facilitate communication.

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

Complaint Policy

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

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

Engagement in Learning

In Higher Education, it is customary that students are engaged in weekly learning activities according to the number of credit hours allotted to a course. This number is guided by regional accrediting bodies and does not account for in-class time.

The amount of time that a student should be engaged, per week, in learning activities (i.e. reading assignments, class assignments, tickets to class, remediation, and other learning activities) is as follows:

- 3 Credit Hour Course: at least 9 hours/week
- 4 Credit Hour Course: at least 12 hours/week
- 5 Credit Hour Course: at least 15 hours/week
- 6 Credit Hour Course: at least 18 hours/week

Grading Policy

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 \(link\)](#).

Grievance and Fair Treatment

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

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

Prohibition of Hazing and Bullying

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.

Repeating a Course with Grade Replacement

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.

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.

GENERAL STUDIES PROGRAM POLICIES

Attendance and Participation

Active participation in class is essential to student success. Consistent attendance offers the most effective opportunity for students to gain command of concepts and material. Daily attendance, prompt arrival, a positive attitude, respect, and active participation are expected.

For more information about course-specific attendance policies and participation expectations, please reference course syllabi.

Lab Guidelines

Students should reference course syllabi for lab guidelines, where applicable.

Late and Missed Work

Students should reference syllabi for course-specific information relative to late work, missed assignments, make-up exams, etc.

Program Dismissal

A student may be terminated from the General Studies program for any of the following reasons:

1. Two continuous semesters of a term or cumulative GPA below a 2.0.
2. Failure of a student to remove self from probation or suspension by the time specified.
3. Lack of integrity, dishonesty, violation of institutional policies, or other misconduct. (Such behaviors may also invoke or extend probation.)

Additionally, students may be dismissed if they are unable to successfully complete a course required for graduation. After a dismissal, students may apply to be readmitted into the General Studies program after one year. Dismissals from the program or The College may be appealed by way of the process described [here](#) (link).

Readmission

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.

Readmission processes for the General Studies program are the same as those for The College. For more information [click here](#) (link) to view the full policy in Compliance Bridge.