

**MOUNT CARMEL COLLEGE OF NURSING
UNDERGRADUATE CATALOG
2007 - 2009**

*The College reserves the right to change, remove
or supplement as necessary, any material contained
in the Undergraduate Catalog.*

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2007-2008 ACADEMIC CALENDAR

FALL SEMESTER 2005

Fall Semester registration begins (current students only)	April 23
New Student Orientation Day #2 – attendance required	August 10
Fall Semester begins	August 13
Convocation – attendance required	August 20
Labor Day (Holiday)	September 3
Fall Quarter begins at CSCC and OSU	September 19
Term 1 ends	October 5
Term 1 nursing clinical final examinations	October 8
Fall Break (students only)	October 9-14
Term 2 begins	October 15
Winter Semester MCCN registration begins (current students only)	October 22
Thanksgiving (Holiday)	November 22-23
Term 2 and Semester classes end	December 7
Term 2 nursing clinical final examinations	December 10
Final examination week	December 11-14

WINTER SEMESTER 2006

Winter Semester MCCN registration begins (current students only)	October 22
Winter Quarter begins at OSU	January 3
Winter Semester begins	January 7
Winter Quarter begins at CSCC	January 7
Martin Luther King, Jr. (Holiday)	January 21
Deadline for Advanced Placement application	February 1
Term 1 ends	February 29
Term 1 nursing clinical final examinations	March 3
Winter Break (students and faculty)	March 4-9
Term 2 begins	March 10
Summer Session MCCN registration begins (current students only)	March 17
Good Friday (Holiday)	March 21
Spring Quarter begins at CSCC and OSU	March 31
Fall Semester MCCN registration begins (current students only)	April 28
Term 2 and Semester classes end	May 2
Term 2 nursing clinical final examinations	May 5
Final examination week	May 6-9
Pinning Ceremony	May 9
Commencement	May 10

SUMMER SESSION 2006

Summer Session MCCN registration begins (current students only)	March 17
Fall Semester MCCN registration begins (current students only)	April 28
Summer Session begins	May 12
Memorial Day (Holiday)	May 26
Summer Quarter begins at OSU	June 23
Summer Quarter begins at CSCC	TBA
Independence Day (Holiday)	July 4
Summer Session ends	August 1

2008-2009 ACADEMIC CALENDAR

FALL SEMESTER 2006

Fall Semester registration begins (current students only)	April 28
New Student Orientation Day #2 – attendance required	August 8
Fall Semester begins	August 11
Convocation – attendance required	August 18
Labor Day (Holiday)	September 1
Fall Quarter begins at CSCC and OSU	September 24
Term 1 ends	October 3
Term 1 nursing clinical final examinations	October 6
Fall Break (students only)	October 7-12
Term 2 begins	October 13
Winter Semester MCCN registration begins (current students only)	October 20
Thanksgiving (Holiday)	November 27-28
Term 2 and Semester classes end	December 5
Term 2 nursing clinical final examinations	December 8
Final examination week	December 9-12

WINTER SEMESTER 2007

Winter Semester MCCN registration begins (current students only)	October 20
Winter Semester begins	January 5
Winter Quarter begins at CSCC and OSU	January 5
Martin Luther King, Jr. (Holiday)	January 19
Deadline for Advanced Placement application	February 1
Term 1 ends	February 27
Term 1 nursing clinical final examinations	March 2
Winter Break (students and faculty)	March 3-6
Term 2 begins	March 9
Summer Session MCCN registration begins (current students only)	March 16
Spring Quarter begins at CSCC and OSU	March 30
Good Friday (Holiday)	April 10
Fall Semester MCCN registration begins (current students only)	April 27
Term 2 and Semester classes end	May 1
Term 2 nursing clinical final examinations	May 4
Final examination week	May 5-8
Pinning Ceremony	May 8
Commencement	May 9

SUMMER SESSION 2007

Summer Session MCCN registration begins (current students only)	March 16
Fall Semester MCCN registration begins (current students only)	April 27
Summer Session begins	May 11
Memorial Day (Holiday)	May 25
Summer Quarter begins at OSU	June 22
Summer Quarter begins at CSCC	TBA
Independence Day (Holiday)	July 3
Summer Session ends	July 31

CATHOLIC IDENTITY

Mount Carmel College of Nursing, a private Catholic college, has developed several commitments to promote its identity as a Catholic institution of higher education. These commitments include:

- Be faithful to the teachings of the Catholic Church.
- Serve others, particularly the poor, underprivileged and vulnerable members of society.
- Witness the Catholic faith and Judeo Christian values through Catholic administrators, faculty and staff, and by those of other faith traditions.
- Integrate Catholic values into the curriculum; assure faculty and student awareness of the convictions of Catholic health care.
- Create a campus culture and environment that is expressive and supportive of a Catholic way of life.

MISSION STATEMENT

Mount Carmel College of Nursing, a Catholic institution, provides exceptional health education programs with an emphasis on degrees in professional nursing.

Core Values

- academic excellence
- respect
- compassion
- social responsibility

Goals

- Offer educational opportunities for holistic development of outstanding health care professionals
- Respect diverse spiritual and cultural values
- Serve the community

Expected Outcomes

- The graduates demonstrate competence for practice.
- The faculty demonstrates excellence in teaching, service, scholarship, and practice.
- The teaching-learning process occurs in an environment supportive of diversity.
- The faculty, students, and staff provide quality healthcare programs and services to communities.

Diversity

Mount Carmel College of Nursing promotes a diverse and inclusive environment which respects all students as individuals and empowers them to reach their potential to become professional nurses.

GENERAL INFORMATION

COLLEGE PROFILE

At Mount Carmel College of Nursing, students are able to take advantage of small classes, one-on-one instruction, the opportunity to form lifelong bonds with classmates, and personal contact with faculty, staff, and administration. A variety of co-curricular experiences exist to enrich the college experience.

Mount Carmel's small size also means that instructors focus on teaching. Although faculty are involved in research and other scholarly work, publishing, and clinical practice, their first commitment is to enhance students' professional preparation with comprehensive theoretical knowledge and rich and diverse clinical learning experiences.

The College is affiliated and shares a campus with Mount Carmel Health, a major, integrated healthcare delivery system. This affiliation and proximity offers Mount Carmel College of Nursing students a wide variety of clinical experiences that include four acute care hospitals, community outreach programs, hospice, home health, and ambulatory care centers.

COLLEGE HISTORY

Nursing education has been offered at Mount Carmel since the diploma program was established in 1903. The diploma nursing program graduated over 4,500 nurses and established a tradition of excellence in nursing education.

In 1985, forward thinking administrators and faculty began the move from a hospital diploma nursing program to a college offering a Bachelor of Science in Nursing (BSN). Mount Carmel College of Nursing was formally established in 1988. The first class of students was enrolled in Fall Semester 1990.

In 1994, a nine month Dietetic Internship was initiated. This certificate program offers dietitians the opportunity to become certified as Registered Dietitians (RD). A special track for registered nurses who wish to earn a BSN was added to the nursing program in 1996. An on-line Registered Nurse Refresher Program was developed in 2003.

A graduate program offering the Master of Science (MS) was initiated in Fall 2003. The MS is a dual specialty degree in Adult Health and Nursing Education. Graduates of the program will have met the requirements to sit for the Clinical Nurse Specialist (CNS) credentialing examination. In addition, the graduate will have met the curricular requirements for the National League for Nursing's Academic Nurse Educator certification examination. The degree is authorized by the Ohio Board of Regents and the Higher Learning Commission of the North Central Association of Colleges and Schools. A Graduate Certificate in Nursing Education was initiated in Summer 2006.

GENERAL EDUCATION IN THE COLLEGE OF NURSING

General education is the foundation of professional education and provides the learner with the opportunity to develop the skills of critical thinking, independent decision making, and leadership, along with value formation and an openness to cultural diversity. General education integrates and bridges the disciplines. It weaves a cohesive pattern of meaning into the total life experience.

The practice of professional nursing is based on a synthesis of knowledge from the humanities, sciences, nursing theory, and research.

ACCREDITATIONS AND AFFILIATIONS

Mount Carmel College of Nursing is accredited by The Higher Learning Commission of the North Central Association of Colleges and Schools (NCA)¹ which serves as a resource to verify accreditation of the College. The College is authorized by the Ohio Board of Regents to grant both the Bachelor of Science in Nursing (BSN) degree and the Master of Science (MS) degree.

Both the baccalaureate and master's nursing programs are accredited by the Commission on Collegiate Nursing Education (CCNE)² and approved by the Ohio Board of Nursing.

The Dietetic Internship Program is accredited by the American Dietetic Association Commission on Accreditation for Dietetics Education (CADE).³

The College has a collaborative relationship with The Ohio State University (OSU) and Columbus State Community College (CSCC). Mount Carmel students enroll in selected general education courses taught at either OSU or CSCC. Mount Carmel students also have access to the library, testing, tutorial, and counseling services offered by both of these institutions. Mount Carmel also has a collaborative relationship with Ohio Dominican University whereby qualified ODU students are accepted into the Advanced Placement Program at MCCN. Mount Carmel College of Nursing has an articulation agreement with the University of Findlay and also with Columbus State Community College specifically for the RN to BSN Program.

Mount Carmel College of Nursing holds membership in the following organizations:

- American Association of Colleges of Nursing
- American Association of Collegiate Registrars & Admissions Officers
- American Association of Higher Education
- Association of Catholic Colleges and Universities
- Association of Health Science Educational Consortium
- Association of Independent Colleges and Universities of Ohio
- National League for Nursing
- Ohio Association for College Admission Counselors
- Ohio Association of College Registrars and Admissions Counselors
- Ohio Council of Deans and Directors of Nursing

1. Higher Learning Commission of the North Central Association of Colleges and Schools (NCA) 30 North La Salle Street, Suite 2400, Chicago, Illinois 60602-2504, www.ncacihe.org

2. National League for Nursing Accrediting Commission (NLNAC) 61 Broadway, New York, New York 10006, 212-363-5555, extension 153 or toll free at 800-669-1656, www.nlnac.org

3. American Dietetic Association, Commission on Accreditation for Dietetics Education (CADE) 120 South Riverside Plaza, Suite 2000, Chicago, Illinois 60606-6995, 800-877-1600, www.eatright.org

LOCATION

Mount Carmel College of Nursing is located west of downtown Columbus on the same campus as Mount Carmel West hospital, just north of I-70 and west of SR315, on the corner of West Town Street and South Davis Avenue. With well over a million residents in its metropolitan area, Columbus is a diverse city. Collegiate and professional sports, innovative shopping and restaurants, Broadway series productions, national concert tours, plus world-class symphony, art museum, opera and ballet companies call Columbus home.

COLLEGE FACILITIES

Chapel

Mount Carmel West Chapel offers both Roman Catholic and Protestant worship services on Sundays. A Roman Catholic Mass is celebrated regularly in this chapel; in addition, interfaith prayer services are offered periodically. The Chapel is open at all times and provides a quiet place for reflection. Hours for scheduled services are posted on the Chapel door.

Library

The Mount Carmel Health Sciences Library is the primary information resource center for students and faculty of the College of Nursing. The collection is comprised of approximately 8,000 volumes, of which about 20% are nursing-related titles. MCHSL journal holdings include 3,000 online and hard copy subscriptions; approximately 10% of the journals are nursing-related. A catalog of the collection can be accessed online.

The Library offers a full range of services including interlibrary loans/document delivery, instruction on using electronic resources, and reference support. As a member of OhioLINK, the state-wide resource sharing consortium of college and university libraries, the HSL provides access to collections of over 80 additional institutions of higher learning; many of these resources can be accessed remotely. In addition, the Library provides access to the CINAHL database for both students and faculty of the College of Nursing.

Clinical Facilities

Clinical learning experiences are offered at several area hospitals, including those within Mount Carmel Health, and at Children's Hospital in Columbus. Numerous other clinical opportunities are conducted in conjunction with various community health agencies within Central Ohio. The clinical areas of study offer students an excellent and well-rounded opportunity to experience all elements of nursing care in a variety of environments.

On-Line Bookstore

Through an agreement with eCampus, students may purchase textbooks and other required items at a discount through the online bookstore. The College does not have an on-campus bookstore. However, miscellaneous supplies and College logo apparel are available through the Director, Student Life.

Housing

Students have the opportunity to live on campus in one of two newly constructed, apartment-style buildings: Angela Hall and Holy Cross Hall. Each two bedroom apartment houses four students and is fully furnished and equipped with all appliances, including washer, dryer, stove, refrigerator, dishwasher, and microwave oven. The apartments also have a security system, cable television, and wireless internet access. Free parking is provided in the adjacent parking garage for all apartment students. First year, undergraduate, pre-licensure students who live outside a 50 mile radius of MCCN are required to live on campus. Each building also has a conference room with computer access. Students have access to exercise facilities during designated hours. All utilities are included in the rental cost. Students are billed on a ten- or twelve-month basis.

Food Service

Students can purchase a meal plan in the College Business Office during normal office hours. The College does not require students to purchase a meal service plan. Students can also purchase meals seven days a week (during posted hours) in the Mount Carmel West hospital cafeteria. A discount is provided with a student ID badge.

Wendy's and Tim Horton's restaurants are also located on the Mount Carmel West campus. In addition, a coffee shop is located on the second floor of the Center for Learning and Education. Vending machines are also located in the College. Kitchens for student use are available in the recreation room.

Recreation Room

This multipurpose room is available to all students for relaxation and study. The large "Rec Room" houses entertainment equipment, a kitchen for student use, and vending machines.

Parking

A College of Nursing student parking permit must be displayed on every student vehicle. Permits are issued by the Mount Carmel West Safety and Security Office. Shuttle service for commuter students is available during posted hours. Students living in the apartment buildings park in an assigned Mount Carmel West parking garage in proximity to the College. All parking is overseen by the Mount Carmel West Safety and Security Office.

Transportation/Travel

Students are responsible for providing their own transportation for all educational activities, including clinical experiences. Students are also responsible for securing personal auto liability insurance.

The College is not responsible for liability incurred in travel, either as required by the curriculum or as the result of a student's participation in College sponsored activities, including cultural immersion trips. All travel is the responsibility of the student.

STUDENT LIFE

Mount Carmel College of Nursing embraces a wide range of ages, experiences, and cultures within its student body. Flexibility, recognition of individual needs and strengths, faculty and staff interest, and support programs encourage student success.

Student Life Association

The Mount Carmel Student Life Association provides an opportunity to develop leadership skills, to become involved in campus life, and to get to know other students. The Student Life Association contains three leadership teams: Pre-professional, Spiritual, and Advisory. All students are encouraged to participate.

Campus Ministry

The Director of Student Life coordinates spiritual/religious activities, programs and events in collaboration with the College Chaplain.

Many activities of a spiritual nature are offered to students, faculty and staff. These include student retreats, Bible study, faith-sharing groups, Lent/Advent services and Martin Luther King Day services.

Spiritual growth also includes the important dimension of service to others. Students are offered many opportunities to become involved in College, Mount Carmel Health, and Columbus community projects that serve the poor, underprivileged, and vulnerable members of society.

Mount Carmel West Hospital Chapel offers both Roman Catholic and Protestant worship services on Sundays. The Chapel is open at all times and provides a quiet place for reflection. Hours for scheduled services are posted on the Chapel door. The spiritual/religious dimension of student life is addressed by the College's Campus Ministry program. A Campus Minister coordinates the spiritual and religious activities, programs, and events with the assistance of a Campus Ministry Leadership Team made up of students, faculty, and professional staff.

Student Nurses Association

The Student Nurses Association of Mount Carmel (SNAM) is the College's affiliate of the pre-professional organization, the National Student Nurses Association (NSNA). SNAM provides a variety of activities and programs that offer leadership and community service opportunities.

Students who also join the NSNA enjoy many benefits including the opportunity to participate in state and national conventions, preferential consideration for NSNA foundation scholarships, loans, professional liability insurance, and subscription to *Imprint* magazine. The College facilitates student attendance at workshops, seminars and other educational opportunities.

Student Government Association

The Student Government Association (SGA) provides an organized association for undergraduate student activities and a mechanism for students to voice concerns, issues, and questions. Elected members of the student body serve on the SGA.

Representation on College Committees

Several College committees are structured to include student membership. Students who participate in College committees have voice and voting privileges within these committees. Students interested in participating in a College committee should contact the President/Dean, the appropriate program Dean or the Director of Student Life. Currently, students serve on the following College committees:

- Undergraduate Curriculum
- Assessment/Outcomes
- Community Service
- Academic Appeals
- Academic and Professional Misconduct
- Alumni and Student Services Subcommittee (Board of Trustees)
- Library
- Research/Scholarship
- Teaching/Learning Technology

Seminars, Conventions and Workshops

Students in good academic standing are encouraged to participate in professional and educational activities. Written permission to miss classes for the purpose of attending conventions, seminars, or workshops must be obtained from faculty who are teaching courses in which the student is currently enrolled. Consent forms are available from the Student Nurses Association (SNAM) faculty advisor or from the Office of

Records and Registration. The student, if granted permission to attend, is responsible for all make-up work.

Employment Opportunities

Limited opportunities for student employment exist throughout Mount Carmel West, Mount Carmel East, and Mount Carmel St. Ann's hospitals. Both part-time and casual employment is available. Casual status provides no guarantee of work hours since these employees work on an as-needed basis, covering weekends, vacations, and other busy periods. Students should contact the Patient Care Services Recruiter in the Human Resources Department at any of the three hospital locations to learn more about possible employment opportunities.

College Newsletter

The College newsletter, *The Carmel Rapper*, publishes items of interest to Mount Carmel College of Nursing students. The newsletter is published bi-weekly; student information and participation are welcome.

Student Handbook

All students receive a copy of the *Student Handbook/Planner* at the start of each academic year. The *Handbook* outlines the policies and procedures of the College. Students are held accountable for information contained in the *Handbook* and are encouraged to use it for reference. The College makes every effort to inform all students of policy changes in advance of implementation.

CPR Certification

Students enrolled in nursing courses with clinical or lab components must be certified in cardiopulmonary resuscitation (CPR). Current certification through the American Heart Association at the BLS for Health Care Provider or Instructor/Trainer/Faculty level is a prerequisite to enrollment in all sophomore, junior, and senior nursing clinical courses. Students who fail to meet this requirement will not be permitted to attend nursing classes or clinical experiences. There is no grace period. Students must provide documentation of current CPR certification. Responsibility to keep CPR certification current rests solely with the student.

Criminal Background Check

The law regulating the practice of nursing states that the Ohio Board of Nursing may deny a convicted felon a license or the privilege of sitting for the licensing examination (Section 4723.28 of the Ohio Revised Code). In addition, several of the agencies utilized for nursing clinical studies require students to undergo criminal background checks and may deny clinical access to persons convicted of specific misdemeanors.

State and federal criminal background checks are a mandatory annual requirement for all students enrolling in sophomore, junior, and senior nursing clinical courses. Students have the opportunity to be fingerprinted on campus at the start of each academic year. Results will be forwarded to MCCN from the Ohio Bureau of Criminal Investigation (BCI) and the Federal Bureau of Investigation (FBI) and filed with the student's College record. Students not completing the background check on campus will be responsible for updating this requirement and ensuring that the results are forwarded to the Office of Records and Registration. Students failing to complete the required annual background check will not be permitted to continue in any nursing clinical course.

A background check which indicates evidence of a felony conviction (or certain misdemeanor convictions) may result in action including, but not limited to, dismissal from the Nursing Program.

Applicants for NCLEX-RN

Graduates who wish to sit for the NCLEX-RN exam are required to submit results of a criminal background check as part of the exam application.

Students electing to be fingerprinted on campus at the start of the senior year may request a second copy of the results from the BCI and FBI be forwarded directly to the Ohio Board of Nursing (OBN). This will insure timely processing of the NCLEX-RN application and minimize delays in making a candidate eligible to test. No applicant will be eligible to test without the required criminal records check being completed

and in his/her NCLEX-RN application file. Criminal records check reports cannot be mailed to the OBN by the applicant. Additional details can be found at <http://www.nursing.ohio.gov/links.htm>.

Senior students not completing the fingerprinting/records check on campus will be solely responsible for completing this NCLEX-RN requirement. All costs incurred are the responsibility of the student.

Academic Advising

Academic advising is an integral part of the student's educational experience. To ensure timely resolution of problems and to ensure progression to graduation, the student must assume responsibility in the advising process. Academic advising is available through the Office of Academic Success Services and the Office of Records and Registration.

Tutoring Services

Mount Carmel College of Nursing offers a tutoring program to students at no charge. Student tutors are paid by the College. Requests for tutoring should be directed to the Coordinator of Academic Success Services.

Counseling Services

Each student is entitled to participate in the Mount Carmel Health Employee Assistance Program. This program helps individuals resolve personal problems and includes up to five sessions with a counselor at no charge to the student. Appointments are available; students should contact People Services MCW, for detailed information.

Orientation and Convocation

Attendance at New Student Orientation (two separate days) is a requirement for all Fall Semester entering students. Attendance at the annual Fall Semester Convocation is also mandatory for all traditional pre-licensure students enrolled at the College.

Health Requirements

All students must meet the following requirements prior to enrollment in the first nursing clinical course:

- A recent medical history and physical (within one year prior to enrollment in a clinical course) must be completed and signed by a nurse practitioner or physician.
- Immunization history must be complete (a student may continue in the clinical course while in the process of receiving the Hepatitis B vaccine series of three).
- A TB skin test.

Required immunizations are listed in detail on the Student Health Form.

Health Services

It is recommended that all students have their own personal family physician and health insurance coverage. The College does not offer student health insurance.

Students requiring emergency care may utilize any emergency department (ED) at Mount Carmel Health. Students are responsible for the cost of emergency care and all charges incurred during an ED visit.

The student health program is coordinated by a registered nurse who is available weekdays. The program includes health guidance. The Student Health Nurse will carry out any specific physician's orders for administering medications and appropriate treatments.

To insure that all students are tested annually, TB skin tests are offered by the Student Health Office every **August**, the week before and the first full week of scheduled classes. Group testing is offered to help the student remember testing dates and to insure compliance. TB skin testing will also be done in October and March, on a limited basis, for newly-admitted students. The cost of the skin testing is included in the student's semester General Fee. Hepatitis B and Meningitis vaccines are charged in accordance with the pharmacy list price.

Students working in the health care field who receive annual TB skin tests elsewhere must provide documentation of their annual test.

Professional Liability Insurance

Pre-licensure program students are encouraged to purchase professional liability insurance prior to their enrollment in clinical nursing courses (Fall Semester of the sophomore year). The Mount Carmel Health liability insurance will cover students only when functioning in the role of a Mount Carmel student nurse. Information regarding professional liability insurance is available in the College office.

Registered nurses enrolled in the RN-BSN program are required to carry professional liability insurance.

Student Dress Code

The student dress code is detailed in the *Student Handbook* and is enforced with the goal of assuring a high standard of professional self-presentation. It is important for students, in their role as nursing students at Mount Carmel, to recognize their position as representatives of the College and the profession. Appearance and self-presentation must be commensurate with professional expectations.

Failure to comply with the dress code policy may result in disciplinary actions including, but not limited to, dismissal from the classroom or clinical site. Any adaptations to the policy due to cultural or health reasons are to be negotiated with the course coordinator or College administrators.

Student ID Badge

Students must wear and clearly display the student identification (ID) badge when in the role of a Mount Carmel College of Nursing student. ID badges are available from the Mount Carmel West Safety and Security Office.

Safety/Security

The Safety and Security Office of Mount Carmel West hospital provides security services for the College. Security officers are also available to escort students to and from their vehicles. Students are encouraged to use this service when on campus after dark.

ADMISSIONS

ADMISSIONS

Mount Carmel College of Nursing believes that certain functional abilities and performance standards are necessary for the safe practice of professional nursing. These include:

- the ability to see, hear, touch, smell, and distinguish colors;
- the ability to speak and write with accuracy, clarity, and efficiency;
- manual dexterity (gross and fine movements);
- the ability to learn, think critically, analyze, assess, solve problems, and reach judgment;
- emotional stability and the ability to accept responsibility and accountability.

Students will need to demonstrate satisfactory application of these functions and competencies during their course of study in nursing. Students should consider their ability to demonstrate these functions and competencies when applying for admission to Mount Carmel College of Nursing.

PRE-LICENSURE NURSING PROGRAM ADMISSION REQUIREMENTS

The College accepts students on a modified rolling admission basis for Fall Semester, Winter Semester, and Summer Session. Applicants are encouraged to apply early and are notified in writing of the admission decision after application documents are complete and have been reviewed by the Admissions Committee. Application deadlines are listed on the College's website (www.mccn.edu) and on the Application for Admission.

Listed below are requirements for admission to the pre-licensure nursing program:

- High school graduation with a minimum cumulative grade point average (GPA) of 3.00 (or GED).
- Completion of the following high school courses with a minimum grade of "C." If a minimum grade of "C" was not achieved in the listed course, the applicant is required to complete the course at the college level and earn a minimum grade of "C."

College Preparatory English	4 credits
College Preparatory Math (including Algebra II)	3 credits
Laboratory Sciences (chemistry and biology are required)	3 credits
Social Science	3 credits
Foreign Language (sign language accepted)	2 credits
Visual or Performing Arts	1 credit

- ACT or SAT test scores are required unless the applicant has been graduated from high school for more than five years or has earned at least 30 hours of college credit. A composite ACT score of 20 or better is recommended. The institution code for Mount Carmel College of Nursing is 3297.
- In addition, an applicant with college credits must submit evidence of a college GPA of 2.80 or higher (only grades of “C” or higher are eligible to transfer).
- Transfer applicants must also meet the high school course requirements. College courses will be evaluated for transfer credit.* Applicants must be admitted to Mount Carmel College of Nursing before courses will transfer. Enrollment classification/class level will be determined based on satisfactory completion of prerequisite/corequisite courses applicable to the Mount Carmel curriculum.

** Credit will not be granted for science courses completed at another institution more than five years prior to Mount Carmel admission and enrollment.*

The following documents are required to complete the application process (the Admissions Committee reserves the right to require additional information):

- A completed and signed Application for Admission.
- A non-refundable, one-time, \$30 application fee (check or money order made payable to Mount Carmel College of Nursing) must accompany the Application for Admission.
- A typewritten essay of 300 words or less (specific details are included on the Application for Admission).
- A high school transcript. Transfer students are required to submit an official high school transcript even with an earned degree.

- A completed Course Enrollment Form (available with the admission packet) that lists any courses not included on transcripts in which the applicant is currently enrolled or plans to enroll prior to starting classes at Mount Carmel.
- GED scores (if applicable) – official scores forwarded to Mount Carmel College of Nursing, Office of Admissions, as well as official high school transcript of courses completed prior to leaving high school.
- All college/university transcripts (if applicable). Official transcripts forwarded directly to Mount Carmel College of Nursing, Office of Admissions (no photocopies or faxes).
- ACT or SAT standardized test scores (see admission requirements).
- A typed activities/interests resume highlighting employment, community service, athletic participation, hobbies, interests, honors, and awards.
- A copy of visa or permanent resident card, if applicable (see “International Students”).
- TOEFL scores, if applicable; a minimum score of 550 (paper-based), 213 (computer-based) or 79-80 (internet-based) is required. The institution code for Mount Carmel College of Nursing is 1502.
- International transcripts evaluated by WES, if applicable (www.wes.org).

A personal interview may be required. Application and correspondence related to admission should be mailed to:

Mount Carmel College of Nursing
Office of Admissions
127 South Davis Avenue
Columbus, Ohio 43222

INTERNATIONAL STUDENTS

Mount Carmel College of Nursing does not issue Immigration Form I-20 from the U.S. Department of Immigration and Naturalization Service. Therefore, the College is not eligible to accept new or transfer international students who need I-20 credentialing. The College welcomes international applicants who do not require an I-20 clearance.

MATH AND ENGLISH PLACEMENT

All degree-seeking students are required to demonstrate proficiency in English and math by successful completion of placement requirements. Students complete English placement tests [either Columbus State Community College (CSCC) or The Ohio State University (OSU)]. English placement is required at OSU only for students who scored below 18 on the highest ACT English section.

Students complete Math placement at Mount Carmel. MCCN administers the Test of Essential Academic Skills (TEAS) to all new pre-licensure students as part of the registration/orientation process. All students who score less than the benchmark score on the math section of the TEAS will be placed in MATH 090 (Math Foundations) during the first or second semester enrollment. There is a minimal tuition charge for this non-credit course.

ADVANCED PLACEMENT NURSING PROGRAM (APP)

The Advanced Placement Program (APP), offered during Summer Session, will be of particular interest and value to students who have completed significant college credit and who have completed the required prerequisites. Following initial acceptance to Mount Carmel College of Nursing, the APP is an option that allows transfer students the opportunity to complete the BSN in five semesters.

Acceptance to the APP is highly competitive, and enrollment is limited. Students are selected for this accelerated and highly structured program based on strong academic performance in previous college coursework and successful completion of all prerequisite courses. A minimum 3.00 cumulative GPA is required to apply for the APP. Applicants are not guaranteed admission to the APP.

Students selected for the APP will complete a 12-week summer track. This exceptionally demanding and intense program begins in mid-May and concludes in early August. It is comprised of all

three sophomore level nursing courses. Once these courses are completed successfully, students begin the Fall Semester at Mount Carmel in junior level coursework and clinical experiences.

APP Admission Requirements

- Applications for APP must be received by February 1 of the year of entry.
- Applicants must have successfully completed (with grades of “C” or higher) all non-nursing courses in the freshman and sophomore MCCN curriculum. These courses include:
 - English Composition
 - General Psychology
 - Human Growth and Development Across the Lifespan
 - Introduction to Cultural Anthropology (or equivalent)
 - Introduction to Sociology
 - Human Nutrition*
 - The Individual and Religion
 - Anatomy and Physiology I*
 - Anatomy and Physiology II*
 - Microbiology*
 - Organic Biochemistry*
 - Physiologic Alterations I*
 - Physiologic Alterations II*

**Credit will not be granted for science courses completed at another institution more than five years prior to Mount Carmel admission and enrollment.*

Completed applications are reviewed for acceptance and applicants are notified in writing by mid-March regarding admission decisions. Those accepted will be required to confirm their intent to enroll in the Advanced Placement Program.

ADMISSION CRITERIA FOR SECOND DEGREE ACCELERATED PROGRAM

Applications are accepted beginning March 1. Priority consideration will be given to applications received by June 30 with all application materials received and completed interview by July 15. Deadline for submission of applications is August 1 to begin in January of the following year.

Second Degree Accelerated Program Admission Requirements

- Earned baccalaureate or higher degree from a regionally accredited institution. If the degree was earned outside of the United States, contact the World Education Services (www.wes.org) for an evaluation for equivalent U.S. degree.
- Minimum 3.00 cumulative grade point average
- In-person interview; telephone interview if residing out of Ohio.
- TOEFL score of 550 (paper-based), 213 (computer-based) or 79-80 (internet-based), if applicable. The institution code for Mount Carmel College of Nursing is 1502.
- Completion of the following prerequisites:
 - Anatomy and Physiology I and II*
 - Cultural Anthro or Comparative Religion
 - Microbiology*
 - English Composition
 - Organic Biochemistry*
 - General Psychology
 - Human Nutrition*
 - Introduction to Sociology
 - Statistics
 - HUMN/SSCI Electives (10 semester hours)

**Science courses must be completed within five years of enrollment.*

The following are required to complete the application process:

- Completed application for admission. Incomplete or unsigned forms will be returned.
- \$30 non-refundable application fee.
- A typewritten essay of 300 words or less (specific details are included with application).
- Official transcripts from all high schools, colleges, and universities attended.
- A typewritten activities/interests resume highlighting employment, community service, athletics, hobbies, honors, and awards.
- Copy of visa or permanent resident card and TOEFL scores, if applicable.
- Current professional-level CPR certification from the American Heart Association.
- Completed institutional health requirements.

RN-BSN COMPLETION PROGRAM

Applications to the RN-BSN program are due six weeks prior to the start of the semester. Following successful completion of all prerequisite courses, the full-time student starting Fall or Winter Semesters can complete the program in four semesters. Classes are typically small, which allows for an individualized approach to learning. Both full-time and part-time study are available.

Admission Requirements for RN-BSN Completion Program

Applicants to the RN-BSN completion program must submit the following documents. No nursing proficiency or placement tests are required.

- A completed and signed Application for Admission.
- A non-refundable, one-time \$30 application fee (check or money order made payable to Mount Carmel College of Nursing).
- Official transcripts for all post high school academic work. Transcripts must be submitted directly to Mount Carmel College of Nursing, RN-BSN Completion Program.
- A current and unrestricted Ohio RN license.
- Evidence of successful completion of all required prerequisite coursework. Registered nurse students may be admitted to Mount Carmel College of Nursing after they have completed at least 48 semester credits (of the required 56 prerequisite semester credits) of general education, in addition to 32 semester credits in nursing.
- If applying for admission while still enrolled in prerequisite courses, a statement of expected completion dates for the courses is required.

All RN-BSN students must complete the health requirements prior to enrolling in the first nursing clinical course. Students who do not meet these requirements are prohibited from enrolling in a clinical nursing course.

Application and correspondence related to admission to the RN-BSN Completion Program should be directed to:

Kip Sexton, MS, RN
Program Advisor
Mount Carmel College Nursing
127 South Davis Avenue
Columbus, Ohio 43222-1504
Phone (614) 234-5169
Fax (614) 234-2875
E-mail: esexton@mchs.com

DIETETIC INTERNSHIP PROGRAM

The nine-month Dietetic Internship provides qualified graduates of baccalaureate programs in dietetics with the required pre-professional practice needed to meet the qualifications for the registration examination administered by the Commission on Dietetic Registration. In order to apply for a license to practice dietetics, students must achieve a passing score on this examination.

The goals of this program are to provide high quality learning experiences to prepare the internship graduate to become a Registered Dietitian (RD) and to work effectively to improve the quality of nutritional care for all persons. The program fosters the intern's commitment to life-long learning and personal/professional growth in accordance with the American Dietetic Association Code of Ethics for the Profession of Dietetics.

Enrollment in the program is limited. The College considers grades, work/volunteer experience, references, essays, and personal interviews in acceptance decisions.

Accreditation Status

The Mount Carmel College of Nursing Dietetic Internship (MCCN-DI) is currently granted continuing accreditation by the commission on Accreditation for Dietetics Education of the American Dietetic Association, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995.

Admission Requirements for Dietetic Internship

Applicants to the Dietetic Internship Program are required to:

- Graduate with a baccalaureate degree (minimum) from a college/university program in dietetics that is accredited by the Commission on Accreditation/Approval for Dietetic Education of the American Dietetic Association (CADE).
- Submit the required ADA application materials, including original transcripts of all degrees granted, three reference letters, verification of completion of the undergraduate program or intent to complete form, an essay, and a \$50.00 non-refundable application fee.
- Achieve a minimum cumulative GPA of 3.00 with a minimum GPA of 3.00 in nutrition coursework.
- Apply for and meet matching deadlines for appointment to the program.
- Attend a personal interview with the Director of the Dietetic Internship Program.

For additional information, visit the Mount Carmel College of Nursing website, Academic Programs (www.MCCN.edu) or contact:

Kathleen Blanchard, MS, RD
Program Director, Dietetic Internship
Mount Carmel College Nursing
127 South Davis Avenue
Columbus, Ohio 43222-1504
Phone (614) 234-5439
Fax (614) 234-2875
E-mail: kblancha@mchs.com

FINANCIAL INFORMATION

TUITION AND FEES PAYMENT

The College reserves the right to make changes in costs at the beginning of any semester by publication of the new rates for tuition, general fees, and room at least three months in advance of the effective date. Changes in other fees, charges, or policies may be made by an announcement one month in advance of the effective date of the change.

Students receive a tuition and fees statement (which includes approved/pending financial aid awarded) prior to the beginning of each semester. Tuition is due nine business days prior to the start of each semester.

Students receiving financial aid may deduct the amount of the aid from their semester tuition bill until monies are received if the financial aid has been approved. Students with unpaid balances by this date and with no approved payment plan will be considered to have withdrawn and enrollment will be cancelled.

Consideration is given to each student's financial circumstances. The College recognizes that financial crises do occur and, during extraordinary situations, can make special financial arrangements for payment of tuition and fees. Students with financial questions should contact the Director of Business Affairs to discuss special arrangements.

Students with delinquent accounts may be denied registration until their accounts have been settled.

Payment Plan

The College payment plan allows a student (or responsible party) the convenience of distributing payment of tuition and fees over a number of months. The payment plan is available to any student and is administered by the Director of Business Affairs. An annual processing fee is charged for payments distributed over more than five months. Students with an approved payment plan must make the first payment no later than the Friday prior to the first week of the semester.

Penalties for Late Payment

Students are responsible for paying tuition and fees by the established payment dates. Students making late tuition and fee payments are assessed late payment fees. Additionally, students cannot attend class until payment arrangements are complete.

Graduating students are not issued a diploma until all financial obligations to the College are met. Further, the College will not verify program completion to the Ohio Board of Nursing for any student who has unresolved financial obligations. A student is not permitted to take the National Council Licensing Exam (NCLEX) to become a Registered Nurse without verification of completion of the nursing program.

Tuition Refund Policy

Mount Carmel College of Nursing tuition and fees refunds for students receiving federal aid will be made according to federal guidelines. Refer to the Financial Aid section of this Catalog for current policy.

Semester Course

100% refund: on or before 1st Friday
50% refund: through 4th Friday
No refund: after 4th Friday

Term Course*

100% refund: on or before 4th day
50% refund: through 2nd Friday
No refund: after 2nd Friday

**Refund from second term classes will be calculated beginning with the start date of the second term. Students receiving federal and state aid will be subject to the Federal Refund Policy that refunds money to federal and state programs before any refund is made to the student. Federal refund calculation includes prescribed methods of returning federal and state aid to those programs. Refunds are made first to Stafford loan programs (unsubsidized loan, subsidized loan, PLUS loan) then to Perkins, Pell, SEOG, OIG, institutional aid, private aid, and lastly to the student. Samples of refund calculations are available upon request from the Financial Aid Office.*

HOUSING

Through a collaborative relationship with Oakwood Management Company, apartment-style living is available for Mount Carmel College of Nursing students. The apartments are adjacent to the College. Rental rates for the 2007-2008 academic year are \$2,250.00 per semester.

EDUCATIONAL COSTS (2007-2008)

Tuition and fees for all programs are subject to annual review and may be adjusted accordingly.

Fees (all programs)

Late Payment Fee	\$30.00
Residence Hall (per semester)	\$2,250.00
Audit Fee50% of course tuition
Proficiency Exam Fee (non-refundable)\$100.00

Pre-licensure Program

Application Fee (non-refundable)\$30.00
Enrollment Deposit (applied toward 1st semester tuition; (non-refundable after May 1 for Fall Semester or December 1 for Winter Semester)	..	.\$300.00
Standard Tuition per credit hour\$296.00
Nursing Clinical tuition per credit hour\$684.00
General Fee (per semester)**\$156.00
Science Laboratory Fee\$45.00
Nursing 408 Fee\$14.00
Health 320 Laboratory Fee\$15.00
Graduation Fee (includes MCCN Pin)\$225.00

***Pre-licensure students are assessed a general fee for both Fall and Winter Semesters which provides financial support for the Student Life Association and the student activities it sponsors. It also provides partial support for special cultural events, other social and recreational activities, and the student health program which includes health guidance, treatment of minor illnesses not requiring hospitalization, and an annual tuberculin skin test in the sophomore, junior and senior years. The student health program is not health insurance; students are responsible for all diagnostic and emergency care costs. Students are required to obtain their own health insurance. No general fee is charged during summer session.*

RN-BSN Program

Application Fee (non-refundable)\$30.00
Processing Fee (evaluation and transfer of previous courses)	..	.\$100.00
All courses per credit hour\$296.00
Graduation Fee (includes MCCN Pin)\$225.00

Dietetic Internship Program (nine months)

Application Fee (non-refundable)\$50.00
Acceptance Fee (non-refundable; applied toward first semester tuition)	..	.\$150.00
Standard Tuition per semester\$1,978.00

Workbook Fee

A workbook fee is charged for those courses which provide a student workbook.

Miscellaneous Fees

In addition to the expenses noted above, the student is also responsible for the cost of books, supplies, uniforms, transportation, and meals.

Courses taken at CSCC and OSU are billed to the student by those institutions, and payment is the responsibility of the student. Tuition is paid directly to those affiliated institutions.

FINANCIAL AID

All financial aid (other than merit-based scholarships) is based on need, as determined by standard needs analysis. A student must file a Free Application for Federal Student Aid (FAFSA) to be considered for institutional aid. Copies of signed federal tax returns are required of students selected for verification and completion of a verification worksheet.

Students should refer to the *Financial Aid and Scholarship Catalog* for additional available aid and further details.

Deadlines

March 1 of each year is the deadline for enrolled and accepted students to file the FAFSA (or renewal form) for **priority** consideration for any campus-based aid. Students must also complete the Mount Carmel College of Nursing Financial Aid Information sheet.

Campus-based aid will be awarded to late filers on a first come basis, depending on availability of funds. Applicants must be accepted before a financial aid package will be issued. The College does not require a financial aid transcript from previously attended colleges, except for mid-year transfer students. This information will be accessed via the National Student Loan Data System (NSLDS).

Student Aid Report

Filing the FAFSA will generate a Student Aid Report (SAR). The processor sends it to the student 6-8 weeks after filing. The College will access this information electronically if the student includes the College code on the application. If the student did not list Mount Carmel on the FAFSA, the student must turn in a signed original paper SAR.

Award Letter

Once all requirements are met and the student's file is complete, a notice of financial aid eligibility will be made with a financial aid award letter sent to the student. Students must then apply for loans, if desired.

Verification

Students may be asked to supply supplemental information, as required by the U.S. Department of Education, if selected for verification (signed Federal tax forms and verification worksheet). Verification must be complete before any financial aid will be packaged. If the student does not complete verification within four weeks of the request for information, the student will be removed from the institutional aid priority list. No aid is processed until the student completes the verification process. The College follows the federal guidelines for verification, collecting the signed verification worksheet, and the signed federal tax returns. If the student does not complete verification by the last date of attendance for the academic year, no financial aid will be processed. Mount Carmel College of Nursing may also select a student for verification even if not selected for verification by the Department of Education. All conflicting data must be resolved before any aid is administered.

NEEDS ANALYSIS AND FINANCIAL AID PACKAGING

Mount Carmel College of Nursing uses a self-help concept of financial aid packaging. If the student meets priority deadlines for filing (March 1 FAFSA and completes verification within four weeks of notification), the student will be on a priority list to be considered for institutional aid after federal and state aid are packaged.

A Cost of Education Budget is determined for several categories of students. Room and board and personal budgets are established for students living at home with a parent or relative, living in the dorm, or living independently. Transportation costs are determined for live-in students and commuters. The Financial Aid Office determines each student budget or total cost of attendance and subtracts the expected family contribution from the official student aid report to determine financial need.

Financial aid is packaged in the following order: Pell Grant, FSEOG (priority list students first), Ohio Instructional Grant or Ohio College Opportunity Grant, Ohio Student Choice Grant, external and internal scholarships, tuition reimbursement and other outside aid, and Federal Stafford Subsidized Loan. If the student has additional unmet need after the above, students are rank ordered according to highest remaining unmet need to be packaged for institutional aid. Those on the priority list will be packaged first.

If funds are available, late filers will be considered for institutional aid in the order forms (SAR, College Financial Aid Application, and verification) are received in the Financial Aid Office.

No student can be packaged beyond unmet need. If receipt of additional outside financial aid later results in an over award, the student's institutional loans will be decreased or cancelled first, then Stafford loan, and lastly, scholarships and grants.

The regular academic year is packaged using Fall Semester and Winter Semester enrollment. If a student chooses to attend Summer Session it is added as a "trailer" term to the prior academic year. If the student has any remaining financial aid eligibility, it can be awarded for Summer Session. This policy is also applicable to transfer students who begin Winter Semester. For purposes of Federal Family Educational Loans the student may be awarded loans according to a "borrower based academic year" or the "standard academic year," depending on the student's individual situation. A student may request in writing that his/her academic year begin Summer Session and financial

aid will be packaged in thirds (summer/fall/winter). This should be documented on the Financial Aid Information sheet.

FINANCIAL AID APPEALS

If the student/family financial situation changes after filing the FAFSA, the student should contact the Director of Financial Aid regarding the situation. The student may file an Appeal Form. The College may be able to look at expected year income rather than prior year in cases where the family's financial situation has changed significantly. A student may file an appeal at any time during the academic year. Once the appeal form and supporting documentation is received by the Financial Aid Office, the student can expect a decision within 4-6 weeks.

In all appeal cases the following guidelines will apply when using professional judgment to determine the outcome of an appeal:

- No appeal will be considered without adequate documentation of circumstances.
- All appeals are reviewed on a case-by-case basis.
- An appeal for independent status will only be considered in cases of documented parental estrangement or abuse, with adequate third party documentation. If the dependent student does not meet these criteria to be considered for "independent" status, the Financial Aid Office may consider the student's actual expenses (with adequate documentation) and recalculate the student budget.
- All decisions regarding an appeal are final.

SATISFACTORY ACADEMIC PROGRESS

Students must meet acceptable Standards of Academic Progress (SAP) to receive financial aid. A student is achieving satisfactory academic progress at Mount Carmel College of Nursing as long as the following policy standards are met:

- A student must maintain a minimum cumulative grade point average of 2.00 at the end of each academic year. The Financial Aid Office reviews this annually in May.
- A student must complete the program in a maximum of six years. In order to accomplish this requirement, the student must satisfactorily complete 65% of all attempted coursework

at the end of each academic year. The Financial Aid Office reviews this annually in May.

A student can continue to receive financial aid for one semester if he/she does not meet the minimum 2.00 GPA and/or complete 65% of all attempted coursework.

- After this one semester, if the student is not meeting SAP, he/she will not be eligible for financial aid in subsequent terms.
- If a student later meets SAP, his or her eligibility will be reinstated for the next academic term.
- The student may appeal a determination that he/she is not making SAP in writing to the Financial Aid Office. The only situations in which the College would waive this policy through an appeal are documented student injury, illness, or death of a relative of the student.
- All appeal decisions will be acted upon within four weeks of receipt of written appeal and all required documentation. All decisions are final. The Director of Financial Aid will notify the student in writing of the decision.

The Director of Financial Aid is responsible for monitoring the SAP on a term-by-term basis for those students who are not meeting SAP.

REFUND POLICIES

Federal Refunds

The financial aid office recalculates federal* aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a term. If a student has questions about the federal refund calculations, contact the Financial Aid Office.

Recalculation is based on the percent of earned aid using the following formula:

- $$\text{Percent Earned} = \frac{\text{Number of days completed up to the withdrawal date}^{**}}{\text{Total days in the term}}$$

- Federal Financial aid is returned to the federal government based on the percent of unearned aid using the following formula:

- Aid to be Returned = (100% - Percent Earned)
X Amount of aid disbursed toward institutional charges
- When aid is returned, the student will owe a debit balance to the College which is the student's responsibility. The student should contact the Business Office to make arrangements to pay the balance.

*Federal financial aid includes:

1. Stafford Unsubsidized Loans
2. Stafford Subsidized Loans
3. Parent/PLUS Loans
4. Federal Pell Grant
5. SEOG Grant

(Federal financial aid is returned in the order listed)

***Withdrawal Date is defined as the actual date the student begins the withdrawal process, the student's last day of recorded attendance or the midpoint of the term for a student who leaves without notifying the College.*

Institutional* Refunds - Semester Courses

- A student who drops a course on or before the first Friday of the term will be entitled to a 100% credit of tuition and fees.
- A student who drops a class after the first Friday, but on or before the fourth Friday of the term, will be entitled to 50% credit of tuition and fees.
- After the fourth Friday of the term, there will be no refund of course charges.

Institutional* Refunds - Term Courses

- A student who drops a course on or before the fourth day of the term will be entitled to a 100% credit of tuition and fees.
- A student who drops a class after the fourth day, but on or before the second Friday of the term, will be entitled to 50% credit of tuition and fees.
- After the second Friday of the term, there will be no refund of course charges.
- The federal refund calculation supersedes the institutional refund policy relating to term courses if a student withdraws, is dismissed, or is on Leave of Absence (LOA).

Institutional financial aid* will be subject to the federal refund calculation for students who withdraw, are dismissed, or take a Leave of Absence (LOA) prior to completing 60% of the semester term.

**Institutional financial aid includes Memorial Loan, Schell Loan, and other Mount Carmel College of Nursing loan programs. Scholarships are excluded from this refund policy unless the student withdraws during the first week of the term.*

REFUND DISBURSEMENT

Funds are credited to the student's account as they are received from various sources. Once a student's account has been credited with financial aid funds and shows a credit balance, the College will refund the credit amount to the student within two weeks – to be used for other educational expenses. If the College receives funds in late Fall Semester after Winter Semester billing, the funds may be carried over to Winter Semester. No federal funds will be carried over from one academic year to the next.

LOAN COUNSELING

All students who receive loans from federal, state, or institutional sources are required to complete loan entrance counseling before the loan is disbursed, and loan exit counseling when the student leaves the College. The loan entrance counseling provides students with information regarding their rights and responsibilities as a borrower.

The student must complete loan entrance counseling before the first disbursement of a Stafford Loan is made. If the student fails to complete the entrance interview, the loan is cancelled and returned to the lender.

Loan exit counseling provides students with specific information about their loan indebtedness as well as their rights and responsibilities as a borrower. Students who do not complete exit loan counseling will have their account placed on "hold" and no academic transcripts will be issued until the counseling is completed. If the student has left the institution without

officially withdrawing or was unable to attend the personal counseling session, the information will be mailed to the student. Graduating seniors will have diplomas withheld until the exit counseling is completed.

The College is notified by the guaranty agency when a student is delinquent in loan repayment. Guaranty agencies request updated information on students regarding address, etc. The College provides to the guaranty agency any information on file regarding student's last known address and employer. Providing this information is the responsibility of the Financial Aid Office.

SOURCES OF FINANCIAL AID

Federal and state grant and loan guidelines are set by federal and state agencies and are not subject to alteration by the Financial Aid Department. Any student who receives financial aid must notify the College Financial Aid Office of all financial assistance received including tuition reimbursement, hometown scholarships, etc.

FEDERAL GRANTS

Pell Grant (formerly Basic Education Opportunity Grant)

This is a federal grant program based solely on need. These monies are distributed on a term basis and are used for tuition, fees, and educational expenses. The Pell Grant is not available to students with baccalaureate degrees. These monies are not repaid.

FSEOG - Federal Supplemental Educational Opportunity Grant

This is a federal grant program based on exceptional need. Students with lowest EFC and Pell recipients have first priority. The student must have filed a FAFSA by March 1 and completed the Mount Carmel College of Nursing Financial Aid Application by April 1 to be on the priority list for this grant. Grants are awarded on a first come basis after the priority date, if funds are available.

FEDERAL LOANS

Federal Stafford Loan (SL) [formerly Guaranteed Student Loan (GSL)] - Subsidized

This is a loan program based on financial need and subsidized by the federal government. Repayment begins six months after graduation or upon termination of the program for other reasons. Interest is a variable rate. Maximum annual limits are \$3,500 for the first year, \$4,500 for the second year, and \$5,500 for the third and fourth years. The maximum aggregate loan limit is \$23,000 for dependent students and \$46,000 for independent students. Loan proceeds can be electronically disbursed and applied to the student's account. Excess money will be refunded to the student. Students are required to complete "entrance" and "exit" interviews when receiving loans.

Federal Stafford Loan - Unsubsidized

This loan program is not need based. Students without need may borrow the same amount as the subsidized Stafford. Independent students have higher loan limits.

Plus Loan (PLUS)

This loan program is available to parents of eligible dependent students. The loan can be used to pay the expected "family contribution" (FC) portion of the student's educational expenses. Interest is determined by the Money Market, and repayment begins 60 days after the loan has been disbursed.

Nursing Student Loan (NSL)

The Nurse Training Act provides for federal loans to eligible nursing students. The loans are based on need and are available to half-time and full-time students. The annual limit is \$2,500 with a 5% interest rate. Payments begin nine months after graduation or upon termination of the program for other reasons. Students are required to complete "entrance" and "exit" interviews.

STATE GRANTS

Ohio Instructional Grant (OIG) or Ohio College Opportunity Grant (OCOG)

This grant is based solely on need and students must apply using the FAFSA. There is an income cap on eligibility for OIG or OCOG. It is not available to students who have a baccalaureate degree or are out-of-state residents. If approved, the award is sent directly to Mount Carmel College of Nursing for payment of tuition and fees only. This money cannot be used for any other educational expenses. This grant will be reduced if tuition and fees are less than the eligible amount.

Ohio Student Choice Grant (OSCG)

This is a grant made by the State of Ohio to students who are enrolled full time in an Ohio private college leading to a first bachelor's degree. Mount Carmel students must complete the residency certification if a FAFSA was not filed. OSCG is sent directly to Mount Carmel for payment of tuition and fees only. The amount varies each year depending on available funding. This grant will be reduced if tuition and fees are less than the eligible amount.

STATE LOANS

Nurse Education Assistance Loan Program (NEALP)

This program offers loans to nursing students in Ohio who have “exceptional need” based on the calculated “family contribution” from the FAFSA. Applications are available in the Financial Aid Office in March. Loans are limited to a maximum of \$3,000 per year and may be renewed for three years. Application deadline is June 1 of each year. Up to 100% of the loan may be canceled if the graduate practices nursing in Ohio.

CAMPUS-BASED AID

College Grants

Available only to students with outstanding need after all above sources are considered. Eligibility is determined by the Financial Aid Office and based on funding.

Charles E. Schell Foundation Loan Program

This interest free loan, based on financial need, is available to students. The recipient must be under 25 years of age and a United States citizen whose parents were born in the U.S. and are also citizens of the U.S. Repayment begins ninety days after a student ceases enrollment. The loan is interest free, if payments are made on time, and must be paid in full within ten years. This loan is funded by the Charles E. Schell Foundation.

Abigail Graves Memorial Loan

This fund was established by the generosity of Abigail Graves, a graduate of Mount Carmel. This 3.5% interest rate loan is available to students based on financial need, and has a maximum amount of \$2,000 per year. Repayment begins ninety days after enrollment ends and is repayable in five years.

Gaglani Loan Fund

Junior and senior nursing students are eligible. The student must have a minimum 3.00 GPA, possess high moral character, leadership potential, and demonstrate financial need. One \$1,000 interest free loan is available annually.

Kelley Loan Fund

Junior and senior nursing students are eligible. One or two \$1,000 interest free loans are available annually to students in good academic standing who have demonstrated financial need.

Emergency Loans

Short term emergency loans are available to students at any class level who have encountered an unexpected financial deficit. The loans are repaid with the student's financial aid.

College Work Program (need based)

College work is offered to students as part of the financial aid package if students indicate an interest on the FAFSA. A small number of positions are available each year. An interview is required before acceptance into the program. Students may be terminated from this program during the year if hours are not worked or the supervisor determines work is unsatisfactory.

CAMPUS-BASED SCHOLARSHIPS

The number of scholarships and the amounts may vary from year to year. Scholarships are considered in calculating financial aid eligibility.

Presidential Scholarship

Scholarships are awarded to incoming freshmen with a minimum 3.50 GPA (on a 4.00 scale) and a 25 minimum ACT composite. Candidates must have demonstrated leadership qualities and be active in community service. Application and reference deadline is February 15, through the Admissions Office. The Scholarship will be applied to tuition and fees only at Mount Carmel College of Nursing. The scholarship is \$1,500, renewable at the end of freshman year and \$4,000 renewable at the end of sophomore and junior years, if the student maintains a minimum 3.40 cumulative GPA.

College Scholarship Program

Up to ten scholarships of \$2,000 each are awarded to selected high school seniors accepted for admission in the freshman college year. Applicants must have a minimum 3.40 GPA and 23 minimum ACT composite. No application is necessary, and the scholarship is renewable at \$2,000 for sophomore and \$3,000 each for junior and senior years at Mount Carmel if the student maintains a minimum 3.20 cumulative GPA.

Robert G. and Kathryn R. Schwemley Foundation Scholarship

Full-time sophomore, junior, and senior students who have earned a minimum 3.00 cumulative GPA and demonstrated financial need are eligible to apply for this scholarship. A number of \$3,000 scholarships are available and are applied to tuition and fees at Mount Carmel.

Eleanor S. Wilson Academic Scholarship

Recipients must have completed one full year at Mount Carmel College of Nursing as a full-time student (12 credits/semester) and earned a minimum 3.70 cumulative GPA. No application is necessary. This scholarship will be applied to tuition and fees at Mount Carmel College of Nursing as follows: \$1,000 sophomore year, \$1,250 junior year, and \$1,500 senior year. Recipients will

be notified in writing of the scholarship award during the summer.

Mother Constantine Scholarship

Recipients must have completed one full year at Mount Carmel College of Nursing as a full-time student with a minimum 3.00 cumulative GPA and must be actively involved in community service activities. The application, essay addressing career goals and aspirations, and two references must be received by the May 1 deadline by the Mount Carmel College of Nursing Scholarship Committee. Maximum of three awards annually.

Delores Street Scholarship

Juniors and seniors with a minimum 2.70 cumulative GPA are eligible. Consideration is given to high moral character, leadership potential, and financial need.

Eleanor S. Wilson Senior Clinical Excellence Award

Clinical excellence is recognized for a student at the end of the junior year. This \$1,000 award is applied to senior year tuition and fees. The student must have a minimum 3.00 cumulative GPA to be considered. The student chosen must excel in clinical nursing practice and will be selected by a faculty committee. No application is required.

John J. McMahon Scholarship

Juniors, seniors, and Dietetic Interns are eligible for this scholarship. The student must have a minimum 3.00 cumulative GPA, possess high moral character, leadership potential, and financial need. Applications are available from the Financial Aid Office and are due by May 1. The amount and number of scholarships may vary.

Fleming Family Foundation Nursing Scholarship

One \$1,000 scholarship is given annually to a student pursuing a nursing career. First consideration is given to an eligible student from Liberty Union High School located in Baltimore, Ohio. The student must achieve a minimum 2.50 high school cumulative GPA and meet all Mount Carmel College of Nursing admission criteria.

Holy Cross Heritage Scholarship

Sophomores, juniors, and seniors are eligible. Students must be in satisfactory standing and have financial need. Applications are available from the Financial Aid Office. The amount and number of scholarships may vary.

National Student Nurses Association (NSNA) Scholarships and Loans

Each year the NSNA Foundation distributes nearly \$100,000 to nursing students. Members of NSNA receive advance information on scholarships. Further information on these scholarships and loans is available in the SNAM office or Financial Aid Office. Deadlines are usually early (February).

Mount Carmel Alumni Association Senior Scholarships

Scholarships are awarded each year to senior students by the Mount Carmel College of Nursing Alumni Association. Applications are available from the Alumni Association; the application deadline is May 15. Recipients will be notified in September.

Mary Linard Memorial Scholarship

Preference is given to graduates of Bishop Ready High School. Applicants must meet all MCCN admission requirements and demonstrate financial need. The amount of the scholarship may vary each year.

Josephine Walters CareStar Scholarship

Sophomores, juniors, and seniors are eligible. Applicants must have a 2.00 GPA, submit an essay, and demonstrate financial need. Two scholarships are awarded annually.

The Mary Susan Wheat Memorial Scholarship

Sophomores, juniors, and seniors are eligible. Applicants must have a 3.00 GPA and demonstrate financial need. One scholarship is awarded annually.

Mabel R. Wilson Memorial Scholarship

Sophomore, junior, and senior students are eligible. Applicants must have a 3.00 GPA and demonstrate financial need. One scholarship is awarded annually.

Dr. Craig W. and Deborah Anderson Family Fund Scholarship

Sophomores, juniors, and seniors are eligible. Applicants must have a 3.00 GPA and demonstrate financial need. Two scholarships are awarded annually.

Esther Wellman Frische Endowed Scholarship

Juniors and seniors are eligible. Applicants must have a 3.00 GPA and demonstrate financial need. One scholarship is awarded annually.

Anna Helen Kuper Drugan Scholarship

Sophomores, juniors, and seniors are eligible. Two scholarships are awarded annually based on financial need.

Amvets Post 1928/Pathfinders Services Scholarship

Sophomores, juniors, and seniors are eligible. Applicants must have a 3.00 GPA and demonstrate financial need. One scholarship is awarded annually.

Medical Education Technologies, Inc., Scholarship

Junior and senior students with at 3.00 GPA and an interest in nursing technology are eligible. One scholarship is awarded annually.

George N. Corey Memorial Nursing Scholarship

Junior or senior students are eligible. Applicants must have a 2.80 GPA and demonstrate financial need. One scholarship is awarded annually.

Hilltop Business Association Scholarship

Sophomores, juniors, and seniors are eligible. Applicants must have a 2.70 GPA and demonstrate financial need. Two scholarships are awarded annually.

OUTSIDE SOURCES OF FINANCIAL AID

National Guard

The Ohio National Guard has a program of tuition assistance for any Ohio resident who enlists, re-enlists, or extends enlistment for six years. Students should contact the Ohio National Guard directly.

ROTC

Mount Carmel College of Nursing participates in both the Air Force and Army ROTC programs offered at The Ohio State University. These programs offer qualified students the chance to compete for a variety of scholarships in addition to career opportunities for nurses.

Air Force ROTC The first two years of enrollment (freshman/sophomore) is the General Military Course (GMC), which includes a one hour class on officership, communication, aerospace doctrine, and history of military aviation. There is no obligation to serve in the military for non-scholarship cadets for the first two years. The last two years (junior/senior) consist of a three hour Professional Officer Course (POC) dealing with leadership, management, supervision, communication skills, and national defense policy. Air Force ROTC cadets also attend a two-hour leadership laboratory period each week and participate in two hours of physical fitness training. A cadet must enroll in the POC for two academic years to be eligible for a commission.

Air Force ROTC offers two, three, and four year scholarships. The four year scholarship is applied for during the senior year in high school. The two and three year scholarships are offered to qualified men and women in college. The benefits provided by scholarships may include full payment of tuition, \$350 per term for textbooks, and a tax-free allowance up to \$400 per month.

For more information, contact the AFROTC office at The Ohio State University at 614-292-5441, ext. 9508 or visit www.afrotc.com.

Army ROTC Army ROTC is a program of leadership and military skills training with the opportunity to serve as an officer in the active Army, Army Reserves, or Army National Guard following graduation. Classes and activities are offered through The Ohio State University.

Army ROTC involves one course and leadership lab each term in the freshman and sophomore years covering introductory topics such as basic military skills, leadership, customs and traditions,

military history, and map reading. Advanced courses in the junior and senior years cover land navigation techniques, unit tactics, justice, leadership theory, and officer preparation and development. A weekly leadership lab involves military skills training, marksmanship, rappelling, and leadership development. Introductory level courses require no military obligation. Once students accept a scholarship or enter advanced courses, they make a commitment to serve as an officer on active duty or reserve duty upon graduation.

High school students are eligible for either a three or four year scholarship. College students may apply for two or three year scholarships covering tuition, most books and fees, plus \$250-\$400 per school month.

For more information, contact the Army ROTC office at The Ohio State University at 614-292-6075 or visit www.ohio-state.edu/arotc.

Veterans Benefits

Mount Carmel College of Nursing is approved for the education of eligible veterans and spouses and dependents of eligible veterans, reservists, and National Guard personnel. Eligibility and educational benefits are determined by the Veterans Administration (VA). The amount of veteran financial assistance is determined by the number of enrolled credit hours.

For information about veterans benefits, contact the Veterans Administration at 1-888-442-4551 or at <http://www.gibill.va.gov/education/benefits.htm>.

Additional Scholarships

Other scholarships vary per academic year; applications are distributed by the Scholarship Committee Chair or the Financial Aid Office.

ACADEMIC INFORMATION

COLLEGE SUCCESS SEMINAR

This non-credit course is offered during Fall Semester and is designed to assist students in examining and improving study skills, time management skills, stress reduction skills, and test-taking strategies. The Seminar is required of all students who meet one or more of the following criteria:

- a first-time college student.
- a transfer student with less than 16 hours of transfer credit.
- a student required to take the course based on Admissions Committee decisions.

There is no tuition charge for this seminar that meets the first eight weeks of the Fall Semester.

THE PULSE

“The Pulse” is a program designed for all new incoming Mount Carmel College of Nursing students to help them get a head start on the academic year. This program approaches nursing education methodically and energetically, with focus and a bit of humor. Topics covered include self-understanding, balance, stress management, relaxation techniques, test-taking strategies, and what to expect during your first year of college.

TECHNOLOGY PROFICIENCY

All entering Mount Carmel College of Nursing students are required to demonstrate a minimum level of technology competency. Students must successfully complete the technology competency during the first eight weeks of the first semester of enrollment in the College. A student will not be permitted to enroll for the second semester until successful completion of the technology competency requirement. Competency testing and/or a help session are available through Academic Success Services.

COMMUNITY SERVICE REQUIREMENT

Pre-licensure nursing students must satisfactorily complete the required 20 hours of community service prior to the beginning of their final semester. This is a requirement for graduation.

The 20 hours of community service required for pre-licensure students must be completed and submitted for approval prior to the beginning of the final semester before graduation. Any student failing to meet this deadline will be required to submit verification of 30 hours of community service in order to graduate. If the student is unable to complete the 30 hours prior to the date of graduation, he/she may participate in Commencement activities but will not receive a diploma or be eligible for NCLEX-RN testing until this requirement is met.

Registered nurses enrolled in the RN-BSN Completion Program must satisfactorily complete 10 community service hours prior to the beginning of their final semester. This is a requirement for graduation. The 10 hours of community service must be completed and submitted for approval prior to the beginning of the final semester before graduation. Any RN-BSN student failing to meet this deadline will be required to submit verification of 15 hours of community service in order to graduate. If the student is unable to complete the 15 hours prior to the date of graduation, he/she may participate in Commencement activities but will not receive a diploma until this requirement is met.

SEMESTER LOAD

The semester hour is the basis of college credit at Mount Carmel College of Nursing. To complete the degree in four academic years, a student must undertake 16-18 credit hours per semester. Semester loads of more than 18 credit hours require permission of the Director of Records and Registration.

FULL-TIME / PART-TIME STATUS

Students are considered full-time when they carry at least 12 credit hours per semester. Students enrolled in 6-11 credit hours are considered part-time; those enrolled in less than 6 credit hours are not eligible for financial aid.

CLASS LEVEL (DEGREE-SEEKING STUDENTS)

Students are classified as freshmen until successful completion of all courses in the freshman curriculum plan. Sophomore

status is achieved once students are eligible to enroll for the first nursing course in the sophomore curriculum plan. Students are classified as juniors when they begin the first junior nursing clinical course in the junior curriculum plan. Senior status is achieved once students have registered for the first nursing course in the senior curriculum plan, and this status is maintained until graduation.

TRANSFER CREDIT

Students who have attended other accredited colleges and universities prior to enrollment at Mount Carmel College of Nursing may be entitled to transfer credit at Mount Carmel. Transfer credit is determined by the Transfer Credit Evaluator, the Director of Records and Registration, and/or the Dean. Only college level grades of “C” or higher are eligible for transfer.

NON-DEGREE STUDENTS

An applicant may request enrollment as a non-degree student by contacting the Director of Records and Registration. Non-degree students may register for up to 12 credit hours of non-nursing coursework. A non-degree student who wishes to enroll in a non-clinical nursing course must obtain permission from the Assistant Dean or the Director of Records and Registration.

Non-degree students will be held to the same academic progress policies as degree-seeking students. Students enrolled in the College on a non-degree status must achieve a minimum 2.00 cumulative GPA by the time 12 credit hours are completed or be dismissed from the College. Non-degree students who were previously enrolled as degree-seeking students must apply for reinstatement. Following completion of 12 credit hours, the student must apply for degree-seeking status.

ATTENDANCE

Class and clinical attendance is required at Mount Carmel College of Nursing. A student listed on the class roster who has not attended class or clinical by the second class or clinical day and has not been excused will be administratively withdrawn from the course.

Each course syllabus includes individual faculty requirements for missed classes. All clinical absence days must be made up. Students who miss clinical experiences must develop a learning contract with the appropriate faculty member. Failure to do so may result in withdrawal of the student from the course, based on the instructor's recommendation to the Assistant Dean.

REGISTRATION

A registration period is scheduled prior to the beginning of each semester. Registration must be completed through the Office of Records and Registration. Nursing courses with clinical components and seminar courses have specific, predetermined enrollment limits. Students may attend classes only after they have completed registration and have made satisfactory financial arrangements. In registering, the student subscribes to all the regulations, terms, and conditions – academic and financial – set forth by the College. Late registrations will be processed only if there is space available in each requested course.

SCHEDULE CHANGES

Adding a Course

After the class start date, students may add a Mount Carmel non-nursing course or gain admission into a Mount Carmel closed course **only** with the consent of the instructor and proper notification to the Director of Records and Registration. Permission of the Assistant Dean is required to enter a nursing clinical course after the class start date. The appropriate documentation must be filed with the Director of Records and Registration.

Withdrawing from a Course

A student may withdraw from any course only one time and from a maximum of two different nursing clinical courses.

A student may withdraw from a semester-length non-clinical course through the 12th week of the semester. A student may withdraw from an 8-week non-clinical course through the 6th Friday of the 8-week term. A grade of "W" will be posted to the student's academic record for each withdrawn course.

A student may withdraw from an 8 or 16 week nursing clinical

course through 5:00 p.m. on Friday prior to the final exam. A grade of “W” will be posted to the student’s academic record for each withdrawn course.

After the stated deadlines, withdrawing from a course is not an option and a grade will be assigned. Students must first notify the course faculty prior to withdrawing from a course. Students must complete and submit a *Schedule Change Form* to the Director of Records and Registration. Faculty and academic advisors will be notified of course withdrawals.

Administrative Withdrawal

A student listed on the class roster who has not attended class or clinical by the second class or clinical day and has not been excused will be administratively withdrawn from the course. The faculty of the course will notify the Director of Records and Registration to process the withdrawal.

By approval of the President/Dean or Assistant Dean, a student will be administratively withdrawn from a nursing clinical course and a grade of “W” posted if patient/client safety is at risk or if a student illness or personal crisis so warrants.

TRANSIENT AND AFFILIATED COURSE CREDIT

Once enrolled at Mount Carmel College of Nursing (MCCN), degree candidates are required to complete all degree course work at MCCN. Exceptions to this policy include *only* those selected general education courses included in the affiliation with Columbus State Community College and The Ohio State University (see below).

General Education Courses

A few general education courses required for the BSN degree are not offered on the MCCN campus. Students complete three required courses and one or two elective courses at one of the two affiliated institutions. The choice of institution is made by each individual student. Transfer students may already have credit awarded for some, or perhaps all, of these courses.

- English Composition
- Introduction to Sociology
- Cultural Anthropology
- two humanities/social science elective courses

Students will be required to sign an Affiliation Agreement and be given a Registration Instruction Checklist. *Only* those courses listed above are included in the affiliation. A student enrolled in an affiliated course must provide to the Office of Records and Registration a printed copy of the approved course schedule from the affiliated institution.

Credit hours for these affiliated general education courses are added to the student's Mount Carmel schedule and financial aid load hours, and final grades are transcribed as part of the student's Mount Carmel academic record.

Science Courses

Students in good academic *standing* who are required to repeat a science course due to a poor grade may seek permission to repeat the course at another institution *only* if repeating the course at Mount Carmel will delay progress toward the degree. Permission *will not* be granted if the course is available at Mount Carmel and can be repeated without causing a delay in the student's progress. Credit hours for science courses repeated at another institution are not counted toward the student's MCCN financial aid eligibility.

Students seeking permission to repeat a science course at another institution must:

- Submit the appropriate paperwork to the Director of Records and Registration, preferably 3-4 weeks *prior* to the start date of the repeated course.
- Within 3 weeks of the completion of the course, request an official transcript to be forwarded to the Director of Records and Registration. Transfer credit will be posted to the student's academic record, assuming a final grade of "C" or higher.

Permission to transfer credit to Mount Carmel may not be granted if a student fails to seek permission *prior* to enrolling at another institution.

CROSS REGISTRATION

Mount Carmel College of Nursing participates in a cross registration program with other colleges/universities in Columbus: Capital University, The Columbus College of Art and Design, Columbus State Community College, DeVry University, Ohio Dominican University, The Ohio State University, Otterbein College, the Pontifical College Josephinum, and Franklin University.

Cross registration permits full-time Mount Carmel students to register for enrichment classes at other Columbus institutions and permits full-time students at other eligible Columbus institutions to enroll in Mount Carmel classes, on a space available basis. Students register, pay tuition, and receive grades at their home institutions.

To participate, Mount Carmel College of Nursing students must have earned at least 24 credit hours at Mount Carmel and be in satisfactory academic standing. Course selection is limited to one class per semester and a total limit of three classes per student during the entire program of study. Students may not cross register for a course which is taught at Mount Carmel. Cross registration is not permitted during Summer Session.

Approval and arrangements for cross registration is coordinated by the Director of Records and Registration.

GRADING POLICIES

The College uses a four point grading system:

A	4.0 points	Excellent	91-100
B	3.0 points	Good	82-90
C	2.0 points	Satisfactory	73-81
D	1.0 point	Poor	67-72
F	0.0 points	Failure	66 and below
I	0.0 points	Incomplete	
AU	0.0 points	Audit	
K	0.0 points	Transfer credit	
W	0.0 points	Withdrawal	
EM	0.0 points	Credit by exam	

P	0.0 points	Pass/Non-graded course
IP	0.0 points	In Progress
NC	0.0 points	No Credit Received for remedial course work

Grading in Clinical Nursing Courses

A final grade of “F” will be assigned in a clinical nursing course if the clinical component of the course is not satisfactory and/or if the theoretical component is less than a grade of “C.”

Grade Point Average (GPA)

The grade point average (GPA) determines a student’s academic status. Mount Carmel College of Nursing reports both the semester and cumulative GPAs on the grade report. The grade point average is obtained by dividing the sum of the “points earned” by the sum of the “hours attempted.”

Grade Reports

Official reporting of student grades is communicated by the Director of Records and Registration at the completion of each semester.

Students without “holds” on their accounts can view their grade reports for any completed term via the Student Portal, linked from the College website. Username and password are required.

Students who require *official* hard-copy grade reports must contact the Office of Records and Registration in Marian Hall, Rm 201.

Incomplete Grades

After discussion, faculty may issue an Incomplete (“I”) grade to a student who is unable to complete all course requirements due to illness or other serious problems. Under normal circumstances, incomplete coursework must be completed by the end of the sixth week following the end of a semester, or the “I” grade reverts to a failing grade.

Auditing a Course

A student may audit a course with the understanding that the course is taken for information only and that academic credit is

not granted and cannot later be claimed as a result of the audited course. The course may be taken at a later date for college credit.

Permission to audit a course must be obtained from the Assistant Dean of the Undergraduate Program prior to the beginning of the class. Nursing courses may be audited only by those students enrolled in the Mount Carmel program.

The approved, written request for audit must be submitted to the Director of Records and Registration. Students granted permission to audit a course will be charged 50% the normal cost of the class.

Proficiency Examination Credit

Some academic areas within the College have developed subject-based proficiency exams leading to the award of “EM” credit if passed with a grade of “C” (73%) or higher. These exams are available to students who have not completed a science course within the past five years or those whose knowledge was gained from experience or training. Exams are administered with permission of the course lead instructor and the Assistant Dean of the Undergraduate Program or the College President/Dean.

There is a non-refundable fee for each proficiency exam that must be paid prior to taking the exam. Refer to the College Catalog for proficiency exam fees (“Educational Costs”).

Credit by Examination is not an option for nursing clinical courses.

ACADEMIC STANDARDS

Freshman Level GPA

A freshman with a grade point average (GPA) below 1.50 after the first semester will be academically dismissed from the College. A minimum 2.00 cumulative GPA and a minimum 2.00 cumulative science GPA must be achieved to progress from freshman to sophomore level.

Science GPA

Students entering Mount Carmel as freshmen:

- One science grade of “D” at the 100-level is permitted without repeat, provided the science cumulative GPA is at least 2.00 at the end of the freshman level. Students with less than a 2.00 cumulative science GPA are not permitted to advance to sophomore level.
- A minimum grade of “C” is required in all 200 and higher level science courses. Any science course in which a grade less than “C” is earned must be repeated.
- A minimum 2.00 cumulative science GPA is required at the end of each academic year in order to move to the next academic level.
- A minimum 2.00 cumulative science GPA is required in order to graduate.

Students entering Mount Carmel as sophomores:

- A minimum grade of “C” is required in all 200 and higher level science courses. Any science courses in which a grade less than “C” is earned must be repeated.
- A minimum 2.00 cumulative science GPA is required at the end of each academic year in order to move to the next academic level.
- A minimum 2.00 cumulative science GPA is required in order to graduate.

A student with a cumulative science GPA less than 2.00 will receive an official letter of warning.

Academic Probation

A student whose cumulative GPA falls below 2.00 is placed on academic probation. Probation is defined as the opportunity to continue conditionally in the program after failing to meet minimum academic standards. Students are also placed on probation for failure to achieve a minimum grade of “C” in any nursing course.

Students are advised of their probationary status through an official Notification of Probation Status letter issued by the Chair of the Academic Progress Committee. Following this

notification, students are strongly encouraged to meet with the Coordinator of Academic Success Services to develop a plan for academic improvement.

Failure to meet terms of probation could result in the student's dismissal from the College.

Failure of a Nursing Course

A student who fails to achieve a minimum grade of "C" in any nursing course is placed on academic probation and must repeat the course. This repeat privilege is permitted in only one nursing clinical course. A student who fails a repeated nursing clinical course or a second nursing clinical course will be dismissed from Mount Carmel College of Nursing.

Retake Policy

The Retake Policy allows a student to eliminate a grade of "D" or "F" in courses taken at Mount Carmel College of Nursing. When the Retake Policy is invoked and a course is retaken, the original course and grade remain on the transcript. However, the original grade is removed from calculation of the cumulative GPA and only the repeated grade is included in the calculation. The Retake Policy may be applied a maximum of three times throughout the nursing program.

Academic Dismissal

- A freshman with a grade point average (GPA) below 1.50 after the first semester will be academically dismissed from Mount Carmel College of Nursing.
- A student who fails to achieve a minimum 2.00 cumulative GPA for two consecutive semesters will be academically dismissed from Mount Carmel College of Nursing.
- A student who fails two nursing clinical courses (or a repeated nursing clinical course) will be academically dismissed from Mount Carmel College of Nursing. However, a student dismissed at mid-semester (end of Term 1) may continue through the end of the semester if also enrolled in 16-week non-clinical courses.
- An appeals process is in place for students who are academically dismissed.

Disciplinary Dismissal

The President/Dean has the authority to dismiss a student at any time for unethical behavior. Unethical behavior includes, but is not limited to, academic dishonesty. A student who is dismissed due to unethical behavior will not be considered for reinstatement to the College.

Dismissal Notation

It is the policy of Mount Carmel College of Nursing to indicate on a student's official academic record all academic and non-academic dismissals as "dismissed." Details of the dismissal will be released to third parties only with specific written permission of the student.

Reinstatement

Students who are academically dismissed may apply for reinstatement after a minimum of one semester of non-enrollment. A student will be permitted to apply for reinstatement to the College only one time.

Dismissed students must request reinstatement, in writing, to the Chair of the Academic Progress Committee. A *Petition for Reinstatement* is available from the Director of Records and Registration. A current transcript of any academic work completed since the dismissal must be included with the *Petition for Reinstatement*.

The Academic Progress Committee will review the student's petition and any supporting documentation of potential for academic success. Reinstatement is not an automatic process and the student's request is subject to approval or denial.

If the request for reinstatement is granted, the Academic Progress Committee will determine any special learning needs which are required as conditions of reinstatement, and a student may be asked to meet specific study requirements prior to course enrollment.

- A student who has failed two nursing clinical courses and has less than a 2.00 cumulative GPA is not eligible for reinstatement.

- A student with less than a 2.00 cumulative GPA will not be considered for reinstatement.
- A student with less than a 2.00 cumulative GPA in non-nursing courses may enroll, with permission, as a non-degree student at Mount Carmel and must earn a minimum 2.00 cumulative GPA, or earn a minimum 2.00 cumulative GPA from another institution, in order to be considered for reinstatement.
- A student will be permitted to apply for reinstatement to the College only one time.
- Reinstatement to the College does not necessarily indicate reinstatement to the nursing program.
- Following reinstatement to the College, enrollment in specific classes shall be on a space available basis.
- A reinstated student will be placed on probationary status for one semester.

PROGRAM COMPLETION TIME

Pre-licensure and RN-BSN students must complete the Mount Carmel Nursing Program within 6 years of the date of admission.

RESIDENCY REQUIREMENTS

Transfer students must complete a minimum of 32 credit hours, including all senior level nursing courses, to be granted a Bachelor of Science in Nursing (BSN) degree from Mount Carmel College of Nursing.

RN-BSN completion students must complete 45 semester credits at Mount Carmel (16 in general education and 29 in nursing).

ASSESSMENT TECHNOLOGIES INSTITUTE (ATI)

Mount Carmel College of Nursing administers the Assessment Technologies Institute (ATI) series of assessment tools to all pre-licensure nursing students.

Critical Thinking Assessment

Once enrolled in the program, all new pre-licensure students are required to complete the Critical Thinking Assessment within

the first semester and again at the end of the nursing program. This non-nursing assessment helps the College document improvement in critical thinking skills as a measurable outcome for accreditation.

Content Mastery Series

The College also administers diagnostic assessments to students following classroom instruction in the sophomore, junior, and senior years. Students must achieve an ATI Proficiency Level 1 in order to progress to the next academic level in nursing courses. Where applicable, a percentage of the nursing course grade will be based upon ATI achievement.

HONORS

President's List

Students completing a minimum of 12 credit hours per semester who have a semester GPA of 3.40 or higher are placed on the *President's List*. This recognition is determined at the completion of each semester, and a notation is recorded on the student's transcript.

Graduation Honors

Latin honors are based on the final cumulative grade point average and indicate a consistently high level of scholastic achievement. Latin honors are awarded according to these established cumulative grade point averages:

3.40 - 3.59	<i>Cum laude</i>
3.60 - 3.79	<i>Magna cum laude</i>
3.80 - 4.00	<i>Summa cum laude</i>

A minimum of two years of full-time course work at MCCN is required to qualify for graduation honors.

Graduation with Distinction

Graduates completing degree requirements with less than two years (60 semester hours) of Mount Carmel College of Nursing course work and a minimum 3.40 cumulative GPA are awarded *Academic Distinction*.

Special Recognition

Several awards are given at the May pinning ceremony to recognize outstanding achievements of graduating students. Recipients of three of the awards are selected by the senior class during Winter Semester. The fourth award recipient is selected by faculty during Winter Semester. These awards are:

- Citizenship Award – for outstanding participation in community and College activities.
- Lamp Award – for behavior which is most reflective of caring, as described in the philosophy of Mount Carmel College of Nursing.
- Perseverance Award – in recognition of triumph of the human spirit over personal challenges and adversities.
- Clinical Excellence Award – for consistent outstanding achievement of clinical objectives throughout the nursing program (nominated and awarded by faculty).

SIGMA THETA TAU INTERNATIONAL HONOR SOCIETY

Sigma Theta Tau International is an organization committed to fostering excellence, scholarship and leadership in nursing. The Honor Society also promotes the use of nursing research in health care and provides resources to communicate the latest knowledge in nursing care. Mount Carmel's Rho Omicron chapter is one of over 400 chapters around the world.

Those invited to make application to Sigma Theta Tau International include Mount Carmel College of Nursing students who are in the top 35 percent of their graduating class and have earned a cumulative grade point average of 3.00 or higher. Registered Nurses who have demonstrated excellence in practice, research, or leadership are also invited into membership.

GRADUATION REQUIREMENTS

Students must complete the following requirements for graduation from Mount Carmel College of Nursing:

- Submit a *Graduation Application* to the Office of Records and Registration by the posted deadline.

- Successfully complete a minimum of 133 semester hours of credit. (Transfer students must complete a minimum of 32 semester hours, including all senior level nursing courses.)
- Complete all required courses with a minimum 2.00 cumulative GPA.
- Earn a minimum 2.00 cumulative science GPA.
- Make certain that official transcripts for all transfer and affiliated courses are on file at MCCN.
- Meet the Community Service Program requirement.
- Fulfill all financial and library obligations to Mount Carmel College of Nursing.
- Complete the online graduation exit survey (and optional exit interview).
- Complete a Financial Aid exit interview (any student who received any type of loan).
- Complete the ATI Content Mastery Series of diagnostic assessments (pre-licensure students only).
- Order authorized graduation cap and gown from *jostens.com* (earliest order date will be announced to graduating students).

Students may participate in the graduation ceremony if they have no more than two nursing clinical courses remaining and are eligible to complete the nursing program within the calendar year.

Graduating students are advised that their student mccn.edu email accounts will remain active for a period of two weeks following completion of the nursing program. Students should print important messages and make arrangements for different email accounts, as the College accounts will no longer exist at the end of two weeks.

TRANSCRIPT REQUEST

A transcript is a copy of the student's permanent academic record. All requests for official transcripts should be directed to the Office of Records and Registration, using the Transcript Request Form, available on the MCCN website. A student's signature is required to release a transcript.

Transcripts will be denied to any graduate, current, or former student with a "hold" on their record.

LEAVE OF ABSENCE (LOA)

A Leave of Absence (LOA) from the nursing program may be granted to students in satisfactory academic standing (with a minimum cumulative GPA of 2.00). A Leave of Absence indicates a desire to interrupt, but not permanently discontinue, enrollment in the nursing program. Normally, an LOA is granted for no more than one year.

A student must submit a completed *Request for Leave of Absence* (available from the Director of Records and Registration) within 30 days of the start of a new semester. A student requesting an LOA must also return his/her student ID badge with the written request. The student will be notified in writing of the approval status of his/her request. If an LOA is granted, it will be the student's responsibility to notify the Director of Records and Registration, by the designated date, of intent to return from the LOA. Failure to notify the College will result in administrative withdrawal from Mount Carmel College of Nursing.

An LOA student who owes tuition/fees must pay the outstanding balance before being permitted to return to the College. Late fees and any collection costs will be added to the student's account.

A student returning from LOA must submit a *Petition to Return from Leave of Absence* and fulfill all indicated requirements prior to registration. Enrollment in any course will be on a space available basis for a student returning from LOA.

It may be necessary for the College to request that a student take an LOA due to health reasons. Before returning to the nursing program, a student must submit a physician's statement to the Director of Records and Registration indicating that he/she is physically and/or emotionally able to return to the nursing program.

WITHDRAWING FROM THE COLLEGE

A student whose intent is to withdraw from the College must contact the Director of Records and Registration to submit a *Notice to Withdraw*. This form must be completed within 30 days of the start of a new semester. A student withdrawing from the College must also return his/her student ID badge with the written notice.

A student who has not requested a Leave of Absence and has not registered for classes by the first week of the semester will be administratively withdrawn from the College. All withdrawals are subject to the “Refund Policy” section of the *Student Handbook*.

Students who have withdrawn from the College and wish to return must complete a new application which will be reviewed for decision by the Admissions Committee (the application and confirmation fees will be waived). Transcripts for work completed at other institutions since the withdrawal must be included with the new application. Previously completed Mount Carmel courses will be accepted, as applicable.

ACCOMMODATION FOR STUDENT LEARNING NEEDS

Purpose: To provide an equitable learning environment for students.

- The College will provide accommodations for students with documented learning needs.
- The student is responsible for notifying faculty in each course as to their documented learning needs.
- Any provision for offering additional assistance in a course to students without documented learning needs will be made at the direction of the Academic Success Services Coordinator in conjunction with the Lead Course Coordinator.
- The College publishes the availability of support for learning needs. However, the College does not seek out students with learning needs. The individual student is responsible for providing documentation, bringing the needs to the College’s attention, and requesting accommodation.

A complete statement of the accommodation for student learning needs can be found in the Mount Carmel College of Nursing *Student Handbook*.

ACADEMIC ADVISING

To ensure timely resolution of problems and progression to graduation, the student must assume responsibility in the advising process.

Academic advising, available through the Office of Academic Success Services, includes:

- Assisting students in examining and improving study skills, time management skills, stress reduction and test taking strategies
- Providing information about available College academic resources
- Assisting with resolution of academic problems
- Providing information and/or advice about career opportunities
- Maintaining confidentiality when advising students
- Interacting with students in a sensitive and caring manner
- Maintaining records of academic advising and placing appropriate information in a student's file

The Office of Records and Registration provides advising services which include:

- Assisting in planning the student's academic program
- Advising regarding course registration each semester
- Interpreting academic requirements, policies and procedures
- Reviewing student progress toward fulfilling degree requirements and grade point achievement

POLICY STATEMENTS

NON-DISCRIMINATION STATEMENT

The College does not discriminate on the basis of race, color, gender, age, religion, ethnic or national origin, veteran status, or disabilities that do not interfere with performing the practice of nursing as a student of nursing. The College is not discriminatory in the administration of its admission, academic policies, financial aid, scholarship program, or any other programs. An applicant's need for financial aid will not affect acceptance as a student to the College.

The College is an equal opportunity employer. It does not discriminate in the hiring practices of faculty and staff. The College complies with existing federal and state regulations concerning equal employment opportunities.

Any individual who believes that he or she has been discriminated against is encouraged to discuss such matters with the President/Dean of the College.

Title IX

Mount Carmel College of Nursing does not discriminate on the basis of gender in admission to or employment in its education programs or activities. Inquiries concerning the application of Title IX and its implementing regulations may be referred to the Mount Carmel Title IX Coordinator or to the Office of Civil Rights of the United States Department of Education (OCR).

SEXUAL/VERBAL HARASSMENT

Mount Carmel College of Nursing is committed to maintaining an institutional climate that fosters an open learning and working environment. The College understands that sexual/gender harassment is unacceptable behavior and will not be tolerated or condoned by the College. Violations of this policy will result in disciplinary action up to and including dismissal from the College. Additional details regarding reporting and investigation procedures can be found in the *Student Handbook*.

STUDENT RECORDS PRIVACY

The College complies with the Family Education Rights and Privacy Act of 1974 (FERPA), as amended, which is designed to provide privacy regarding a student's educational record. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review education records within 45 days of the day the College receives a request for access. Students should submit to the Director of Records and Registration written requests that identify the record(s) they wish to inspect. The Director will make arrangements for access and notify the student of the time and place where the record may be inspected. If the record is not maintained by the Office of Records and Registration, the Director shall advise the student of the correct official to whom the request should be addressed.
2. The right to request amendment of the student's education record that the student believes is inaccurate. Students should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the College decides not to amend the record as requested, the College will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including MCHS law enforcement unit personnel and Human Resources); a person or company with whom the College has contracted (such as an

attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Mount Carmel College of Nursing to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Directory Information

At its discretion, the College may provide Directory Information in accordance with the provisions of FERPA. Directory Information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed.

Designated Directory Information at Mount Carmel College of Nursing includes the following: student name, address, telephone number(s), email address, date of birth, degree and major field of study, dates of attendance, class level, class schedule, expected date of graduation, full-time or part-time status, degrees and awards received (including honors), participation in officially recognized activities, and most recent previous educational institution attended.

Students may withhold the release of Directory Information by contacting the Director of Records and Registration to complete a *FERPA Change of Information Form*. Please note that withholding requests are binding for all information to all parties other than for those exceptions allowed under FERPA. Students should consider all aspects of a Directory Hold prior to filing such a request and be advised that doing so will make this

important information unavailable to all who might inquire, including prospective employers, credit agencies, and others to whom students may want this information known or verified. It is recommended that students carefully consider whether privacy of Directory Information outweighs the potential inconvenience of having it withheld.

TITLE IV COMPLIANCE

The College is in compliance with its program responsibilities associated with the Higher Education Amendments of 1998 (HEA98) via publication in the *Catalog and Student Handbook*. In addition, information on Mount Carmel College of Nursing graduation rates for first-time, full-time, degree or certificate-seeking students is available upon request by contacting the office of the College President/Dean.

VOTER REGISTRATION

Mount Carmel College of Nursing will distribute voter registration forms to all enrolled students no less than 60 days before the published voter registration deadline for any state or federal election.

CONSTITUTION DAY

The College complies with legislation requiring all federally funded educational institutions to offer instruction pertaining to the United States Constitution each year in mid-September. Constitution Day commemorates the September 17, 1787, signing of the Constitution. If this date falls on a weekend, the observation will be held during the preceding or following week.

PUBLICITY

The College is interested in publicizing academic and personal achievements by students, within FERPA guidelines. Students must sign a release of information and *Information Resource Form* before any non-directory information is released to newspapers or other sources.

CAMPUS SECURITY

Campus security is under the direction of the Safety and Security Department of Mount Carmel West Hospital. Policies promoting the safety and security of students are published in the *Student Handbook* and on the College website (www.mccn.edu). Availability of the annual campus security report is distributed to students, faculty, and staff. The full report is published on the College website.

SMOKING POLICY

Effective January 2007, it is “Lights Out” at Mount Carmel. The Mount Carmel Hospitals and the College of Nursing maintain a smoke-free environment.

Tobacco use/smoking is prohibited on any Mount Carmel property – indoors and out – including parking lots, sidewalks, garages, inside cars on Mount Carmel property. This policy applies to the apartment buildings managed collaboratively by the College and Oakwood Management Company.

The consequences of non-compliance include progressive counseling and may result in termination/dismissal if non-compliance continues.

CELL PHONE POLICY

Cell phone use is prohibited in classrooms, laboratories, and in clinical experiences. Students must turn off and stow cell phones in purses or book bags before the start of class or clinical and during all exams.

ALCOHOL AND DRUG ABUSE PREVENTION

Mount Carmel College of Nursing complies with the Drug Free College and Communities Act Amendment of 1989 (Public Law 101-226), which is designed to prevent the use of illicit drugs and the abuse of alcohol by students and employees. The law requires all colleges and universities receiving federal funds or any other form of financial assistance, including participation in

federally funded or guaranteed student loan programs, to adopt and implement a drug and alcohol abuse prevention program.

Standards of conduct prohibit the unlawful possession, use, and/or distribution of illicit drugs and alcohol by students or employees while on College property or as part of any College sponsored activity. The College's Drug and Alcohol Abuse Prevention Policy is published in the *Student Handbook*. Copies of the College Drug and Alcohol Abuse Prevention Policy and Campus Security Statement are distributed annually to students, faculty, and staff.

SUBSTANCE ABUSE TESTING

All students entering Mount Carmel College of Nursing are tested for drug and substance abuse. This is a mandatory requirement to enter the College. The first failed test will result in progressive counseling and discipline. A second failed test will result in dismissal from the College. If a student refuses assistance or fails to successfully complete the recommended rehabilitation program, the student will be dismissed from the College.

CONCEALED WEAPONS

In accordance with State of Ohio law, Mount Carmel College of Nursing prohibits the possession, use or storage of firearms or other dangerous weapons anywhere on the College or Mount Carmel Health campuses.

In addition, this policy applies to any College student or employee when functioning in any role, regardless of location, while representing the College.

STATEMENT ON AIDS

Mount Carmel College of Nursing is committed to providing a healthy and caring environment. This commitment, as well as a College philosophy that respects the personal worth and dignity of each individual, undergirds the AIDS policy of the College.

It is the policy of the College that no one within the College community shall be discriminated against, based on the

perception that an individual has AIDS or an AIDS related condition. Students, faculty, and staff with suspected or confirmed AIDS related conditions are entitled to equal access to College facilities and curricular and extra-curricular activities as long as their medical condition permits.

There is no pre-admission or routine AIDS testing of prospective or current students, faculty, or staff. Any AIDS testing is self-initiated and done on a voluntary basis.

Confidentiality

The confidentiality of the student with AIDS must be protected. No specific information concerning diagnosis shall be provided to any persons, including College administrators, faculty, or professional staff (other than the President/Dean or Assistant Dean) without the expressed written consent of the student. No information can be released to another person, agency, insurer, or institution without the prior written consent of the student. The College will observe the public health reporting requirements for AIDS.

Additional information regarding the College's policy on AIDS can be found in the *Student Handbook*.

REPORTING SEXUALLY VIOLENT PREDATORS

The Federal Government House Committee on Education and Workforce passed House Rule 4504, which covers all colleges, to establish a policy notifying parents and others on the availability of information about "sexually violent predators" enrolled or employed at the College.

Ohio law requires that convicted sex offenders must register within the county in which they reside. In Franklin County, sex offenders register with the Franklin County Sheriff's office for a designated time period. Sex offenders are classified as: 1) sexually oriented offenders, 2) habitual sex offenders, and 3) sexual predators.

The College's complete policy regarding reporting sexual predators can be found in the *Student Handbook* and on the

College website (www.mccn.edu). In general, Mount Carmel College of Nursing will make available to the entire College constituency information on any sexual predator who enrolls in or is employed at the College.

ACADEMIC APPEALS

The academic appeal process is established to provide a vehicle that insures due process, equitable management of student grievances and provides adequate protection to the rights of all involved parties. The academic appeal process addresses grievances related to the student's general academic performance.

A complete description of the academic appeal process is contained in the *Student Handbook*.

ACADEMIC AND PROFESSIONAL MISCONDUCT

Mount Carmel College of Nursing seeks to foster the intellectual, moral, and professional development of students. The faculty believes that development evolves through a student's own intellectual efforts. Misconduct will not be tolerated.

Academic and professional misconduct is viewed as a serious academic matter. Alleged acts of academic and/or professional misconduct will be investigated and all confirmed acts will result in academic sanctions.

Academic and professional honesty is determined by the student doing his/her own work throughout the program in either the classroom or clinical setting. This includes the student's own work with drafts, reports, examinations, papers, clinical summaries, care plans, and other work as assigned in the course syllabus.

Academic and professional misconduct implies deception in fulfilling one's academic or professional requirements. Misconduct may take many forms and includes, but is not limited to: plagiarism, cheating during an examination, or fabrication.

Academic and professional misconduct are viewed as a serious matter. Alleged acts of academic and/or professional misconduct will be investigated and all confirmed acts will result in sanctions.

The Academic and Professional Misconduct Committee is charged with investigating allegations of misconduct and making recommendations to the Dean of the appropriate program. Students have the right to appeal the decision of the Dean and may do so by submitting an appeal to the President/Dean of the College.

A complete description of the academic and professional misconduct policy is contained in the *Student Handbook*.

Professional Behavior

The nursing profession demands that the individual in nursing practice be responsible, accountable, self-directed, and professional in behavior. The process of becoming a professional person begins upon entering a professional education program. Opportunities to develop and practice these qualities exist in the student role. The College expects that students will demonstrate their professionalism by attending all classes and clinical experiences, by exhibiting courteous behaviors in the classroom, by being prepared for class and clinical assignments, and by being punctual for classes and College appointments. The College supports the “Code of Academic and Clinical Conduct” approved in 2001 by the National Student Nurses Association, Inc.

Student Conduct In The Nursing Care Of Clients

Students are governed by the following policy which is taken from the Ohio Board of Nursing Rules Promulgated from the Law Regulating Practice of Nursing, February 1, 2007, 4723-5-12-B:

The policy, related to student conduct in providing nursing care, includes, but is not limited to the following.

The student:

1. Shall report and document nursing assessments, observations, care, and response to care.
2. Shall accurately and timely report errors or deviations from the prescribed care regimen.
3. Shall not falsify any client record or any other document used in the course of practice.
4. Shall implement measures to promote a safe client environment.
5. Shall delineate, establish, and maintain professional boundaries with clients.
6. At all times when providing direct care shall:
 - a. Provide privacy during examination or treatment; and
 - b. Treat each client with courtesy, respect, and with recognition of dignity and individuality.
7. A student shall not:
 - a. Engage in behavior that may cause physical, verbal, mental or emotional abuse to a client; or
 - b. Engage in behavior toward a client that may be interpreted as physical, verbal, mental or emotional abuse.
8. A student shall not misappropriate a client's property, or:
 - a. Engage in behavior to seek or obtain personal gain at the client's expense;
 - b. Engage in behavior that may be interpreted as seeking or obtaining personal gain at the client's expense;
 - c. Engage in behavior that constitutes inappropriate involvement in the client's personal relationships; or
 - d. Engage in behavior that may be interpreted as inappropriate involvement in the client's personal relationships.
9. A student shall not:
 - a. Engage in sexual conduct with a client;
 - b. Engage in conduct that may be interpreted as sexual;
 - c. Engage in verbal behavior that is seductive or sexually demeaning to a client; or
 - d. Engage in verbal behavior that may be interpreted as seductive or sexually demeaning to a client.

Items 1-7 will be evaluated and enforced in nursing course clinical evaluation tools. Infractions of items 8-9 will be taken to the College Academic Misconduct Committee. Students are

subject to disciplinary action, including termination or expulsion for violations of this policy.

EXECUTIVE PRIVILEGE

The President/Dean of Mount Carmel College of Nursing reserves the right, as deemed necessary, to discipline a student for violation of College policies and standards, up to and including dismissal from the College.

COLLEGE ASSESSMENT

In order to continuously strive for academic excellence in nursing education, Mount Carmel College of Nursing has a College Assessment Plan which acquires relevant feedback in reference to curriculum, support services, governance, and quality of teaching/clinical instruction. This ongoing process necessitates occasional surveys and tests which, although not a part of the instructional program, are designed to collect the feedback essential to the assessment process. All information derived as a part of these instruments is kept in strictest confidence. In most instances, only aggregate, summarized reactions, comments, and performance are reported to appropriate committees of the College.

To ensure as complete data as possible in these processes, completion of these surveys and tests, when part of the college's assessment plan, are expected of all students, faculty, and professional staff as a part of their professional responsibilities.

PRE-LICENSURE PROGRAMS

PRE-LICENSURE PROGRAM (BSN)

PHILOSOPHY OF THE NURSING PROGRAM

Mount Carmel College of Nursing provides educational programs in a Judeo-Christian environment which enhances the unique intellectual, moral, spiritual, and psychosocial development of the person. The faculty accepts responsibility to prepare professional nurses for theory-based practice, at the basic and advanced levels, which reflects the values and standards of the profession.

Caring is integral to nursing, valuing the dignity and worth of persons, service to others, social justice, altruism, autonomy, and integrity. Nursing is the practice of caring behaviors founded upon the integration of general education and professional studies. Nursing involves the management of health care of individuals, families, communities, and populations. The nurse is a health care professional who enacts multifaceted roles to promote optimal health during all life experiences. Nurses work collaboratively with clients and multidisciplinary teams to design, provide, coordinate, and implement health care. They respond to the diverse and changing needs of society in the local community as well as the broader, global community. Nurses are both knowledgeable and active in political, economic, and regulatory processes that influence health care practices.

Health involves the harmonious integration of all dimensions of the client; it is culturally defined, valued, and practiced. Health is a dynamic, lifelong, multidimensional process whether the client is an individual, family, community, or population. Changes in health status occur in response to the stressors and strengths of the internal and external environment. The nurse provides holistic caring interventions directed at assisting the client to promote health.

Baccalaureate nursing education provides the foundation for professional nursing practice. Through a collaborative and interactive process the self-directed learner develops the skills of critical thinking, effective communication, holistic assessment, caregiving, and leadership for professional practice. Clinical

practice, which is the essence of nursing, is augmented through nursing theory and research. Baccalaureate nursing education encourages life-long inquiry for professional development.

Graduate nursing education provides the foundation for specialized roles in educational and clinical practice. Research, theory for advanced practice, and strategies for validating and utilizing research findings are integral to graduate study.

BACCALAUREATE NURSING PROGRAM OBJECTIVES

Course work will provide BSN graduates with the knowledge and skills to:

- apply the knowledge of the relationship of the physical and social sciences and humanities as a basis for professional nursing;
- exhibit the values of dignity of persons, service to others, social justice, altruism, autonomy, and integrity in the care of clients;
- practice caring behaviors;
- promote the health of clients;
- incorporate professional behaviors within one's role as a member of the nursing profession and society;
- implement the nursing process to maximize the health outcomes of clients;
- implement the communication process within the professional role;
- use leadership skills to design, provide, coordinate, and manage health care;
- collaborate with interdisciplinary and multidisciplinary teams to provide quality care for clients through the efficient management of resources;
- implement critical thinking; and
- demonstrate clinical competence in a variety of settings.

BSN CURRICULUM PLAN (Pre-licensure Students)

Science Credit

Credit will not be granted for science courses completed at another institution more than five years prior to Mount Carmel admission.

Freshman Year

Fall Semester

		<i>Credits</i>
SCIE 123	Anatomy & Physiology I	4
SCIE 103	Organic Biochemistry	4
ENGL*	English Composition*	4
PSYC*	General Psychology*	4

Winter Semester

Credits

SCIE 124	Anatomy & Physiology II	4
SCIE 125	Microbiology	4
HUMN 110	The Individual & Religion	4
SOCL*	Introduction to Sociology*	4

Sophomore Year

Fall Semester

		<i>Credits</i>
SCIE 230	Physiologic Alterations I	3
SCIE 220	Nutrition	4
PSYC 225	Human Growth & Development Across the Lifespan	4
HLTH 210	Health Promotion & Disease Prevention	2
NURS 204	Foundations of Health Assessment in Caring Practices	4

Winter Semester

Credits

SCIE 231	Physiologic Alterations II	3
ANTH*	Introduction to Cultural Anthropology*	4
NURS 205	Foundations of Caring Health Practices	6
NURS 206	Pharmacological Foundations of Caring Health Practices	3

Junior Year

Fall Semester

		<i>Credits</i>
NURS 305	Caring Health Practices for the Adult I	5
NURS 307	Caring Health Practices for the Developing Family	5
HLTH 320	Health Statistics	3
HUMN/SSCI*	Humanities/Social Science Elective*	4

<i>Winter Semester</i>		<i>Credits</i>
NURS 306	Caring Health Practices for the Adult II	5
NURS 308	Caring Health Practices for Mental Health	5
NURS 361	Nursing Research	3
HUMN 320	Ethical & Moral Issues	2
NURS 350xx	Nursing Seminar	2

Senior Year

<i>Fall Semester</i>		<i>Credits</i>
NURS 405	Caring Health Practices for the Adult III	5
NURS 406	Caring Health Practices for the Older Adult	5
SCIE 430	Integrated Science	4
HLTH 415	The Health of Populations	3

<i>Winter Semester</i>		<i>Credits</i>
NURS 407	Caring Health Practices for the Child & Family	5
NURS 408	Caring Practices in Transition to the Professional Role	5
HUMN/SSCI*	Humanities/Social Science Elective*	2
HLTH 416	Health Care Systems, Policy & Economics	3
NURS 350xx	Nursing Seminar	2

TOTAL SEMESTER CREDITS = 133

** Courses taken through affiliation with Columbus State Community College or The Ohio State University*

SECOND DEGREE ACCELERATED PROGRAM (SDAP)

The Second Degree Accelerated Program (SDAP) allows students who have already earned a minimum of a bachelor's degree in another major to pursue a career in nursing. This is a 13-month program affording students the opportunity to earn a Bachelor of Science in Nursing (BSN) degree. The SDAP offers the traditional BSN program in a compressed time frame. Full-time students begin in early January and complete the program in late January of the following year. The program is designed for students who are able to attend classes fulltime. Students are in class or clinical 40 hours a week and may have evening or weekend lab or clinical hours. It is recommended that students do not work during this time, as the program is rigorous and time-intensive. All admission requirements must be completed before beginning the program.

SECOND DEGREE ACCELERATE PROGRAM CURRICULUM PLAN

Prerequisite requirements		49
<i>Winter Semester (January – May)</i>		
NURS 294	Foundations of Health Assessment in Caring Practices	4
NURS 295	Foundations of Caring Health Practices	6
NURS 350.x	Nursing Seminar	2
HLTH 290	Health Promotion and Disease Prevention	2
HLTH 495	The Health of Populations	3
HUMN 390	Ethical and Moral Issues	2
SCIE 290	Physiologic Alterations I	3
<i>Summer Session (May-July)</i>		
NURS 295	Foundations of Caring Health Practices (continued)	
HUMN 390	Ethical and Moral Issues (continued)	
NURS 296	Pharmacological Foundations of Caring Health Practices	3
NURS 391	Nursing Research	3
NURS 397	Caring Health Practices for the Developing Family	5
NURS 398	Caring Health Practices for Mental Health	5
NURS 497	Caring Health Practices for the Child and Family	5
SCIE 291	Physiologic Alterations II	3

Fall Semester (August-January)

NURS 395	Caring Health Practices for the Adult I	5
NURS 396	Caring Health Practices for the Adult II	5
NURS 495	Caring Health Practices for the Adult III	5
NURS 496	Caring Health Practices for the Older Adult	5
NURS 498	Caring Health Practices-Transition to Professional Role	5
HLTH 496	Health Care Systems, Policy & Economics	3
SCIE 490	Integrated Science	4
NURS 350.x	Nursing Seminar	2

TOTAL SEMESTER CREDITS = 129

RN-BSN COMPLETION PROGRAM

PROGRAM REQUIREMENTS

The goal of Mount Carmel College of Nursing is to offer educational opportunities that will expand an RN's current knowledge base to earn a BSN. Course requirements will capitalize on previous learning and professional experiences, while providing for challenging and self-directed opportunities for learning.

Classes are scheduled so that students spend one full day on campus. A portion of the RN-BSN student's study will be independent and may occur at off-campus sites.

- All students completing a BSN degree at Mount Carmel are required to complete a total of 133 semester credits: 72 in general education and 61 in nursing.
- New RN students may be awarded transfer credit for up to 88 of the 133 semester credit requirements: 56 in general education and 32 in nursing. The general education credits are those in which the students have earned a grade of "C" or higher and must include a course in basic Statistics.
- Previous nursing course work, up to 32 semester credits, can be transferred to meet graduation requirements. Transfer nursing credits will be accepted conditionally until successful completion of the first clinical nursing course.
- Students in the RN-BSN program are required to complete 45 semester credits in residence at Mount Carmel: 16 in general education and 29 in nursing.
- A basic Statistics course is required prior to enrolling in Nursing Research (NURS 360R) but can be taken after admission to the program.
- All RN-BSN students are required to demonstrate computer proficiency by the end of the first eight weeks of enrollment.
- All RN-BSN students are required to complete 10 hours of selected, voluntary community service prior to graduation.
- Each student must complete the health requirements prior to enrolling in the first clinical nursing course.
- No nursing proficiency tests are required for the RN-BSN Program.

Some RN-BSN students may have earned the maximum transfer credit possible in their initial nursing program or in additional academic study. Others may need to complete additional course work.

- If additional prerequisite credits are needed in general education, the student may complete course work in the humanities, social sciences, or liberal arts that they feel will contribute to their professional goals.
- At least 48 of the required 56 semester credits in general education must be completed prior to admission to the RN-BSN Program.
- If additional credits are needed in nursing, the Mount Carmel RN-BSN advisor will facilitate selection of additional coursework needed to meet prerequisite semester hour requirements.

In order to enroll in any of the nursing clinical courses, a student must show evidence of current professional liability insurance, current CPR certification, and completion of College published health requirements.

Required general education courses facilitate learning opportunities which enable students to integrate state-of-the-art information from the humanities, liberal arts, and sciences to study the health issues of society.

RN-BSN CURRICULUM PLAN

For students admitted prior to Fall 2007:

<i>Potential Transfer Courses</i>	<i>Credits</i>
Nursing	32
General Education (including Statistics)	56

<i>Mount Carmel Nursing Courses (29 semester credits)</i>	<i>Credits</i>
NURS 350.xxR Nursing Seminar	2
NURS 350.xxR Nursing Seminar	2
NURS 360R Nursing Research	3
NURS 400R Conceptual Foundations of Nursing	2*
NURS 401R Caring Health Practices in Acute Health Alterations	5
NURS 402R Caring Health Practices Within the Leadership Role	5
NURS 403R Caring Health Practices Within the Community	5
NURS 404R Caring in Chronic Health Alterations	5

Mount Carmel General Education Courses (16 semester credits) Credits

HUMN 420R	Legal & Ethical Issues	4*
HUMN 425R	Religion & Spirituality	4
HUMN 430R	Applied Humanities	4
SCIE 420R	Applied Science	4

TOTAL SEMESTER CREDITS = 133

* Beginning Winter Semester, 2008, 3 credit hours

For students admitted Fall 2007 and after:

<i>Potential Transfer Courses</i>	<i>Credits</i>
Nursing	32
General Education (including Statistics)	56

Mount Carmel Nursing Courses (29 semester credits) Credits

NURS 350.xxR	Nursing Seminar	2
NURS 360R	Nursing Research	3
NURS 400R	Conceptual Foundations of Nursing	3
NURS 402R	Caring Health Practices Within the Leadership Role	5
NURS 403R	Caring Health Practices Within the Community	5
NURS 409R	Caring Health Practices for the Older Adult	3
NURS 410R	Caring Health Practices in Health Assessment	3
NURS 490R	Capstone Experience	5

Mount Carmel General Education Courses (16 semester credits) Credits0

HUMN 420R	Legal & Ethical Issues	
HUMN 425R	Religion & Spirituality	4
HUMN 430R	Applied Humanities	4
SCIE 420R	Applied Science	4

TOTAL SEMESTER CREDITS = 133

COURSE DESCRIPTIONS

COURSE DESCRIPTIONS

Course descriptions are listed numerically within academic disciplines. Prerequisites and/or corequisites are indicated at the beginning of the course description. These prerequisites have been established to assure an adequate and uniform background for students in advanced classes. Mount Carmel College of Nursing reserves the right to alter course offerings or course content without notice. Not all courses are offered every semester.

ADM 100: College Success Seminar

0 credit hours

This seminar is required for all first-time college students and transfer students with less than 16 semester hours of transfer credit. However, all entering Mount Carmel students are eligible to participate in this seminar. The course is designed to assist students in examining and improving study skills, time management skills, stress reduction, and test-taking strategies. There is no tuition charge for this seminar.

ADM 101 and ADM 101R: Technology Proficiency

0 credit hours

All entering students are required to show evidence of computer proficiency during their first eight weeks at Mount Carmel. Students will receive information concerning this proficiency and directions on how to verify their competency level. In the event of insufficient computer skills, individualized help sessions will be arranged. When this requirement has been completed, a “Pass” (P) will be posted to the student’s record.

ADM 102 and ADM 102R: Community Service

0 credit hours

All entering students are required to complete 20 hours (prelicensure) or 10 hours (RN-BSN) of community service prior to the start of their final semester of course work. Any student failing to meet this deadline will be required to submit verification of an additional 10 (prelicensure) or 5 (RN-BSN) clock hours for a total 30 (prelicensure) or 15 (RN-BSN) hours of community service in order to graduate. When this requirement has been completed, a “Pass” (P) will be posted to the student’s record.

ANTHROPOLOGY

Introduction to Cultural Anthropology*

4 semester credit hours

Prerequisite: Placement into freshman level English

Composition

**Course is taken through affiliation with either Columbus State Community College or The Ohio State University; course list available from MCCN Records/Registration Office.*

Cultural anthropology (5 quarter hours) focuses on understanding human cultural diversity, using research techniques such as participant observation to explore the lifeways of groups. Topics include cross-cultural treatments of social systems such as politics, economics, family and marriage, and kinship. General theories of cultural interpretation and change are discussed in a broad geographical context. Students apply concepts and complete a “mini-project” using anthropological research techniques.

ENGLISH

English Composition*

4 semester credit hours

Prerequisite: Placement Test score

**Course is taken through affiliation with either Columbus State Community College or The Ohio State University; course list available from MCCN Records/Registration Office.*

Students receive training in the fundamentals of exposition and argumentation through using the writing process. The course stresses critical reading of the students’ own and professional writing. It includes units on library research and documentation.

HEALTH

HLTH 210: Health Promotion and Disease Prevention

2 credit hours

Prerequisite: None

This course introduces theories and principles of health promotion and disease prevention on local, national and international levels. Beliefs, behaviors and practices that influence health are explored.

HLTH 290: Health Promotion and Disease Prevention

2 credit hours

Prerequisite: Acceptance into SDAP

This course introduces theories and principles of health promotion and disease prevention on local, national and international levels. Beliefs, behaviors and practices that influence health are explored.

HLTH 320: Health Statistics

3 credit hours

Prerequisite: Appropriate score on the Math Placement Test

This is an introduction to the statistical techniques commonly used for research and epidemiological studies in health care. It focuses on the application and impact of statistical measures related to health and society.

HLTH 415: The Health of Populations

3 credit hours

Prerequisites: Senior status, Health Statistics (HLTH 320) and Nursing Research (NURS 361)

This course is an examination of the health of populations at local, national, and international levels. It provides opportunities for developing health promotion projects for specific populations.

HLTH 416: Health Care Systems, Policy & Economics

3 credit hours

Prerequisite: Senior status

This course focuses on health care professions and delivery systems and the influences of economics, health policy, legal, and regulatory processes.

HLTH 495: The Health of Populations

3 credit hours

Prerequisites: Acceptance into the Second Degree Accelerated Program, Health Statistics (HLTH 320) and Nursing Research (NURS 391)

This course is an examination of the health of populations at local, national, and international levels. It provides opportunities for developing health promotion projects for specific populations.

HLTH 496: Health Care Systems, Policy & Economics

3 credit hours

Prerequisite: Acceptance into the Second Degree Accelerated Program

This course focuses on health care professions and delivery systems and the influences of economics, health policy, legal, and regulatory processes.

HUMANITIES

HUMN 110: The Individual and Religion

4 credit hours

Prerequisite: None

This course provides an examination of selected Christian and non-Christian religions and addresses their role in culture, family, and health care practices and promotes an openness to the religious beliefs and convictions of others.

HUMN 201: Critical Thinking

2 credit hours

Prerequisite: None

This optional course meets the required 2 credit humanities senior elective but may be taken at any level. The course will approach critical thinking as a process by which one takes charge of, and responsibility for, one's thinking. It is designed to foster the development of critical thinking skills and abilities as well as intellectual dispositions such as fair-mindedness, intellectual humility, and intellectual integrity. It develops the skills required to effectively evaluate the many claims facing students as citizens, learners, nurses, and human beings, and also to be effective advocates for their beliefs. The goal will be to become active learners rather than passive recipients of information.

HUMN 202: Human Expressions of Spiritualities

2 credit hours

Prerequisite: None

This optional course meets the required 2 credit humanities senior elective but may be taken at any level. This course will examine a wide variety of expressions of spiritualities. Students will learn the history of each of the spiritualities and the

fundamentals of the religious context (denomination) in which each spirituality developed. Students will also experience prayer styles, devotions, specific practices, and exercises which comprise each of the spiritualities studied. The connection between spiritualities and significant life events will be examined.

HUMN 320: Ethical and Moral Issues

2 credit hours

Prerequisite: None

This course explores a variety of ethical and moral issues that impact the individual, family, and community focusing on clarification of individual values and the process of ethical decision-making. Special emphasis is placed on ethical and moral issues impacting the health professions.

HUMN 390: Ethical and Moral Issues

2 credit hours

Prerequisite: Acceptance into the Second Degree Accelerated Program

This course explores a variety of ethical and moral issues that impact the individual, family and community focusing on clarification of individual values and the process of ethical decision-making. Special emphasis is placed on ethical and moral issues impacting the health professions.

HUMN 420R: Legal and Ethical Issues

4 credit hours

Prerequisite: Acceptance into the RN-BSN Completion Program

The course explores a variety of ethical and legal issues that impact health care delivery systems. The course focuses on societal, ethical, and legal issues but will also involve clarification of individual values and the process of ethical and legal decision making. Special emphasis is placed on ethical and legal issues which impact the health care professions and the delivery of health care to the individual, family, and community.

HUMN 425R: Religion and Spirituality

4 credit hours

Prerequisite: Acceptance into the RN-BSN Completion Program

This course examines selected Christian and non-Christian religions. It addresses the role of religion, faith, and spirituality in culture, personal growth and development, and in the health care profession. The course expects, anticipates, and promotes openness to the religious beliefs and practices of others.

HUMN 430R: Applied Humanities

4 credit hours

Prerequisite: Acceptance into the RN-BSN Completion Program

This course will examine an extensive array of humanities and social science issues, specifically to determine what methods, models, and strategies might be of benefit in improving clinical practice. It focuses on non-nursing systems, with reference to their interconnectedness and interdependencies. We will concentrate on current and anticipated issues, seeking to assess patterns of collective decision making, evaluating the implications and consequences of these decisions, and outlining actions that nurses and other health care professionals can take to better prepare for the coming decade of health care chaos and uncertainty. Specific competencies that we will focus on include, but are not limited to: critical and creative thinking, social and behavioral sciences, the humanities, decision making, dialogue, pattern/trend analysis, and systems thinking. The primary model used will be *discovery learning*, with ongoing content development and dialogue sessions driven by student research rather than by faculty presentation. In effect, you will all be *co-creators* of the course.

Humanities Elective*

2-4 semester credit hours

Prerequisite: Placement into Freshman level English Composition

**Course is taken through affiliation with either Columbus State Community College or The Ohio State University; course list available from MCCN Records/Registration Office.*

Any course (one 3 and one 5 quarter hours) from the following academic disciplines: Art, Communication, English (200 level and above), History, Humanities, Music, Philosophy, Theatre, Foreign Language (including American Sign Language).

MATHEMATICS

MATH 090: Math Foundations

0 credit hours

This basic math review course is required for all students who score below the specified level on the math section of the ATI Test of Essential Academic Skills. However, this course is open to all students.

NURSING

NURS 204: Foundations of Health Assessment In Caring Health Practices

4 credit hours (2.5 theory hours and 4 clinical hours per week)

Prerequisites: Organic Biochemistry (SCIE 103), Anatomy/Physiology I (SCIE 123), Anatomy/Physiology II (SCIE 124), and Microbiology (SCIE 125)

This course introduces the student to the nursing process with an emphasis on holistic assessment across the life-span and provides opportunities to implement the caring practices of nursing in a variety of settings. Therapeutic nursing interventions, including cultural, developmental, nutritional, psychosocial, psychomotor, and spiritual are introduced.

NURS 205: Foundations of Caring Health Practices

6 credit hours (2.5 theory hours and 10 clinical hours per week)

Prerequisites: Foundations of Health Assessment in Caring Practice (NURS 204), Health Promotion/Disease Prevention (HLTH 210), and Nutrition (SCIE 220)

Corequisite: Pharmacological Foundations of Caring Health Practices (NURS 206)

This course presents holistic health interventions from a caring perspective. Client health teaching is implemented. Clinical practice, with a focus on health, is offered in a variety of settings. All students entering NURS 205 are required to complete classes in Care Manager/Star and MedPoint clinical software. The NURS 205 course coordinator will register students for these classes via the Mount Carmel Health Learning and Education Department.

NURS 206: Pharmacological Foundations of Caring Health Practices

3 credit hours

Prerequisites: Organic Biochemistry (SCIE 103) and Microbiology (SCIE 125)

Corequisite: Foundations of Caring Health Practices (NURS 205)

This course focuses on basic concepts of pharmacotherapeutics related to major drug categories. Related nursing management and health teaching are included.

NURS 294: Foundations of Health Assessment In Caring Health Practices

4 credit hours (2.5 theory hours and 4 clinical hours per week)

Prerequisites: Acceptance into the Second Degree Accelerated Program, Organic Biochemistry (SCIE 103), Anatomy/Physiology I (SCIE 123), Anatomy/Physiology II (SCIE 124), and Microbiology (SCIE 125)

This course introduces the student to the nursing process with an emphasis on holistic assessment across the life-span and provides opportunities to implement the caring practices of nursing in a variety of settings. Therapeutic nursing interventions, including cultural, developmental, nutritional, psychosocial, psychomotor, and spiritual are introduced.

NURS 295: Foundations of Caring Health Practices

6 credit hours (2 theory hours and 10 clinical hours per week)

Prerequisites: Acceptance into the Second Degree Accelerated Program, Foundations of Health Assessment in Caring Practice (NURS 294), and Health Promotion/Disease Prevention (HLTH 290)

Corequisite: Pharmacological Foundations of Caring Health Practices (NURS 296)

This course presents holistic health interventions from a caring perspective. Client health teaching is implemented. Clinical practice, with a focus on health, is offered in a variety of settings. All students entering NURS 295 are required to complete classes in Care Manager/Star and MedPoint clinical software. The NURS 295 course coordinator will register students for these classes via the Mount Carmel Health Learning and Education Department.

NURS 296: Pharmacological Foundations of Caring Health Practices

3 credit hours

Prerequisites: Acceptance into the Second Degree Accelerated Program, Organic Biochemistry (SCIE 103) and Microbiology (SCIE 125)

Corequisite: Foundations of Caring Health Practices (NURS 295)

This course focuses on basic concepts of pharmacotherapeutics related to major drug categories. Related nursing management and health teaching are included.

NURS 305: Caring Health Practices for the Adult I

5 credit hours (5.5 theory hours and 13.5 clinical hours per week)

Prerequisites/corequisites: Junior status, Physiologic Alterations I (SCIE 230) and Physiologic Alterations II (SCIE 231)

This course applies knowledge and the nursing process in caring for human responses of individuals and families with alterations in tissue perfusion, digestive function, cellular differentiation (proliferation) and defense mechanisms. Primary, secondary, and tertiary health activities are implemented in acute and community settings.

NURS 306: Caring Health Practices for the Adult II

5 credit hours (5.5 theory hours and 13.5 clinical hours per week)

Prerequisites/corequisites: Junior status, Physiologic Alterations I (SCIE 230) and Physiologic Alterations II (SCIE 231)

This course applies knowledge and the nursing process in caring for human responses of individuals and families with alterations in hormonal regulation, regulatory function, motor sensory function, and skin function and integrity. Primary, secondary and tertiary health activities are implemented in acute and community settings.

NURS 307: Caring Health Practices for the Developing Family

5 credit hours (5.5 theory hours 13.5 clinical hours per week)

Prerequisites/corequisites: Junior status, Physiologic Alterations I (SCIE 230) and Physiologic Alterations II (SCIE 231)

This course applies knowledge and the nursing process in caring for women and families' reproductive health issues across the life span. Primary, secondary, and tertiary health activities will occur in a variety of settings.

NURS 308: Caring Health Practices for Mental Health
5 credit hours (5.5 theory hours and 13.5 clinical hours per week)

Prerequisites/corequisites: Junior status, Physiologic Alterations I (SCIE 230) and Physiologic Alterations II (SCIE 231)

This course applies knowledge and the nursing process in caring for individuals and families with mental health issues and alterations across the life span. Primary, secondary, and tertiary health activities are implemented in acute and community settings.

NURS 350.xx: Nursing Seminars
2 credit hours

Prerequisite: Junior or senior status (additional prerequisites may apply, depending on individual seminars. (Two different seminars are required.)

A variety of seminars are offered which focus on nursing or health topics that expand the breadth and depth of the study of health care beyond the required program of study. Students have the opportunity to develop greater knowledge and skill in the area of interest. Critical thinking, decision making, and self-directed learning undergird these seminars.

NURS 350.xxR: Nursing Seminars
2 credit hours

Prerequisite: Acceptance into the RN-BSN Completion Program (Two different seminars are required for students admitted prior to Fall 2007. One seminar is required for students admitted beginning Fall 2007.)

A variety of seminars are offered which focus on nursing or health topics that expand the breadth and depth of the study of health care beyond the required program of study. Students have the opportunity to develop greater knowledge and skill in the area of interest. Critical thinking, decision making, and self-directed learning undergird these seminars.

NURS 360R: Nursing Research

3 credit hours

Prerequisite: Acceptance into the RN-BSN Completion Program and a Statistics course (prerequisite or corequisite)

This course presents an overview of the research process and the major types of research. The course examines the elements of a research proposal and provides opportunities for students to critique research literature, focusing on the student's role as a consumer of research.

NURS 361: Nursing Research

3 credit hours

Prerequisites: Junior status and Health Statistics (HLTH 320)

This course focuses on research process, methodology, and utilization. Emphasis is on the nurse's role as a consumer of research.

NURS 391: Nursing Research

3 credit hours

Prerequisites: Acceptance into the Second Degree Accelerated Program, and Health Statistics (HLTH 320)

This course focuses on research process, methodology, and utilization. Emphasis is on the nurse's role as a consumer of research.

NURS 395: Caring Health Practices for the Adult I

5 credit hours (5.5 theory hours and 13.5 clinical hours per week)

Prerequisites/corequisites: Acceptance into the Second Degree Accelerated Program, Physiologic Alterations I (SCIE 290) and Physiologic Alterations II (SCIE 291)

This course applies knowledge and the nursing process in caring for human responses of individuals and families with alterations in tissue perfusion, digestive function, cellular differentiation (proliferation), and defense mechanisms. Primary, secondary, and tertiary health activities are implemented in acute and community settings.

NURS 396: Caring Health Practices for the Adult II
5 credit hours (5.5 theory hours and 13.5 clinical hours per week)

Prerequisites/corequisites: Acceptance into the Second Degree Accelerated Program, Physiologic Alterations I (SCIE 290) and Physiologic Alterations II (SCIE 291)

This course applies knowledge and the nursing process in caring for human responses of individuals and families with alterations in hormonal regulation, regulatory function, motor sensory function, and skin function and integrity. Primary, secondary, and tertiary health activities are implemented in acute and community settings.

NURS 397: Caring Health Practices for the Developing Family
5 credit hours (5.5 theory hours 13.5 clinical hours per week)

Prerequisites/corequisites: Acceptance into the Second Degree Accelerated Program, Physiologic Alterations I (SCIE 290), and Physiologic Alterations II (SCIE 291)

This course applies knowledge and the nursing process in caring for women and families' reproductive health issues across the life span. Primary, secondary, and tertiary health activities will occur in a variety of settings.

NURS 398: Caring Health Practices for Mental Health
5 credit hours (5.5 theory hours and 13.5 clinical hours per week)

Prerequisites/corequisites: Acceptance into the Second Degree Accelerated Program, Physiologic Alterations I (SCIE 290) and Physiologic Alterations II (SCIE 291)

This course applies knowledge and the nursing process in caring for individuals and families with mental health issues and alterations across the life span. Primary, secondary, and tertiary health activities are implemented in acute and community settings.

NURS 400R: Conceptual Foundations of Nursing
2 credit hours (3 cr. hrs. beginning WI-08)

Prerequisite: Acceptance into the RN-BSN Completion Program; this course is to be taken concurrently with or prior to RN-BSN nursing clinical courses

This course introduces the returning registered nurse student to the many dimensions of professional nursing. Issues germane to the practice of professional nursing including the dynamics of professional development, the knowledge bases of professional practice, the changing health care environment, and professional practice strategies will be covered in the course. Discussion and analysis of various theories and conceptual frameworks related to the practice of professional nursing will be undertaken. We will also discuss the philosophy and curriculum of the College of Nursing. All lecture, discussion, and student assignments are intended to stimulate critical thinking skills. Registered nurse students should leave the course with a thorough understanding of the concepts covered in the course and be able to apply those concepts not only in the remainder of the RN-BSN curriculum, but also in nursing practice.

NURS 401R: Caring Health Practices in Acute Health Alterations

5 credit hours

Prerequisite/corequisite: Acceptance into the RN-BSN Completion Program and Conceptual Foundations of Nursing (NURS 400R)

This course focuses on providing caring interventions with the person/family experiencing complex health alterations occurring across the lifespan. The course examines acute health alterations related to concepts of clinical forensics and its impact on the person/family, caregiver, and community. The impact of resource allocation, health promotion, and related medico-legal, ethical, and moral issues is discussed.

NURS 402R: Caring Health Practices Within the Leadership Role

5 credit hours

Prerequisite/corequisite: Acceptance into the RN-BSN Completion Program and Conceptual Foundations of Nursing (NURS 400R)

This course focuses on providing caring interventions within the leadership role that is inherent in professional nursing. The course introduces nursing leadership and management concepts and theories related to change, group dynamics, conflict

resolution, and organizational systems. It examines legal, political, economic, and ethical aspects of nursing. Clinical practice can be arranged in a variety of acute care and community health care settings.

NURS 403R: Caring Health Practices Within the Community
5 credit hours

Prerequisite/corequisite: Acceptance into the RN-BSN Completion Program and Conceptual Foundations of Nursing (NURS 400R)

This course examines the concept of nursing care of the community and aggregates and explores epidemiology, health promotion, prevention, environment, and current community health issues. The course focuses on health, wellness, strengths of aggregates, and nursing interventions in the care of the community as client. Clinical experiences are selected that allow for application of these concepts in ways that are meaningful to the student.

NURS 404R: Caring Health Practices in Chronic Health Alterations
5 credit hours

Prerequisite/corequisite: Acceptance into the RN-BSN Completion Program and Conceptual Foundations of Nursing (NURS 400R)

This course examines the impact of long-term illness on the individual's lifestyle and family functioning. Clinical practice focuses on providing caring interventions with persons/families experiencing chronic health alterations.

NURS 405: Caring Health Practices for the Adult III
5 credit hours (4 theory hours and 18 clinical hours per week)

Prerequisites: Senior status and Nursing Research (NURS 361)

This course applies knowledge and the nursing process in caring for human responses of individuals, families, community, and populations experiencing biological crisis in a variety of settings. It focuses on crisis intervention and use of advanced technologies.

NURS 406: Caring Health Practices for the Older Adult
5 credit hours (4 theory hours and 18 clinical hours per week)

Prerequisite: Senior status

This course applies knowledge and the nursing process in caring for the gerontological population in a variety of settings and focuses on issues related to the phenomenon of aging.

NURS 407: Caring Health Practices for the Child and Family
5 credit hours (4 theory hours and 18 clinical hours per week)

Prerequisite: Senior status

This course applies knowledge and the nursing process in caring for the pediatric population in a variety of settings with a focus on children's health issues within the context of family dynamics.

NURS 408: Caring Health Practices in Transition to the Professional Role

5 credit hours (2 theory hours and 24 clinical hours per week)

Prerequisite: Senior status

This course focuses on the practical application of integrated knowledge to the practice of professional nursing and provides opportunities for clinical experiences, which facilitate the transition to the professional role in a variety of settings.

NURS 409R: Caring Health Practices for the Older Adult
3 credit hours

Prerequisites: Acceptance into the RN-BSN Program and Conceptual Foundations of Nursing (NURS 400R)

This course provides students with the knowledge of holistic care of the older adult. Theories of aging are explored from systems, populations, and evidenced based practices perspectives.

NURS 410R: Caring Health Practices in Health Assessment
3 credit hours

Prerequisites: Acceptance into the RN-BSN Program

The student increases knowledge and skills in health history and physical assessment. Analysis and synthesis of health assessment data is used to plan and provide nursing care across care settings. The influences of diverse ages and cultures are included in health assessment.

NURS 490R: Capstone Experience

5 credit hours

Prerequisites: Acceptance into the RN-BSN Program, Conceptual Foundations of Nursing (NURS 400R), Caring Health Practices Within the Leadership Role (NURS 402R), Caring Health Practices Within the Community (NURS 403R), and Caring Health Practices for the Older Adult (NURS 409R)

This course provides students with the opportunity to synthesize and utilize knowledge and skills gained throughout the RN-BSN program of study. Concepts of leadership, communication, nursing research, evidenced based practice, critical thinking, and health promotion are utilized in a student project related to clinical practice.

NURS 495: Caring Health Practices for the Adult III

5 credit hours (4 theory hours and 18 clinical hours per week)

Prerequisites: Acceptance into the Second Degree Accelerated Program and Nursing Research (NURS 391)

This course applies knowledge and the nursing process in caring for human responses of individuals, families, community, and populations experiencing biological crisis in a variety of settings. It focuses on crisis intervention and use of advanced technologies.

NURS 496: Caring Health Practices for the Older Adult

5 credit hours (4 theory hours and 18 clinical hours per week)

Prerequisite: Acceptance into the Second Degree Accelerated Program

This course applies knowledge and the nursing process in caring for the gerontological population in a variety of settings and focuses on issues related to the phenomenon of aging.

NURS 497: Caring Health Practices for the Child and Family

5 credit hours (4 theory hours and 18 clinical hours per week)

Prerequisite: Acceptance into the Second Degree Accelerated Program

This course applies knowledge and the nursing process in caring for the pediatric population in a variety of settings with a focus on children's health issues within the context of family dynamics.

NURS 498: Caring Health Practices in Transition to the Professional Role

5 credit hours (2 theory hours and 24 clinical hours per week)

Prerequisite: Acceptance into the Second Degree Accelerated Program

This course focuses on the practical application of integrated knowledge to the practice of professional nursing and provides opportunities for clinical experiences, which facilitate the transition to the professional role in a variety of settings.

PSYCHOLOGY

PSYC 101: General Psychology

4 credit hours

Prerequisite: None

Psychology is the scientific study of human thought, feeling, and behavior. General Psychology is an introduction to psychology as a science. Psychological concepts will be reviewed from the biological, developmental, behavioral, and social perspectives.

The course will survey the following areas of psychology: learning, memory, intelligence, personality, social psychology, emotion, motivation, psychological disorders and treatments, the influence of gender and culture on human behavior, and the psychology of work life. The course will assist students in developing scientific and analytic thinking skills necessary for success in work, school, and personal relationships.

PSYC 225: Human Growth and Development Across the Lifespan

4 credit hours

Prerequisite: None

This course provides a careful examination of the scientific knowledge of human development as it unfolds across the life-span, from conception to death. The student examines theories and research findings contributing to our understanding of the biological and psychological processes associated with development. This study of the developmental tasks facing the person focuses on physical, cognitive, and social development as central themes of the course.

SCIENCE

SCIE 103: Organic Biochemistry

4 credit hours (3 theory hours and 2 lab hours per week)

Prerequisite: None

This course is a study of the basic concepts and principles of organic chemistry and biochemistry with emphasis on the organic compounds of life processes, energy metabolism, enzyme reactions, and cell duplication.

SCIE 123: Anatomy & Physiology I

4 credit hours (3 theory hours and 2 lab hours per week)

Prerequisite: None

This course is a study of structure and function of the human body with emphasis on the body as an integrated whole. It focuses on levels of organization, support and movement, nervous integration and coordination, and transportation of materials. Laboratory activities include cat dissection.

SCIE 124: Anatomy & Physiology II

4 credit hours (3 theory hours and 2 lab hours per week)

Prerequisite: Anatomy and Physiology I (SCIE 123)

This course is a continuation of the study of structure and function of the human body with emphasis on the body as an integrated whole. It focuses on maintenance and regulating systems, human life cycle, and chemical integration and coordination. Laboratory activities include cat dissection.

SCIE 125: Microbiology

4 credit hours (3 theory hours and 2 lab hours per week)

Prerequisite: None

This is a study of basic principles of microbiology with an emphasis on the role of microorganisms in the disease process.

SCIE 220: Nutrition

4 credit hours

Prerequisite: Organic Biochemistry (SCIE 103)

This course provides a study of human nutrition and influencing factors including function and food sources of nutrients, digestion, absorption, metabolism, dietary evaluation methods, nutritional needs in the life cycle, and current nutrition-related controversies.

SCIE 230: Physiologic Alterations I

3 credit hours

Prerequisites: Organic Biochemistry (SCIE 103), Anatomy and Physiology I (SCIE 123), Anatomy and Physiology II (SCIE 124), and Microbiology (SCIE 125)

This course focuses on pathophysiology of the human body and includes essential features of disease related to altered cellular and tissue biology and abnormalities of cellular growth, alterations in skin function and integrity, alterations in defense mechanisms, and alterations in tissue oxygenation.

SCIE 231: Physiologic Alterations II

3 credit hours

Prerequisites: Organic Biochemistry (SCIE 103), Anatomy and Physiology I (SCIE 123), Anatomy and Physiology II (SCIE 124), and Microbiology (SCIE 125)

This course focuses on pathophysiology of the human body and includes essential features of disease related to renal function, fluid and electrolyte balance, hormonal regulation, neurologic function, musculoskeletal function, and GI and hepatobiliary function.

SCIE 290: Physiologic Alterations I

3 credit hours

Prerequisites: Acceptance into SDAP, Organic Biochemistry (SCIE 103), Anatomy and Physiology I (SCIE 123), Anatomy and Physiology II (SCIE 124), and Microbiology (SCIE 125)

This course focuses on pathophysiology of the human body and includes essential features of disease related to altered cellular and tissue biology and abnormalities of cellular growth, alterations in skin function and integrity, alterations in defense mechanisms, and alterations in tissue oxygenation.

SCIE 291: Physiologic Alterations II

3 credit hours

Prerequisites: Acceptance into SDAP, Organic Biochemistry (SCIE 103), Anatomy and Physiology I (SCIE 123), Anatomy and Physiology II (SCIE 124), and Microbiology (SCIE 125)

This course focuses on pathophysiology of the human body and includes essential features of disease related to renal function,

fluid and electrolyte balance, hormonal regulation, neurologic function, musculoskeletal function, and GI and hepatobiliary function.

SCIE 299: Independent Study: Physiological Alterations

2 credit hours

Prerequisite: Partial transfer credit (4 semester credit hours) for Physiologic Alterations

Students who entered Mount Carmel College of Nursing with 4 semester credits for Physiologic Alterations must enroll in this course to complete the remaining 2 semester credits of the required total 6 semester credits for SCIE 230 and SCIE 231.

SCIE 420R: Applied Science

4 credit hours

Prerequisite: Acceptance into the RN-BSN Completion Program

Major health concerns are explored using a physical, natural, and human science integrated approach. Emphasis is placed on theories relating to multidisciplinary concepts of promoting health and preventing disease as applied to individuals, community, and society. Concepts of anatomy, physiology, pathophysiology, microbiology, genetics, physiological chemistry, pharmacology, nutrition, epidemiology, and environmental factors are integrated and provide the foundation for exploring the human function/dysfunction. The seminar format is used and discussions are developed around student interest, exploration, research, and in-class presentations.

SCIE 430: Integrated Science

4 credit hours

Prerequisite: Senior status

Concepts in the biological, physical, and social sciences are integrated to explore scientific foundations. Emphasis is placed on current scientific developments related to multidisciplinary concepts of promoting health and preventing disease. Societal, ethical, political, economic, and spiritual implications of scientific developments will be examined.

SCIE 490: Integrated Science

4 credit hours

Prerequisite: Acceptance into the Second Degree Accelerated Program

Concepts in the biological, physical, and social sciences are integrated to explore scientific foundations. Emphasis is placed on current scientific developments related to multidisciplinary concepts of promoting health and preventing disease. Societal, ethical, political, economic, and spiritual implications of scientific developments will be examined.

SOCIAL SCIENCES

Social Science Elective*

2-4 credit hours

Prerequisite: Placement into Freshman level English Composition

**Course is taken through affiliation with either Columbus State Community College or The Ohio State University; course list available from MCCN Records/Registration Office. Any course (3 or 5 quarter hours) from the following academic disciplines: Geography, Political Science, Psychology, Sociology, Social Science.*

SOCIOLOGY

Introduction to Sociology*

4 semester credit hours

Prerequisite: Placement into Freshman level English Composition

**Course is taken through affiliation with either Columbus State Community College or The Ohio State University; course list available from MCCN Records/Registration Office.*

This course (5 quarter hours) introduces the basic concepts, methods, and findings of sociology as a scientific discipline. The sociological perspective, emphasizing social interaction and structure, is used to explore the following topics: culture, socialization, social groups including organizations, deviance, various types of social inequality, major social institutions, collective behavior, social movement, and social change.

DIRECTORY

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President/Dean

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Interim Director, BSN Program

BSN, MS, The Ohio State University

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Director of Records and Registration

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Associate Dean, Graduate Nursing Program

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BSN, PhD, Purdue University

MSN, Indiana University

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BS, MBA, Franklin University

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