

# 2022-2023 College Catalog

**Catalog Homepage**

Last updated: January 27, 2023



The  
**Christ College**<sup>TM</sup>  
of Nursing & Health Sciences



| **Focused** | **Connected** | **Preferred** Your path to a career in health care is with **US!**

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## About The College

Last updated: January 27, 2023

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

## History - Vision - Mission

# History

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

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

Between 1889 and 1901, the Association trained only deaconesses as nurses, but they soon recognized the need for enrolling other qualified young women. By 1901, young women were accepted for training as nurses whether or not they intended to become deaconesses. This paved the way for the formation of The Christ Hospital School of Nursing in 1902. Since its inception, The Christ Hospital School of Nursing has grown both in size and sophistication to meet the changing healthcare needs within the Greater Cincinnati region and the tri-state (Ohio-Indiana-Kentucky).

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

# Vision

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

# Mission

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

## Values and Goals

### Core Values

- **Caring:** to have respect for every human being and concern for the preservation of human dignity; to accept the diversity of cultures and origins characterizing the global community.
- **Collaboration:** to work cooperatively; to achieve common goals.
- **Integrity:** to be honest, fair, trustworthy, and genuine; to conduct oneself ethically, legally, and professionally.
- **Excellence:** to function at the highest level of performance; to demonstrate commitment to quality outcomes and continuous improvement through evidence-based practice.

### Goals

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

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

## Institutional Learning Outcomes

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

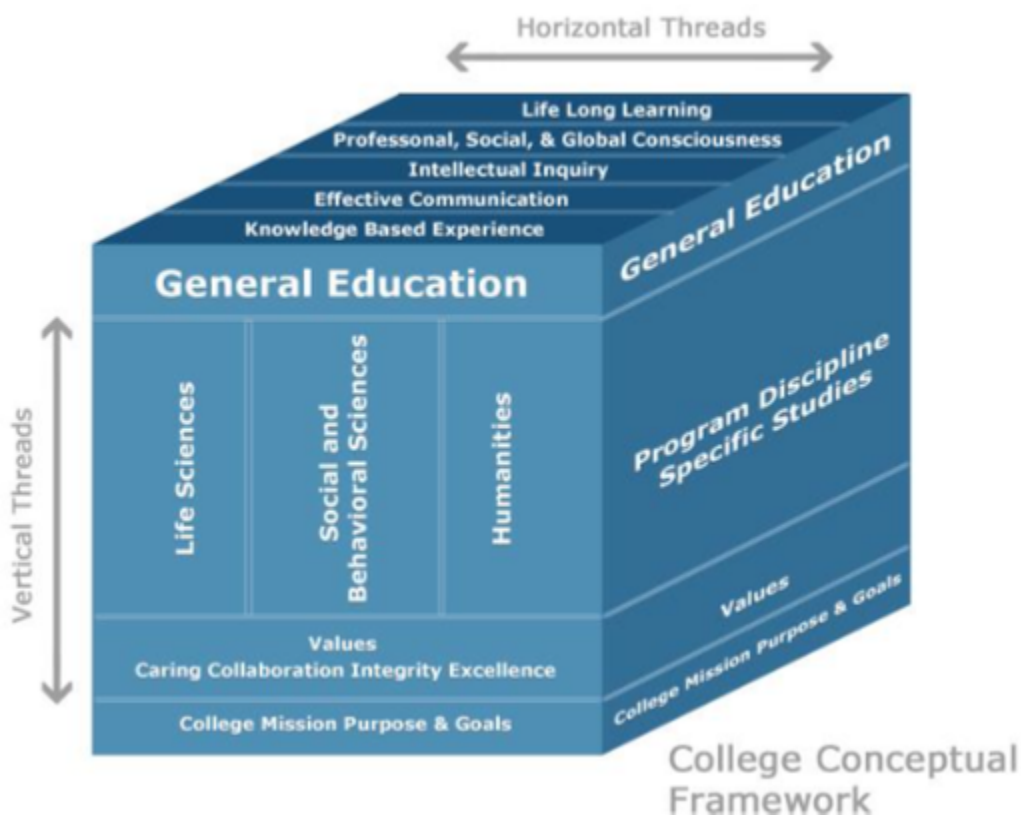
- Apply an expanded knowledge base within one's chosen profession with the disposition to engage in life-long learning.
- Demonstrate responsible engagement with social-political-cultural issues of local, regional, or global significance.
- Demonstrate academic and professional competency in written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

- Engage in intellectual inquiry and critical thinking by identifying assumptions, making inferences, marshaling evidence, and giving a coherent account of reasoning.

Student learning outcomes are also clearly stated for the academic programs that are offered at the college. Students should refer to the program handbook for their respective degree program.

## College Conceptual Framework

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



Currently, The Christ College offers a pre-licensure Bachelor of Science in Nursing (BSN), Accelerated Bachelor of Science in Nursing (ABSN), Registered Nurse to Bachelor of Science in Nursing (RN-BSN) completion program, Associate of Science in General Studies, Associate of Applied Science in Medical Assisting, Medical Assisting Certificate, Associate of Applied Science in Sonography, and a Bachelor of Science in Healthcare Administration. The academic departments work together to support the overall mission and goals of the College while creating a well-rounded academic experience for students, faculty, and staff.

Supported by a foundation in the arts and sciences and discipline-related studies, The College's conceptual framework is rooted in its mission, purpose, goals, and values.

## Student Functional Abilities

Updated 12/23/2019; 8/29/2022

Student functional abilities are combinations of cognitive, behavioral/social, and physical abilities required to acquire the knowledge and skills needed for the roles associated with The College's program(s). In addition to being essential to the successful completion of the requirements of a degree, these skills and functions are necessary to ensure the health and safety of patients, students, faculty, and other health care providers. Qualified applicants are expected to meet all admissions criteria and matriculating students are expected to meet all progression criteria, as well as these technical standards.

Because curricula leading to healthcare related degrees at The Christ College (TCC) require students to engage in diverse and complex experiences, TCC programs have identified specified student functional abilities critical to the success of students. If the capacity to perform these student functional abilities with or without reasonable accommodations results in the inability to meet student learning outcomes, the student may be at risk of not successfully completing the course and/or program.

### *\*Program Specific Student Functional Abilities*

- [Pre-licensure Nursing Programs \(BSN/ABSN\)](#)
- [Health Care Administration](#)
- [Medical Assisting](#)
- [Sonography](#)

*\*The information above is intended as guidance and not hard rules. Accommodation requests by students, even those related to student functional abilities, will be analyzed and determined on a case-by-case basis, and such accommodations will be granted when The College determines it is reasonable to do so. For more information on Equal Access and the Accommodations process [click here to access Compliance Bridge](#) and search Academic Accommodations.*

## College Organizational Structure

Updated 7/1/2021

The Christ College is a non-profit corporation. The affiliate hospital, The Christ Hospital, is the Sole Member of TCC. The oversight for all institutional, business, and academic practices emanates from TCC's Board of Directors. The President of The College reports directly to the Board and serves as the Chief Executive Officer of the institution.

An organizational chart can be found [here](#).

## Board of Directors

- Mrs. Yvonne G. Washington, Hon D Hum L, Chair
- Dr. James S. Wendel, Vice Chair, Mt. Auburn Women's Center, TCHHN Affiliate
- Mr. Raymond Mock, Secretary
- Dr. Thomas M. Broderick, TCHHN Affiliate
- Mrs. Victoria B. Gluckman, Hon D Hum
- Mrs. Susan D. Gilster, Ph.D., R.N., The Gilster Group, LLC
- Mrs. Cathy M. Hamblen, B.S.N., R.N.
- Mr. Roderick D. Hinton, M.S., Vice President of Advancement, The Children's Home of Cincinnati
- Mrs. Moira Weir, CEO, United Way of Greater Cincinnati
- Gail E. Kist-Kline, Ph.D., President, TCCNHS (Ex-Officio)
- Theodore M. Scherpenberg, Chief Financial Officer TCHHN (Ex-Officio)
- Julie A. Holt, Vice President, Chief Nursing Officer, TCHHN (Ex-Officio)

## College Administration

Updated 8/29/2022



**President: Gail E. Kist-Kline, Ph.D.**

Telephone: (513) 585-1414

Email: [Gail.KistKline@TheChristCollege.edu](mailto:Gail.KistKline@TheChristCollege.edu)





**Vice President of Strategy and Business Affairs: Bradley A. Jackson, ED.D.**

Telephone: (513) 585-0116

Email: [Bradley.Jackson@TheChristCollege.edu](mailto:Bradley.Jackson@TheChristCollege.edu)



**Vice President of Academics; Chief Academic Officer: Connie McFadden-Chase, MSN, CNE, RN, Ed.D.**

Telephone: 513-585-0941

Email: [Connie.McFaddenChase@TheChristCollege.edu](mailto:Connie.McFaddenChase@TheChristCollege.edu)



**Associate Dean, Health Sciences and Program Director, Medical Assisting: Denise Brown, PhD.**

Telephone: [513-585-1853](tel:513-585-1853)

Email: [Edna.Brown@TheChristCollege.edu](mailto:Edna.Brown@TheChristCollege.edu)



**Associate Dean, Nursing: Elizabeth Hager MSN, RN, DNP**

Telephone: (513) 585-2061

Email: [Elizabeth.Hager@TheChristCollege.edu](mailto:Elizabeth.Hager@TheChristCollege.edu)



**Dean of Student Affairs; Title IX Coordinator: Meghan E. Hollowell, Ed.D.**

Telephone: (513) 585-4841

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

## **Compliance**

### **Civil Rights Compliance**

Updated 10/8/2020

Qualified applicants will be considered for admission to The Christ College of Nursing and Health Sciences

without regard to race, color, creed, national origin, citizenship, religion, ethnicity, age, gender, gender identity, genetics, marital status, sex, pregnancy, sexual orientation, military or veteran status, disability, or any other status protected by federal, state, or local law (collectively, “protected statuses”).

## Non-Discrimination Statement

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

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

For more information about who can handle specific inquiries regarding non-discrimination policies, contact the Dean of Student Affairs and Title IX Coordinator ([Meghan.Hollowell@TheChristCollege.edu](mailto:Meghan.Hollowell@TheChristCollege.edu)) and/or [click here to access Compliance Bridge](#) and search Non-Discrimination Statement.

## Disability Compliance

Updated 8/29/2022

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

For more information on Equal Access and the Accommodations process [click here to access Compliance Bridge](#) and search Academic Accommodations.

## Right of Privacy

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

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

For more information, please [click here to visit the Compliance Bridge Policy Portal](#) and search Family Educational Rights and Privacy Act.

## Accreditation

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

The Christ College of Nursing and Health Sciences is accredited, approved, and authorized by several agencies and organizations. Below is a listing of these agencies and organizations. Please visit The College's website <https://www.thechristcollege.edu/accreditations> for full verification.

### Authorizations and Approvals

Authorized by the Ohio Department of Higher Education to award the Associate of Applied Science, Medical Assisting or Diagnostic Medical Sonography-Cardiovascular; Medical Assisting Clinical Certificate; Associate of Science, General Studies; Bachelor of Science, Nursing; and Bachelor of Science, Health Care Administration.

Approved by the Ohio Board of Nursing to conduct nursing education programs leading to initial licensure to practice nursing as a Registered Nurse.

Approved by the State Approving Agency for Veterans' Training.

### Institutional Accreditation

TCC is regionally accredited by The Higher Learning Commission of the North Central Association of Colleges and Schools (HLC).

### Commission on Collegiate Nursing Education

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

Documents describing or related to the above-stated accreditations, approvals, and authorizations are available for review by contacting Janelle Crossgrove Hart, Associate Dean, Institutional Effectiveness at 513-585-1451.

## Library Services

### Vision

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

### Mission

The James N. Gamble Library will provide members of The Christ Hospital Health Network community,

including TCC students and faculty/staff, with timely, authoritative and accurate library and information services to advance excellence in education, research, and patient care.

- Circulating book and journal collection
- Article reprints via e-mail, fax, interdepartmental mail, or pick-up at Library
- ILL services for books and journal articles not in the Library's collection
- Bibliographic literature search services
- Table of contents surveys
- Reference assistance
- Training on subscription search databases and electronic resources
- Assistance with creating online journal clubs

### **Location and Contact Information**

The Christ Hospital, 1 North

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

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

### **Hours of Operation**

*Monday through Friday: 8:30 a.m. to 5:00 p.m. Saturday and Sunday: Closed*

### **Staff**

Regina Hartman, Library Manager

Jennifer Pettigrew, E-Resources Librarian

Lisa Raney, E-Resources Librarian

## **Bookstore**

Updated 8/29/2022

Books for The Christ College can be easily purchased at Joseph-Beth Booksellers.

### **Location and Contact Information**

*2139 Auburn Avenue, Cincinnati Ohio 45219 (The Christ Hospital Gift Shop) Phone: 513-585-0868*

For convenience and in compliance with regulatory standards, a book list is supplied for all courses with book titles and ISBN numbers prior to class registration each semester. TCC strongly recommends students

shop through Joseph-Beth Booksellers. Students who shop through another vendor should be advised The Christ College cannot make any guarantees to assist in resolving issues with book orders. The Christ College together with Joseph-Beth Booksellers have developed guidelines and procedures for students who wish to use their anticipated financial aid refund to purchase required and recommended books and supplies. For more information on these guidelines and procedures, [click here](#) to visit the Financial Aid portion of this Catalog.

If there are not enough available books at the bookstore or there is something incorrectly listed, students should contact their faculty or a Joseph-Beth Booksellers' Associate or Manager who can assist in resolving issues with book orders. Unresolved issues should be directed to the appropriate Associate Dean. Books for The Christ College can be easily purchased at Joseph-Beth Booksellers.

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## **Food Services**

Updated 8/29/2022

There are several dining venues available to students that are open throughout the day and evening.

- **Bistro 1889** Monday through Friday (Located in the Hospital; Closed on Holidays)
- **Starbucks** Monday through Sunday (Located in the Hospital)
- **Vending Machines** Vending machines with snacks and beverages in the Hospital and in the College's Student Lounges on Main Campus and at The Commons.

A refrigerator, microwave, and coffee machine are located in the College's Student Lounges on Main Campus and at The Commons.



## Academic Calendar

Last updated: January 27, 2023

This academic calendar is subject to periodic review and revision. Please check with the Registrar's Office to determine if changes have been made.

[Click here for the 2022-2023 Academic Calendar](#)

[Click here for the 2023-2024 Academic Calendar](#)

## Academic Information

Last updated: January 27, 2023



## Department of Health Sciences

Added 8/24/2020

The Department of Health Sciences has two Divisions; Allied Health and Arts and Sciences. The degrees offered within The Department are an Associate of Science in General Studies, Associate of Applied Science in Medical Assisting, a Medical Assisting Clinical Certificate, an Associate of Science in Cardiovascular and Diagnostic Medical Sonography, and a Bachelor of Science in Health Care Administration.

## Purpose

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

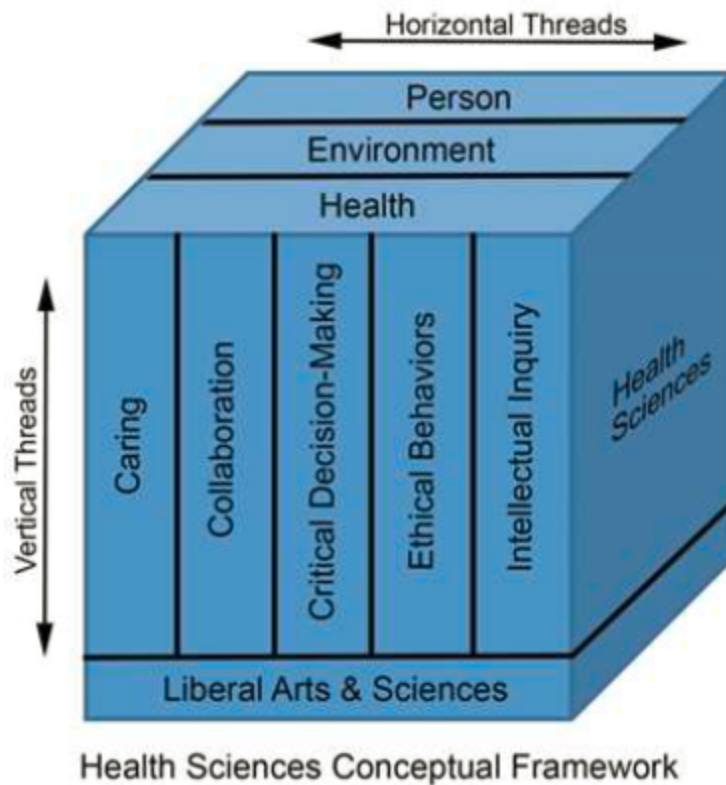
## Philosophy

A person is a unique individual having intrinsic value. Each individual has diverse physical, emotional, social, developmental, and spiritual needs in varying degrees of fulfillment and deserves caring interventions. The person and environment are constantly interacting.

The environment includes all internal and external factors affecting and affected by the individual. A part of this dynamic environment is society, which consists of individuals, families, communities, and institutions. Any change in the environment may require varying degrees of adaptation. Health Sciences graduates engage in assessment of both the environment and people to identify opportunities to promote, maintain, or restore health.

Health is the dynamic process of balance and harmony within the person, including physical, mental, and social well-being. A person's state of health is influenced by personal, societal, and cultural variables and may be affected by prevention and treatment strategies.

## Framework



### Horizontal Threads for Health Sciences

For the Health Sciences, *person*, *environment*, and *health* constitute horizontal threads, which are those integrated concepts presented early, strengthened through repeated exposure and application, and woven throughout the curriculum for Health Science programs.

### Vertical Threads for Health Sciences

Caring, intellectual inquiry, ethical behavior, critical decision making, and collaboration comprise the vertical threads. These concepts and skills are arranged to build upon one another in alignment with a general sequence of learning. Scaffolded through the curriculum for Health Science programs, vertical threads guide the student's progression toward proficiency.

**Caring** behaviors are nurturing, protective, compassionate, and person-centered. Caring creates an environment of hope and trust, where individual choices related to cultural values, beliefs, and lifestyle are respected.

**Intellectual Inquiry** is a persistent sense of curiosity that informs both learning and practice, which stimulates visionary thinking. Intellectual inquiry invites the exploration of possibilities, allowing for creativity and innovation.

**Ethical Behaviors** are characterized by conduct within legal, ethical, and regulatory frameworks; commitment to standards of professional practice; and accountability for one's own actions.

**Critical Decision Making** encompasses the performance of accurate assessments, the use of multiple methods to access information, and the analysis and integration of knowledge and information to formulate evidence-based conclusions.

**Collaboration** is working together with open professional communication to plan, make decisions, set goals, and implement strategies. Collaboration requires consideration of need, priorities and preferences, available resources, shared accountability, and mutual respect.

## Division of Allied Health Programs

The Division of Allied Health serves to educate health care professionals in the Bachelor of Science in Health Care Administration (HCA) program. Specific concentration tracks have been developed to assist a student with degree completion utilizing prior education. The concentration tracks for degree completion include Medical Assistant to HCA; Paramedic to HCA; Community Paramedic to HCA; Registered Nurse to HCA; Licensed Practical Nurse to HCA; BSN and BS in HCA dual degree, and Diagnostic Medical Sonography to HCA

The requirements for each degree program listed below are effective for those starting this degree program in fall 2022 through summer 2023. These requirements will remain in effect for students who do not break enrollment or who do not change degree programs.

### Bachelor of Science in Health Care Administration

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

### Program Outcomes

1. Apply theoretical and empirical knowledge from the liberal arts and sciences and health sciences to collaborative, caring management approaches based on evidence.
2. Build collaborative teams that successfully address complex challenges to healthcare.
3. Demonstrate effective professional, ethical communication, utilizing a variety of modalities, to improve healthcare delivery.
4. Assess organizational processes to determine opportunities and methods for improvement.

5. Analyze the impact of health care policy and regulatory mandates on health care management.
6. Demonstrate leadership roles to manage healthcare organizations.

### **Graduation Requirements**

- 120 Total credits
- 30 Hours of upper-division (300-400 level) courses
- 50% of major taken through TCC
- 30 Credits must be completed through TCC
- 2.0 Grade point average
- Grades of C or higher in all courses
- Submission of Graduation Application at beginning of final semester

### **Major Requirements**

<b>Number</b>	<b>Course Name</b>	<b>Credits</b>
ACCT 210	Financial Accounting	3
ACCT 220	Managerial Accounting	3
BUSM 201	Principles of Management	3
ECO 201	Principles of Economics	3
FIN 201	Principles of Finance	3
HCA 101	Medical Terminology	3
HCA 210	Introduction to Integrated Health Care Systems	3
HCA 310	Transformational Management in Health Care	3
HCA 320	Information Systems for Evidence-based Management	3
HCA330	Human Resource Management	3
HCA 340	Marketing Techniques in Health Care	3
HCA 350	Financial Management of Health Care Intuitions	3
HCA 360	Health Care Law	3
HCA 390	HCA Professional Development	1
HCA 410	Health Care Policy	3
HCA 415	Ethical Issues in Health Care	3
HCA 420	Health Care Quality & Performance Excellence	3
HCA 430	Health Care Strategic Planning	3
HCA 435	Social Determinants of Community Health	3
HCA 440	Economic Applications for Operational Excellence	3
HCA 450	Administrative Leadership Capstone Project OR	
	or	3
HCA 460	HCA Internship	

### General Education Requirements

Number	Course Name	Credits
ENG 101	English Composition	3
ENG 205	Composition for Practical Communication	3
	or	3
COM 315	Practical Communication	3
COM 101	Communication Elective*	3
MAT 105	College Algebra	3
STAT 201	Statistics	3
SOPS 101	Introduction to Social Psychology	3
	or	
PSY 101	Introduction to Psychology	3
	or	
SOC 101	Introduction to Sociology	3

*Required if student does not transfer at least 15 college credit hours*

*\_Electives Natural Sciences, Technology, & Innovation\* 12\_*

*\_Elective Arts, Humanities, Culture & Diversity\* 6\_*

*\_Electives Social & Behavioral Sciences\* 6\_*

*\_Concentration/Unrestricted Electives\* 18-20\_*

*\*Choose from a list of approved courses on degree audit*

### **Bachelor of Science in Health Care Administration Concentration Tracks**

Students who hold certificates or degrees in the health care fields listed below are eligible to transfer a specific number of credits hours based upon their specific certificate/degree. Other certificates or degrees may also qualify. Please call the Admission Office at 513-585-2394 if your certificate or degree is not listed.

Certificates/ Degrees	Concentration Transfer Credit	Major	Transfer Credit	Credits Transferred
Paramedic	23 Credits	HLSC 101	3	26*
Community Paramedic	23 Credits	HLSC 101 HCA 435	6	29*
Medical Assistant Certificate	8 Credits	HLSC 101	3	11*
Medical Assistant Degree	23 Credits	HLSC 101		26*
Radiology Technician	23 Credits	HLSC 101	3	26*
LPN	23 Credits	HLSC 101	3	26*
Associate or Diploma RN	23 Credits	HLSC 101 HCA 320	6	29*
Dietetic Technician	23 Credits	HLSC 101	3	26*
Medical Billing/Coding	23 Credits	HLSC 101	3	26*

\* In addition, General Education Requirements and Major Requirements may transfer based on prior courses completed at an accredited institution. A minimum of 30 Major Requirement credits must be completed at The College.

### **Bachelor of Science in Nursing and Health Care Administration Dual Degree**

Edited 5/9/2017

### **BSN Major Requirements**



<b>Number</b>	<b>Course Name</b>	<b>Credits</b>
NUR 220	Health Assessment	4
NUR 297	Professional Development Concepts/Capstone	2
NUR 221	Nursing Skills: Concepts of Quality & Safety	4
NUR 298	Professional Development Concepts/Capstone	1
NUR 305	Health & Illness Concepts Across the Lifespan	6
NUR 307	Concepts of Intellectual Inquiry	3
NUR 309	Professional Nursing Concepts	2
NUR 397	Professional Development Concepts/Capstone	1
NUR 311	Health & Illness Concepts Across the Lifespan II	6
NUR 312	Concepts in Leadership & Health Care Delivery	4
NUR 313	Concepts in Population Health	2
NUR 398	Professional Development Concepts/Capstone	1
NUR 410	Clinical Intensive	6
NUR 412	Clinical Intensive	6
NUR 497	Professional Development Concepts/Capstone	2
NUR 414	Clinical Intensive III	6
NUR 416	Clinical Intensive IV	6
NUR 498	Professional Development Concepts/Capstone	2

### HCA Major Requirements

HCA Internship

General Education Requirements

<b>Number</b>	<b>Course Name</b>	<b>Credits</b>
CHEM 105	Introduction to Chemistry	4
ENG 101	English Composition	3
ENG 315	Evidence-Based Writing	3
COM 101	Speech & Oral Communication	3
MAT 105	College Algebra	3
STAT 201	Statistics	3
BIO 111	Anatomy & Physiology I	4
BIO 112	Anatomy & Physiology II	4
BIO 121	Microbiology	4
BIO 180	Biology of Food	3
BIO 215	Core Concepts in Pharmacology	3
BIO 300	Pathophysiology	3
PHI 103	Introduction to Ethics	3
	Humanities Elective*	3
PSY 110	Lifespan Development	3
PSY 210	Concepts of Behavior Change	3
SOPS 101	Introduction to Social Psychology	3
	or	
PSY 101	Introduction to Psychology	3
	or	
SOC 101	Introduction to Sociology	3
IS 200	Service Learning in Our Community	1
FS 102	Foundations for Success	2

*\*Required if student does not transfer at least 24 college credit hours*

### **Graduation Requirements**

- 168 Total credits
- 50% of each major taken through TCC

- 2.0 Grade point average
- Grades of C or higher in all courses
- NCLEX Review Course Determined by The College
- Submission of Graduation Application at beginning of final semester

## Medical Assisting Clinical Certificate (MACC)

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

## Associate of Applied Science (AAS) in Medical Assisting

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

## Program Goals and Outcomes for AAS in Medical Assisting and MACC

### Program Goals

1. To prepare competent entry-level Medical Assistant professionals in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
2. To maintain a Medical Assisting program consistent with the guidelines and standards of the Commission for Accreditation of Allied Health Education Programs (CAAHEP), with Ohio statutes and regulations for The Christ College. (Associates of Applied Science in Medical Assisting only)
3. To remain up-to-date and current with the changing healthcare industry.
4. To provide programs and resources for students, The College, and community to provide a program

that meets the needs of healthcare and the communities that we serve.

### Program Outcomes

1. Perform at competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
2. Demonstrate professional communication while interacting with providers, staff, and patients.
3. Perform professional administrative and clinical skills in the delivery of quality patient care.
4. Maintain ethical and legal behavior within the scope of practice for Medical Assistants.
5. Discuss the value of lifelong learning and continuing education.

## Graduation Requirements for AAS in Medical Assisting and MACC

### Associate of Applied Science in Medical Assisting

- 60 Total credits
- 2.0 Grade point average
- Submission of Graduation Application at beginning of final semester
- Grades of C or higher in all courses
- 30 Credits must be completed through TCC

### Major Requirements

Number	Course Name	Credits
MA 100	Pharmacology for Medical Assisting Professionals	3
MA 102	Legal and Ethical Issues for Medical Assisting Professionals	2
MA 104	Foundations for Clinical for Medical Assisting Professionals	4
MA 200	Diagnostic Procedures for Medical Assisting Professionals	4
MA 201	Administrative Procedures for the Medical Assistant	3
MA 204	Business Practice for the Medical Assistant	3
MA 206	Fundamentals of Ambulatory Care for the Medical Assistant	3
MA 208	Academic Appraisal for the Professional Medical Assistant	3
MA 209	Career Development Capstone for Medical Assisting Professionals	5

### General Education Requirements

<b>Number</b>	<b>Course Name</b>	<b>Credits</b>
ENG 101	English Composition	3
COM 112	Professional Communication & Behavior for Medical Assisting Professionals	3
MAT 102	Quantitative Reasoning	3
TECH 101	Basic Technology Skills and Applications	3
BIO 102	Structure and Function of the Body	4
HCA 101	Medical Terminology	3
FS 102	Foundations for Success*	2
PSY/SOC	Elective*	3
HUM	Elective*	3
Elective*		3

\*FS 102 required if the student does not transfer at least 15 college credit hours.

\*Choose electives to lead to the minimum total of 60 hours required for graduation. Choose from a list of approved courses on the degree audit

### Medical Assisting Clinical Certificate (MACC)

- 16 Total credits
- 2.0 Grade point average
- Submission of Graduation Application at beginning of final semester
- Grades of C or higher in all courses
- 16 Credits must be completed through TCC

### Major Requirements

<b>Credits (16)</b>	<b>Fall – Spring - Summer</b>	
BIO 102	Structure & Function of the Body	3
BIO 160	Food and Fitness	1
MA 104	Foundations for Clinical Medical Assistant Professional	3
MA 200	Diagnostic Procedures for Medical Assisting Professionals	3
MA 206	Clinical Reviews and Medical Emergency Procedures for the Medical Assistant (formerly 207) – Co-Requisite MA 104	2
		12

# Associate of Science in Cardiovascular Sonography & Diagnostic Medical Sonography

Diagnostic Medical Sonography (DMS) is a multi-specialty profession comprised of abdominal sonography, breast sonography, cardiac sonography, obstetrics/gynecology sonography, pediatric sonography, phlebology sonography, vascular technology/sonography, and other emerging clinical areas. These diverse areas all use ultrasound as a primary technology in their daily work.

The Diagnostic Medical Sonographer is an individual who provides patient care services using ultrasound and related diagnostic procedures. The Diagnostic Medical Sonographer must be educationally prepared and clinically competent as a prerequisite to professional practice. Demonstration and maintenance of competency through certification by a nationally recognized sonography credentialing organization is the standard of practice in sonography, and maintenance of certification in all areas of practice is endorsed.

The Diagnostic Medical Sonographer:

- Functions as a delegated agent of the physician; and
- does not practice independently.

Diagnostic Medical Sonographers are committed to enhanced patient care and continuous quality improvement that increases knowledge and technical competence. Diagnostic Medical Sonographers use independent, professional, ethical judgment, and critical thinking to safely perform diagnostic sonographic procedures.

## Diagnostic Medical Sonographer Credentialing

A Diagnostic Medical Sonographer must be competent in any sonographic procedure they perform. Certification by a sonography credentialing organization that is accredited by National Commission of Certifying Agencies (NCCA) or the American National Standards Institute - International Organization for Standardization (ANSI – ISO) represents “standard of practice” in diagnostic sonography.

Despite the commonality of ultrasound technology across the field of sonography, the bodies of knowledge, technical skills, and competencies of sonographers in different areas of sonography specialization are markedly different. If performing procedures in any of the following primary areas of sonography specialization, a Diagnostic Medical Sonographer must demonstrate competence in the specialty area(s) through appropriate education, training, and certification:

1. Abdominal Sonography
2. Obstetrical/Gynecological Sonography
3. Cardiac Sonography
4. Vascular Technology/Sonography

If the Diagnostic Medical Sonographer specializes or regularly performs procedures in secondary area(s) of specialization (e.g., breast sonography, fetal cardiac sonography, musculoskeletal sonography, pediatric sonography, phlebology sonography, etc.), the Diagnostic Medical Sonographer should demonstrate competence through certification in the area(s) of practice by a nationally recognized sonography credentialing organization. Employers and accrediting organizations should require maintenance of Diagnostic Medical Sonographer certification in all areas of practice.

Graduates of the DMSC program at The Christ College are eligible to become certified in Cardiac Sonography and Vascular Technology/Sonography.

## Major Requirements

<b>Prerequisite-Semester1</b>		<b>Lec</b>	<b>Lab</b>	<b>Int</b>	<b>Credits</b>
FS 102	Foundations for Success	2	0		2
PHY 105	Introductory Physics (G)	3	0		3
BIO 111	Anatomy and Physiology 1 (G)	3	1		4
MAT 105	College Algebra (G)	3	0		3
ENG 101	English Composition 1 (G)	3	0		3
After completing Semester 1 courses, apply for Selective Enrollment into the DMSC program.					
<b>Semester 2 Fall- Year 1</b>					
DMS 111	Sonography Principles and Instrumentation 1 (T)	3	0		3
HLCS 101	Medical Terminology (B)	3	0		3
DMSC 120	Introduction to Cardiovascular Sonography and Patient Care (T)	3	0		3
BIO 112	Anatomy and Physiology 2 (B)	3	1		4
DMSC 121	Cardiovascular Sonography Scan Lab 1 (T)	0	3		3
<b>Semester 3 Spring Year 1</b>					
DMS 112	Sonography Principles and Instrumentation 2 (T)	2	0		2
DMSC 141	Cardiac Sonography 1 (T)	3	0		3
DMSC 131	Vascular Sonography 1 (T)	3	0		3
DMSC 122	Cardiovascular Sonography Scan Lab 2 (T)	0	3		3
BIO 300	Pathophysiology (B)	3	0		3
<b>Semester 4-Summer Year 1</b>					
DMSC 223	Cardiovascular Scan Lab 3 (T)	0	1		1
DMSC 281	Cardiovascular Internship 1 (T)	1	0	1	2
PSY 110	Life Span Development (G)	3	0		3
<b>Semester 5- Fall- Year 2</b>					
DMSC 224	Cardiovascular Sonography Scan Lab 4 (T)	0	1		1
DMSC 242	Cardiac Sonography 2 (T)	3	0		3
DMSC 232	Vascular Sonography 2 (T)	2	0		2
DMSC 282	Cardiovascular Internship 2 (T)	1	0	1	2
COM 102	Essentials of Communication (G)	3	0		3
<b>Semester 6- Spring</b>					

## Division of Arts and Sciences

Updated 4/16/2018

Through engaging students in the Arts and Sciences, the purpose of the Division of Arts and Sciences is to build upon the intellectual, social, and emotional foundation of students by developing a commitment to life-long learning, increasing their social and global consciousness, and their academic and professional

competencies, and building on their understanding of what it means to be a knowledgeable and responsible citizen.

The Division of Arts and Sciences delivers the core general education requirements for college and academic programs.

Students completing the Arts and Sciences experience will be able to:

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

## **Philosophy**

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

## **Intellectual and Cognitive Capacities**

The Arts and Sciences curriculum is geared to develop in students the capacities for critical thinking, productive and open dialogue, the ability to proactively solve problems and embrace the challenges of the world around them, and a strong internal focus of control so they are creators, not victims of circumstance or fortune.

## **Habits**

The Arts and Sciences curriculum aims to develop habits of diligence, working smart, seeking knowledge, asking and answering questions, and life-long learning. The Arts and Sciences faculty strive to foster study skills, analytical tools for engaging technology in learning, an appreciation for a variety of learning environments and teaching styles, responsibility for students' own education, habits of collaborative learning and action, and habits of self-reflection and assessment.

## **Connecting and Integrating**

The Arts and Sciences curriculum is designed to enable students to connect and integrate knowledge among the arts and sciences and the health sciences, in the belief that together the arts and sciences provide comprehensive insight into our world and the human condition.



## **Values and Moral Development**

The Arts and Sciences faculty believe education entails moral development and the examination of values, including the development of integrity, the ability to work with others, and to both generously consider and critically examine the thoughts, goals, and values of others as well as one's own.

## **Citizenship**

The Arts and Sciences faculty believe that becoming keenly aware of and exercising their own intellectual capacities and developing their interests in the subject matter of the arts and sciences enables individuals to live fuller and more fulfilled human lives. Moreover, the development of these capacities and habits are also crucial to producing well-informed and capable citizens who can participate productively in a liberal democracy, with openness and awareness of others outside one's own world, with an understanding of the past in order to build a fair, opportune, and sustainable future, and with an appreciation of how small our world is and how, through its interconnections, local action affects the global environment.

## **Program of Study**

The requirements for each degree program listed below are effective for those starting this degree program in fall 2022. These requirements will remain in effect for students who do not break enrollment or who do not change degree programs.

## **Associate of Science General Studies**

Added 11/15/2016

The Associate of Science degree is intended for students planning to attend a college or university to obtain a bachelor's degree in a science major or who wish to obtain a 2-year associate degree. The Associate of Science Degree requires a minimum of 60 credits. Students may transfer in general education courses or select Arts and Sciences courses at The College to meet the criteria. Students must complete a minimum of 30 credits at TCC.

## **Program Outcomes**

Updated 4/16/2018

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

## Graduation Requirements

### General Education Requirements

Oral & Written Communication (9 credit hours)

- ENG 101 English Composition (3 credits)
- Oral & Written Communication Electives\* (6 credits)

Math & Data Analysis (6 credit hours)

- MAT 105 College Algebra (3 credits)
- STAT 201 Statistics (3 credits)

Natural Sciences, Technology, & Innovation (12 credit hours)

- Natural Science, Technology, & Innovation Electives\* (12 credits)

Arts, Humanities, Culture & Diversity (3 credit hours)

- Arts, Humanities, Culture & Diversity Elective\* (3 credits)

Social & Behavioral Sciences (6 credit hours)

- Social & Behavioral Sciences Electives\* (6 credits)

First Year Experience (2 credit hours)

- FS 102 Foundations for Success (2 credits)

*Required if student does not transfer at least 15 college credit hours*

Unrestricted/Free Elective (22-24 credit hours)\*

*Choose electives to lead to the minimum total of 60 hours required for graduation. \*Choose from approved courses listed on degree audit*

- 60 Total credits
- 2.0 Grade point average
- Submission of Graduation Application at beginning of final semester
- Grades of C or higher in all courses
- 30 Credits must be completed through TCC

## Department of Nursing

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

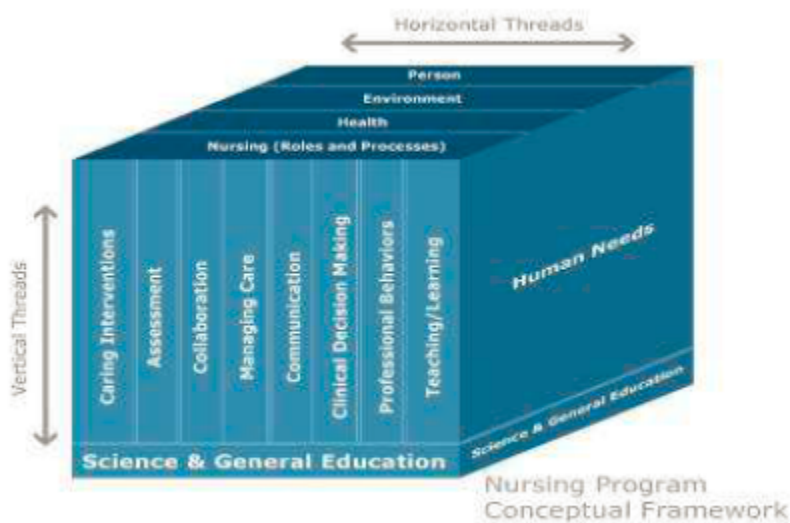
## **Philosophy**

The faculty within the nursing department at The Christ College believe that:

1. A person is a unique individual having intrinsic value. Each individual has diverse physical, emotional, social, developmental, and spiritual needs in varying degrees of fulfillment and deserves caring interventions. The person and environment are constantly interacting.
2. The environment includes all internal and external factors affecting and affected by the individual. A part of this dynamic environment is society, which consists of individuals, families, communities. Any change in the environment may require varying degrees of adaptation. Ongoing assessment by the nurse identifies a person's adaptive efforts to promote, maintain, or restore health.
3. Health is the dynamic process of balance and harmony within the person. A person's state of health may be influenced by personal, societal, and cultural variables and altered by primary, secondary, or tertiary prevention strategies. A person's position on the health continuum may require nursing intervention.
4. Nursing is a caring profession concerned with the patient's responses to health and illness. Nursing is an integral component of the healthcare system. Nurses function collaboratively to address the diverse healthcare needs of patients. Nurses are providers and managers of care and members within the discipline of nursing.
5. Nursing practice integrates knowledge from the biological, social, and behavioral sciences with nursing theories, research/evidence, and clinical experience. The application of knowledge, as well as the therapeutic use of self through effective communication and intervention is fundamental to nursing.
6. The nursing process is a comprehensive clinical decision-making strategy. It serves as a framework for providing and managing competent evidence-based care to promote, maintain, or restore the patient's optimal level of health. This includes support of a dignified death.
7. Accountability and responsibility are hallmarks of a wide range of professional behaviors requisite to the discipline of nursing. Nurses are accountable to patients, society, and the nursing profession for providing high standards of care and upholding legal and ethical principles. Nurses are responsible for continuing professional development.
8. In nursing, the collaborative processes of teaching and learning take place between the teacher and student. Learning is a goal-oriented, integrative process enhanced by individual inquiry, motivation, and self-direction. Learning is facilitated when faculty creates a cooperative, supportive learning environment, encourages knowledge and skill expansion, and guides students in developing

competencies. The achievement of desired changes in knowledge, attitudes, skill and behaviors determines the effectiveness of this collaborative effort.

## Framework



### Horizontal Threads

Integrated concepts presented at various stages in the curriculum, strengthened through repeated exposure and application and woven throughout the curriculum. For the Department of Nursing, **person**, **environment**, **health**, and **nursing** constitute the horizontal threads of the nursing curriculum and are defined in the Philosophy of the Nursing Programs.

### Vertical Threads (with Curricular Concepts in *Italics>*)

Sequential concepts spanning the nursing program, progressive in complexity and increasing in depth throughout the program. For the Department of Nursing, the following concepts and definitions constitute the vertical threads of the nursing curriculum. The vertical threads are not intended to be viewed as solitary concepts. Rather, the concepts are intended to reflect the progressive educational development of the student in acquiring the knowledge, skills, behaviors, and clinical reasoning requisite to the profession.

1. **Caring Interventions:** Caring interventions are those nursing behaviors and actions that assist patients in meeting their needs. Caring interventions are based on a knowledge and understanding of the natural sciences, behavioral sciences, nursing theory, nursing research, and past nursing experiences. Caring is the “being with” and “doing for” that assist patients to achieve the desired results. Caring behaviors are nurturing, protective, compassionate, and person-centered. Caring creates an environment of hope and trust, where patient choices related to cultural values, beliefs, and lifestyle are respected. Caring interventions imply implementation of prevention strategies. (*Caring, Quality*)

2. **Assessment:** Assessment is the collection, analysis, and synthesis of relevant data for the purpose of appraising the patient's health status. Comprehensive assessment provides a holistic view of the patient which includes dimensions of physical, developmental, emotional, psychosocial, cultural, spiritual, and functional status. Assessment involves the orderly collection of information from multiple sources to establish a foundation for provision of nursing care and includes identification of available resources to meet patient needs. Initial assessment provides a baseline for future comparisons that can be made in order to individualize patient care. Ongoing assessment and reassessment are required to ensure quality and safety in patient care while meeting the patient's changing needs. (*Nursing Process, Evidence-based Practice, Informatics, Communication, NCLEX Success*)
3. **Clinical Decision Making:** Clinical decision-making encompasses the performance of accurate assessments, the use of multiple methods to access information, and the analysis and integration of knowledge and information to formulate clinical judgments. Effective clinical decision-making results in finding solutions, individualizing care, and assuring the delivery of accurate, safe care that moves the patient and support person(s) toward positive outcomes. Evidence-based practice and the use of critical thinking/clinical reasoning provide the foundation for appropriate clinical decision making. (*Nursing Process, NCLEX Success, Clinical Judgment, Quality, Evidence-based Practice*)
4. **Managing Care:** Managing care is the efficient, effective use of human, physical, financial, and technological resources to meet patient needs and support organizational outcomes. Effective management is accomplished through the processes of planning, organizing, directing, and controlling. The nurse, in collaboration with the healthcare team, uses these processes to assist the patient to move toward positive outcomes in a cost-efficient manner, to transition within and across healthcare settings, and to access resources. (*Nursing Process, NCLEX Success, Quality, Evidence-based Practice, Informatics, Leadership, Collaboration, Healthcare Economics*)
5. **Collaboration:** Collaboration is the shared planning, decision making, problem solving, goal setting, and assumption of responsibilities by those who work together cooperatively, with open professional communication. Collaboration occurs with the patient, significant support person(s), peers, other members of the healthcare team, and community agencies. The nurse participates in the team approach to holistic, patient-centered care across healthcare settings. The nurse functions as advocate, liaison, coordinator, and colleague as participants work together to meet patient needs and move the patient toward positive outcomes. Collaboration requires consideration of patient needs, priorities and preferences, available resources and services, shared accountability, and mutual respect. (*Collaboration, Care Coordination, Nursing Process, Professionalism, Quality, Leadership, Healthcare Economics*)
6. **Communication:** Communication in nursing is an interactive process through which there is an exchange of information that may occur verbally, non-verbally, in writing, or through information technology. Those who may be included in this process are the nurse, patient, significant support person(s), other members of the healthcare team, and community agencies. Effective communication demonstrates caring, compassion, and cultural awareness, and is directed toward promoting positive outcomes and establishing a trusting relationship. Therapeutic communication is an interactive verbal and non-verbal process between the nurse and patient that assists the patient to cope with change, develop more satisfying interpersonal relationships, and integrate new knowledge and skills. (*Communication, Collaboration, Caring, Nursing Process, Professionalism, Evidence-based Practice, Informatics*)

- 7. Professional Behaviors:** Professional behaviors within nursing practice are characterized by a commitment to the profession of nursing. The graduate of a nursing program adheres to standards of professional practice, is accountable for their own actions and behaviors, and practices nursing within legal, ethical, and regulatory frameworks. Professional behaviors also include a concern for others, as demonstrated by caring, valuing the profession of nursing, and participating in ongoing professional development. (*Ethics, Professionalism, Quality, Evidence-based Practice, Informatics, Healthcare Policy, Healthcare Law*)
- 8. Teaching and Learning:** Teaching and learning processes are used to promote and maintain health and reduce risks, and are implemented in collaboration with the patient, significant support person(s) and other members of the healthcare team. Teaching encompasses the provision of health education to promote and facilitate informed decision making, achieve positive outcomes, and support self-care activities. Integral components of the teaching process include the transmission of information, evaluation of the response to teaching, and modification of teaching based on identified responses. Learning involves the assimilation of information to expand knowledge and change behavior. (*Patient Education, Health Promotion, Nursing Process, Professionalism, Quality, Evidence-based Practice, Informatics*)

## **Human Needs** (with Curricular Concepts in *Italics*)

### **1. Biological**

**Oxygenation:** Ability to transport air to the lungs and provide life-sustaining oxygen to cells (*Acid/Base Balance, Cellular Respiration, Gas Exchange, Perfusion*)

**Circulation:** Ability to transport oxygen and nutrients to cells (*Fluid and Electrolyte Balance, Immunity, Inflammation, Clotting, Homeostasis, Metabolism, Perfusion*)

**Nutrition:** All the processes involved in taking in and utilization of nutrients (*Nutrition, Metabolism, Functional Ability, Sensory Perception, Glucose Regulation, Caregiving, Palliation, Aging*)

**Fluid and Electrolyte Balance:** Ability to maintain the volume and distribution of body fluids and solutes (*Fluid and Electrolyte Balance, Acid/Base Balance*)

**Elimination:** Ability to excrete waste products (*Elimination, Functional Ability, Aging*)

**Hygiene/Skin Integrity:** Practices that are conducive to preservation of health and maintenance of unbroken and healthy skin (*Mobility, Tissue Integrity, Sensory Perception, Glucose Regulation, Elimination*)

**Sensory/Comfort and Regulation:** Ability to perceive, integrate, control, and respond to internal and external cues (*Sensory Perception, Pain, Thermoregulation, Intracranial Regulation, Cellular Regulation, Stress, Infection, Safety, Functional Ability*)

**Cognition:** Mental processes needed for knowing, learning, and understanding (*Cognition, Motivation, Adherence*)

**Activity:** Ability to engage in body movement (*Functional Ability, Mobility, Aging*)

**Safety/Protection:** Ability to be protected from actual or potential harm (*Safety*)

**Biophysical Development:** Orderly and predictable process of growth and differentiation (*Development, Culture, Sexuality, Reproduction*)

## 2. Psychosocial/Spiritual

**Mental Health:** Ability to cope with or make the best of changing stresses or stimuli (*Anxiety, Coping, Mood & Affect, Addiction, Interpersonal Violence, Psychosis, Aging; Caregiving, Palliation*)

**Sexuality:** The sum of physical, functional, and psychological attributes that are expressed by one's gender identity and sexual behavior (*Sexuality, Reproduction, Development, Aging*)

**Developmental Tasks:** Ability to achieve psychosocial or cognitive skills at certain periods in life (*Development, Cognition, Motivation, Adherence*)

**Social/Cultural Interaction:** Ability to engage in shared values, beliefs, and practices of a particular group of people (*Culture, Ethics, Caring, Family Dynamics*)

**Spirituality/Religion:** Essence of a person's being and beliefs about the meaning of life (*Spirituality; Palliation*)

## Programs of Study

The requirements for each degree program listed below are effective for those starting the program's core courses in 2019. These requirements will remain in effect for students who do not break enrollment or who do not change degree programs.

### Bachelor of Science in Nursing Programs (BSN, ABSN, RN-BSN)

Program Outcomes:

1. Apply appropriate evidence to improve healthcare outcomes.
2. Utilize healthcare informatics safely and accurately in the delivery of quality care.
3. Employ critical thinking and clinical reasoning to care for diverse populations.
4. Lead the healthcare team in solving contemporary issues to improve patient outcomes.
5. Collaborate with the inter-professional healthcare team to ensure quality and safety.
6. Demonstrate professionalism in the nursing role.
7. Apply an understanding of health policy and regulatory environments in patient care.
8. Pursue life-long learning and service to meet the needs of a dynamic society.

### Pre-licensure Bachelor of Science in Nursing Program Description (BSN & ABSN)

The Bachelor of Science in Nursing programs provide a course of study that has its foundation in the Arts

and Sciences and is an innovative nursing curriculum emphasizing academic excellence and professional leadership through clinical immersion. A distinctive concept-based curriculum integrating service learning prepares students to address the healthcare needs of diverse global communities by promoting population health. Graduates of this program will utilize evidence to promote health and wellness through caring and collaborative strategies incorporating knowledge of regulatory environments, healthcare informatics, and quality improvement. A culture of robust intellectual inquiry will prepare graduates to take the NCLEX-RN licensing examination and to pursue life-long learning.

## **Traditional Bachelor of Science in Nursing**

### **BSN Graduation Requirements**

Updated 5/3/2018

- 121 Total credits
- 50% of coursework taken through TCC
- 2.0 Grade point average
- Grades of C or higher in all courses
- NCLEX Review Course Determined by The College
- Submission of Graduation Application at beginning of final semester



## Major Requirements

Course		Credits
NUR 220	Health Assessment	4
NUR 297	Professional Development Concepts/Capstone	2
NUR 221	Nursing Skills: Concepts of Quality & Safety	4
NUR 298	Professional Development Concepts/Capstone	1
NUR 305	Health & Illness Concepts Across the Lifespan I	6
NUR 307	Concepts of Intellectual Inquiry	3
NUR 309	Professional Nursing Concepts	2
NUR 397	Professional Development Concepts/Capstone	1
NUR 311	Health & Illness Concepts Across the Lifespan II	6
NUR 312	Concepts in Leadership & Health Care Delivery	4
NUR 313	Concepts in Population Health	2
NUR 398	Professional Development Concepts/Capstone	1
NUR 307	Concepts of Intellectual Inquiry	3
NUR 309	Professional Nursing Concepts	2
NUR 397	Professional Development Concepts/Capstone	1
NUR 410	Clinical Intensive I	6
NUR 412	Clinical Intensive II	6
NUR 497	Professional Development Concepts/Capstone	2
NUR 414	Clinical Intensive III	6
NUR 416	Clinical Intensive IV	6
NUR 498	Professional Development Concepts/Capstone	2

## General Education Requirements

<b>Course</b>		<b>Credits</b>
BIO 111	Anatomy & Physiology I	4
BIO 112	Anatomy & Physiology II	4
BIO 121	Microbiology	4
BIO 180	Biology of Food	3
BIO 215	Core Concepts in Pharmacology	3
BIO 300	Pathophysiology	3
ENG 101	English Composition	3
ENG 315	Evidence-Based Writing	3
COM 101	Speech & Oral Communication	3
MAT 105	College Algebra	3
STAT 201	Statistics	3
PHI 103	Introduction to Ethics	3
PHI 205	World Religion	3
PSY 110	Lifespan Development	3
PSY 210	Concepts of Behavior Change	3
PSY 101	Introduction to Psychology	3
or		
SOC 101	Introduction to Sociology	3
or		
SOC 101	Introduction to Sociology	3
IS 200	Service Learning in Our Community	1
FS 102	Foundations of Success-Required if student does not transfer at least 24 college credit hours	2
	Elective*	3

\*Choose from a list of approved courses on degree audit

## Accelerated Bachelor of Science in Nursing

### ABSN Graduation Requirements

Updated 5/3/2018

- 70 Total credits

- 100% of nursing coursework taken through TCC
- 2.0 Grade point average
- Grades of C or higher in all courses
- NCLEX Review Course Determined by The College
- Submission of Graduation Application at beginning of final semester

### Major Requirements

Number	Course Name	Credits
NUR 220A	Health Assessment	4
NUR 297A	Professional Development Concepts/Capstone	2
NUR 221A	Nursing Skills: Concepts of Quality & Safety	4
NUR 298A	Professional Development Concepts/Capstone	1
NUR 305A	Health & Illness Concepts Across the Lifespan	6
NUR 307A	Concepts of Intellectual Inquiry	3
NUR 309A	Professional Nursing Concepts	2
NUR 397A	Professional Development Concepts/Capstone	1
NUR 311A	Health & Illness Concepts Across the Lifespan	6
NUR 312A	Concepts in Leadership & Health Care Delivery	3
NUR 313A	Concepts in Population Health	3
NUR 398A	Professional Development Concepts/Capstone	1
NUR 410A	Clinical Intensive I	6
NUR 412A	Clinical Intensive II	6
NUR 497A	Professional Development Concepts/Capstone	2
NUR 414A	Clinical Intensive III	6
NUR 416A	Clinical Intensive IV	6
NUR 498A	Professional Development Concepts/Capstone	2
	Nursing Elective	3
BIO 215	Core Concepts in Pharmacology	3

### General Education Pre-Requisites Completed Prior to Starting Nursing Coursework:

Updated 12/9/2021

Number	Course Name	Credits
BIO 111	Anatomy & Physiology I	4
BIO 112	Anatomy & Physiology II	4
BIO 121	Microbiology	4
BIO 300	Pathophysiology	3
CHEM 105	Chemistry	4

*\*The listed pre-requisites are effective for individuals entering the 16-month clinical ABSN program in the Fall of 2022 or after. Spring 2022 or prior clinical starts will fall under the previous admissions criteria, which also required Lifespan (PSY 110) and Nutrition (BIO 180) as prerequisite courses.*

## Registered Nurse to Bachelor of Science in Nursing

Updated 9/20/2019

The RN-BSN Program is a completion degree program which builds on a foundation of previous nursing education at the associate degree and diploma levels. The RN-BSN course of study integrates Arts and Sciences with nursing science and theory to promote the advancement of professional nursing practice. The program provides a quality contemporary curriculum emphasizing academic excellence related to current trends and issues in healthcare. Graduates of the RN-BSN program are prepared for leadership roles, career enhancement, and life-long learning to improve healthcare outcomes in a dynamic healthcare environment.

### Program Outcomes:

A graduate of the RN-Bachelor of Science in Nursing Degree program at TCC will be able to:

1. Apply appropriate evidence to improve healthcare outcomes.
2. Utilize healthcare informatics safely and accurately in the delivery of quality care.
3. Employ critical thinking and clinical reasoning to care for diverse populations.
4. Lead the healthcare team in solving contemporary issues to improve patient outcomes.
5. Collaborate with the interprofessional healthcare team to ensure quality and safety.
6. Demonstrate professionalism in the nursing role.
7. Apply an understanding of health policy and regulatory environments in patient care.
8. Pursue life-long learning and service to meet the needs of a dynamic society.

### Graduation Requirements

- 120 Total credits
- Grades of C or higher in all courses
- Minimum 36 General Education credits Submission of Graduation Application at beginning of final semester

- Major Requirements
- General Education Requirements

*\*A student may complete approved courses listed on degree audit at TCC if the student does not have transfer credit meeting the requirement.*

### Major Requirements

Course		Credits
NUR 320	Nursing Informatics	3
NUR 335	Introduction to Research & EBP	3
NUR 350	Nursing Theories & Foundational Concepts	3
NUR 365	Legal & Ethical Issues in Nursing	3
NUR 420	Health Care Policy	3
NUR 435	Population Health & Community-based Nursing	5
NUR 450	Caring for the Older Adult	5
NUR 465	Nursing Leadership & Management	5

*41 credit hours awarded for RN licensure*

### General Education Requirements

Course		Credits
ENG 315	Evidence-Based Writing	3
	Electives Oral & Written Communication *	6
STAT 201	Introduction to Statistics	3
BIO 300	Pathophysiology	3
	Electives Natural Sciences, Technology, & Innovation*	12
IS 300	Wellness & Health Promotion	3
	Elective Arts, Humanities, Culture & Diversity*	3
	Electives Social & Behavioral Sciences*	6
	Arts & Science Elective (Varies number of accepted transfer credits)	

*\*A student may complete approved courses listed on degree audit at TCC if the student does not have transfer credit meeting the requirement.*

## Academic Policies and Procedures

## General Notice

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

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

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

## Academic Integrity and Honesty

Updated 3/29/2016 In an effort to remain faithful to The College's core values, especially those of integrity and excellence, it is the expectation that all members of The College community make ongoing efforts to be people of integrity in all learning modalities including classroom, clinical, laboratory, simulation, and online learning so that a culture of integrity can pervade the institution. Academic integrity can be understood as the consistency between the promises that we make and the words that we speak and the actions that we perform.

For more information, please [click here to visit the Compliance Bridge Policy Portal](#) and search Academic Integrity and Honesty.

## Academic Freedom and Responsibility

Updated 9/18/2017

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

For more information, please [click here to visit the Compliance Bridge Policy Portal](#) and search Academic Freedom and Responsibility.

## Distance Education

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

Online learning or distance education supports the mission of The Christ College to expand the offerings of

courses and programs that prepare individuals for the delivery of healthcare and opportunities for life-long learning. Distance education maximizes student access to courses through an electronic-based delivery system, Blackboard Learning Management System.

For more information, please [click here to visit the Compliance Bridge Policy Portal](#) and search Verification of Student Identity in Distance Education.

### **Definitions for Delivery Modalities**

Edited 10/5/2016

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

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

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

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

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

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

Obtained by contacting <http://www.ohiohighered.org/academic-program-approval>.

### **Placement Assessments**

Placement assessments may be used by The College to determine a student's academic readiness to engage in coursework necessary for completion of their chosen academic program.

Detailed information pertaining to placement assessments will be provided to students. Students will be required to complete those placement tests that are consistent with the policies in effect at the time of admission to The College. Such placement tests might vary from program to program. Previous placement test results from other schools will not be accepted.

A fee for administering examinations may be assessed.

Based on placement assessment results, students may be required to enroll in identified coursework or other defined remediation.

Placement assessment results and remediation procedures (coursework or tutorials) will be discussed with the student prior to enrollment in their first semester at The College.

### **Prerequisite Course General Statement**

Updated 10/20/2022

1. Students are expected to take College courses no later than the term they are prescribed. Students are strongly encouraged to refer to program curriculum plans as well as consult with their Academic Advisor.
2. Students should work with their Advisor to determine when courses are offered so as to properly plan their academic curriculum. It is the student's responsibility to ensure they understand the course of study once they begin their studies. The College does not assume responsibility for a student who fails to properly register for required courses.
3. Program-specific policies may require prerequisites for progression. See Program specific handbook.
4. IMPORTANT: The Chief Academic Officer or designee must approve any deviations from the schedule.
5. For additional information on prerequisites and co-requisites, refer to curriculum and course descriptions in this Catalog, in the Course Catalog, and in Program Handbooks.

### **Course Cancellation Notification**

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

### **Time to Degree for Matriculated Students**

Refer to specific Program Handbooks for "Time to Degree" timelines.

### **Dual Degrees**

Added 8/17/2017

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

#### **Second Associate Degree Concurrently**

- Earn a minimum of 15 credit hours in residence unique to each program.
- Meet all degree requirements for both degree programs.
- Associate and Bachelor's Degree Concurrently
- Earn a minimum of 136 credit hours, including a minimum of 76 credit hours in residence.



- Meet all degree requirements for both degree programs.

### **Second Bachelor's Degree Concurrently**

- Earn a minimum of 164 credit hours, including a minimum of 50% of credit hours for each major in residence.
- Meet all degree requirements for both degree programs.

In order to declare a second major, a student should meet with his/her Advisor and complete the Dual Degree Declaration Form. The Advisor will then send the form to the Registrar.

### **Classroom Grading**

Updated 2/10/2017; 8/29/2022

To successfully complete any course at The Christ College, a grade of at least a "C" (2.0) or higher must be achieved. Please note a grade of "D" or lower constitutes a failing grade in either nursing or general education coursework, as does a WF. Assignment of a letter grade constitutes completion of the course and enrollment in the course for the entire period. Students should refer to syllabi for course grading scales.

For more information about letter grades, grade point average, term and cumulative averages, incomplete courses, and non-attendance failures, please [click here to visit the Compliance Bridge Policy Portal](#) and search Assignment of Grades.

For more information about the assignment and definition of credit hours, please [click here to visit the Compliance Bridge Policy Portal](#) and search Credit Hour.

### **Academic Standing**

Edited 8/29/2022

Academic standing indicates the student's current progress toward completion of their program. The purpose of specifying the student's academic standing is to alert them and their program as early as possible to any problem that may negatively impact their academic progress.

For more information about academic standing, including information about probation and dismissal, please [click here to visit the Compliance Bridge Policy Portal](#) and search Academic Standing.

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

1. All full-time students (12 semester credit hours) are eligible for Dean's List of Honors.
2. At the end of each semester, both the semester and cumulative GPA will be calculated.
3. Students with a semester average of 3.50-4.00 receive Deans List of Honors.
4. The Dean's List of Honors designation is separate from Latin honors at graduation.

Dean's List of Honors will be noted on official transcripts for the semester the honor was awarded.

## Course Progress Notification

Updated 10/20/2022

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

Students in danger of failing a course by week three of a 7.5-week semester or week seven of a 15-week semester will receive an email from their Professor requesting to identify challenges and discuss actions for moving forward. The student's Academic Advisor will also be notified and can serve as a resource for non-academic related obstacles that may be preventing success. Students should communicate with their Professor and Advisor following the CPN so these support persons can help identify needed resources

## Attendance Expectations

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

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

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

For more information about dropping a course or being dropped as a "no show", please [click here to visit the Compliance Bridge Policy Portal](#) and search Withdraw, Drop Refund Policy.

## Non-Continuous Enrollment

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

A student who needs to take one (1) semester off from the scheduled coursework outlined in his/her education plan will be considered on Non-Continuous Enrollment (NCE). Non-continuously enrolled students may take no more than one (1) semester off from scheduled coursework unless approved by the Dean of Student Affairs, and return to classes will be contingent upon the space available.

Notes: A student must have had at least one grade issued at The College to be eligible for non-continuous enrollment. If a student withdraws from coursework after the drop/add date (and has therefore been assigned a grade), non-continuous enrollment will begin in the following semester of scheduled

coursework. If a student needs to take an extended period of time off for medical or catastrophic reasons, s/he should reference the Leave of Absence Policy.

Process:

1. Any student who seeks non-continuous enrollment status must first speak with her/her Academic Advisor by booking an appointment [here](#).
  2. If a student is eligible for non-continuous enrollment, the Academic Advisor must complete the following:
    - a. Send Registration Activity form from DocuSign to drop classes if student is already registered
- i. Please (1) indicate in notes that student seeks non-continuous enrollment status and (2) include the reason ([from list of reasons](#))
  - ii. If a student is not currently registered for classes, (1) send an email to [Registrar@thechristcollege.edu](mailto:Registrar@thechristcollege.edu) to request NCE and (2) include the reason ([from list of reasons](#))
    2. Update student's education plan
    3. Discuss with the student a plan to return and discuss what can be done in preparation for return
- i. [Book Tutoring appointments](#)
  - ii. [Utilize Impact Student Life Assistance](#)
  - iii. Remind students to continue to check college email account
    2. Update student's Anticipated Graduation Date
    3. A non-continuously enrolled student will be contacted by his/her Academic Advisor no later than eight (8) weeks prior to the start of the semester in which s/he plans to return to classes.
    4. A student on non-continuous enrollment will be connected to the Student Clinical Placement Coordinator by Academic Advisor eight (8) weeks prior to his/her return to complete any outstanding health or enrollment requirements.
    5. Any student who fails to return from non-continuous enrollment or communicate with his/her Academic Advisor will be automatically withdrawn from the College on the first day of the semester in which s/he is scheduled to return, and s/he must reapply to return to the College in a future semester.
    6. Non-Continuous Enrollment extensions beyond one semester must be approved by the Dean of Student Affairs.
      - a. Students who request an extension should be made aware of the *Returning from Leave of Absence or Non-Continuous Enrollment* guidance in the program handbooks
- i. [TCCNHS Nursing Program Handbook \(thechristcollege.edu\)](#) – ABSN
  - ii. [TCCNHS Nursing Program Handbook \(thechristcollege.edu\)](#) – BSN

iii. [TCCNHS Nursing Program Handbook \(thechristcollege.edu\)](#) – RN-BSN

iv. Note: HCA, Sonography and MA programs don't have *Returning from Leave of Absence or Non-continuous Enrollment* guidance. In these programs, students should be made aware of course offerings, where possible.

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

### **Medical Emergency Situation**

- A. For an emergency health need during scheduled nursing classes or in a clinical facility without emergency department services, the faculty/clinical instructor, or designee (i.e., preceptor) will either contact the Emergency Medical System (911) to summon emergency assistance for the student, or follow policy for emergencies as outlined in the College Catalog.
- B. For an emergency health need during scheduled clinical time in a clinical facility with emergency department services, the faculty/clinical instructor, or designee will assist in transporting the student to the emergency department.
- C. The student is responsible for payment of emergency services and any treatment incurred.

### **Medical Nonemergency Situation in the Classroom, Lab Setting and Clinical Setting**

- A. Students with a nonemergency health need during class, lab or clinical time must self-identify to the faculty, clinical instructor or designee the nature of the health need. The faculty, clinical instructor, or designee (i.e., preceptor) will determine if the student can continue with learning activities.
- B. When the student is released from class, lab or clinical, the faculty, clinical instructor, or designee (i.e. preceptor) will assist the student in arranging transportation from the facility if needed.
- C. This may count as an absence according to the classroom and clinical attendance policies.

### **Cadaver and Dissection Guidelines**

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

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

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

- Students are required to treat the cadavers with the respect and consideration due to a living person. The cadavers are to be referred to by their sex or tag number ONLY.

- No signs of disrespect for the cadaver will be tolerated by any of the faculty.
- Disrespectful behavior could result in dismissal from the course and/or the college.
- NO outside visitors or guests are allowed into the lab at any time under any circumstances to view the cadaver.
- Students will gain access to the cadaver only in the presence of, or through the direction of, faculty members.
- **NO photography of any kind** is allowed.
- Because of this, **\*\*no photography or video equipment\*\* – including cell phones** – of any kind are allowed in the laboratory. Cell phones should be turned off and stored in a bag as students enter the laboratory. Failure to comply with this rule can create legal problems for both the student and The College and will not be tolerated. Failure to comply may result in dismissal from the course and/or The College.
- Although the cadavers have been dissected prior to the laboratory session, it is the student's responsibility to maintain the condition of the cadaver during the lab sessions. *This includes handling labels with care and using the wetting solution provided to keep the cadavers moist.*
- Students should **wear gloves** at all times when handling the cadavers and dispose of gloves properly. Hands are to be washed/disinfected after gloves are removed. *Other personal protective equipment, such as impervious gowns and face protection, is available for use.*
- Cadaveric material should **NOT** leave the lab under any circumstance. This includes both solid tissue and fluid waste. *All sharps and other contaminated disposable equipment is to be discarded in sharps containers.*
- Waste material should **NEVER** be placed down drains or thrown into common trash.
- If a student is pregnant or intends to become pregnant during the semester, the student must contact either the professor of the course or the Dean of Student Affairs for general education and instructional support services as soon as possible.
- Environmental Services (513-585-3031) is to be contacted to both deliver and pick-up the biohazard container for proper disposal of tissues.

## Final Exams

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

All final exams will be administered during the specified final exam week on the College Calendar. 7.5-week courses will administer the final examination during the last class meeting at the regular class time and in the usual classroom. The College is required to provide the calculated number of instructional contact

hours as stated in the syllabus. Contact hours are determined based on the definition **1 credit hour = 750 minutes**.

1. If a final examination, comprehensive or not, is part of a class requirements, it must be given only during the final examination week according to the final exam schedule. Final examinations administered earlier than the appointed time, either during the prior week or during the final examination week, are not permitted.
2. The examination schedule does not apply to 7.5-week courses. Final examinations in these classes are to be given during the last class meeting at the regular class time and in the usual classroom.
3. Examinations will be held in the regular classroom unless students are otherwise notified.
4. When students have three or more final examinations on the same day, they are entitled to arrange an alternative examination time for the last exam or exams scheduled on that day. When students have two final exams scheduled to meet at the same time, they are entitled to arrange an alternative examination time for the later course offered that day or week. Such arrangements must be made by the in the tenth week of the semester. Students should make arrangements with the instructor of the affected course and are expected to provide evidence of these situations to qualify for exceptions.
5. Rationale must be provided to the appropriate Associate Dean if a final examination is not being administered.

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

### **Grade Appeal Process**

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

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

For more information about grade and dismissal, please [click here to visit the Compliance Bridge Policy Portal](#) and search Grade Appeal Procedure and Dismissal Appeal Procedure.

## **Admissions**

Last updated: January 27, 2023

The Christ College seeks to admit students compatible with The College's mission who have the prerequisite knowledge, skills, and abilities to assure a reasonable probability of success. To make an appointment with an Admissions Representative, click [here](#).

## Admission Requirements

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

Applicants seeking admission to TCC are required to submit all application materials and fees and complete all prerequisite requirements. Admission requirements for each of TCC's programs are available at [www.thechristcollege.edu](http://www.thechristcollege.edu). For more information about Admissions, including procedures related to admissions requirements, matriculation fees, and provisional acceptance, please [click here to visit the Compliance Bridge Policy Portal](#) and search Admissions Policy.

## Readmission

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

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

For more information on Readmission, including information for Service Members, [click here to visit the Compliance Bridge Policy Portal](#) and search Readmission. Readmission requirements and processes may vary per program; for more information specific to each program, please refer to the respective Program Handbook by [clicking here](#).

## Opt-out Disclosure

Edited 8/29/2022

Students have the right to restrict the release of promotional photographs, interviews, or videos at The Christ College. TCC may use or post with the purpose of promoting TCC without written consent, unless a student has advised TCC to the contrary in accordance with TCC procedures. The primary purpose of this disclosure is to allow TCC to include photographs, videos or interviews in school publications, on the college website, and on social media sites. Examples include:

- Publications and marketing materials such the annual college view book
- Photographs, videos, and interviews for promotional print and online publications
- Photos, videos, or interviews for social media sites

Any matriculated student who wishes to be excluded from such publications and online postings should

write a letter, signed and dated, expressing their “opt-out” preference. Letters should be mailed to: The Christ College of Nursing and Health Sciences Attn: Susan Broadwater. 2139 Auburn Avenue Cincinnati, OH 45219.

## Course Catalog

Last updated: January 27, 2023

Please click [here](#) to access the 2022-23 Course Catalog, which includes course descriptions. All courses listed are not offered in a given academic year. For a listing of courses provided for each semester, please review the Courses by Semester in SONIS.

## Financial Aid

Last updated: January 27, 2023

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

### Verification

Added 8/29/2022

The U.S. Department of Education mandates schools use the verification process to check the accuracy and completeness of data provided on the selected applicant’s Free Application for Federal Student Aid (FAFSA). To learn more about the verification process, [click here to visit Compliance Bridge](#) and search Financial Aid Verification.

### Code of Conduct

Added 8/29/2022

In accordance with the Higher Education Opportunity Act (HEOA), institutions of higher learning are to develop and comply with a code of conduct with regards to the administration of educational student loans. To learn more, [click here to visit Compliance Bridge](#) and search Financial Aid Office Code of Conduct.

## Student Grade Level

Edited 8/29/2022



Eligibility for federal, state, and institutional aid will be determined in part by total credit hours earned by the student. Students attending The College will be classified by grade level based upon the number of credit hours earned. Transfer credit hours that have been officially accepted by The College will be counted towards a student's earned hours when determining grade level. For more information about credit hours earned and grade classification levels, [click here to visit Compliance Bridge](#) and search Academic (Grade) Level Classification.

## Disbursements and Refunds

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

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

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

Any changes to a student's registered hours in a semester or financial aid record can delay the disbursement of funds and the processing and/or receipt of student refunds. In the event a student receives a refund of financial aid funds and subsequently becomes ineligible for the refund, the student is responsible for repaying The College for the amount they are no longer eligible to receive.

Any unearned amount of institutional charges and federal financial aid must be returned to the Financial Aid program, other sources of aid, or the student as a refund, as defined by federal, state and institutional regulations.

For more information, please [click here to visit the Compliance Bridge Policy Portal](#) and search Financial Aid Refund Policy.

## Financial Aid Book Voucher Process

- [Book Voucher Eligibility](#)

- **Book Voucher Guidelines**
- **Book Voucher Process**

The Christ College together with Joseph-Beth Booksellers has developed the following guidelines and procedures for students who wish to use their anticipated financial aid refund to purchase required and recommended books and supplies. Eligible students may only receive a book voucher at the Financial Aid Office.

### **Book Voucher Eligibility**

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

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

### **Book Voucher Guidelines**

1. Only one book voucher per student.
2. Book vouchers are only available for fall, spring and summer semesters.
3. Book vouchers expire at close of business on the final day of the 100% refund period.
4. No book vouchers will be given after the final day of the 100% refund period.
5. Can receive up to \$1000 in a book voucher depending on individual eligibility. A minimum of \$100 must be available in a pending refund to process a book voucher.
6. Students are not permitted to purchase books or supplies for other students.
7. Only required or recommended books and supplies for the currently enrolled semester will be permitted.
8. Book vouchers must be used at the Joseph-Beth at Christ Hospital store only to purchase required or recommended books and supplies.
9. At time of purchase, student must show Joseph-Beth Booksellers their College ID badge or photo ID.
10. Only the Director of Business Services or approved College designee are authorized to sign the TCC Book Voucher Form.

### **Book Voucher Process**

Edited 8/29/2022

1. Book Voucher Forms are available at the Financial Aid Office beginning one week prior to the start of the semester or at designated dates as determined by TCC in conjunction with Joseph-Beth.
2. Book voucher requests will not be processed by email or phone. Requests must be made in person at the Financial Aid Office.
3. A book and supplies fee will be charged to the student account for the amount invoiced by Joseph-Beth Booksellers.
4. The completed book voucher should be considered as cash and if a student misplaces the voucher or loses the voucher, another voucher will not be issued.
5. For a first purchase at Joseph-Beth at the Christ Hospital store, students will be required to give Joseph-Beth the Financial Aid voucher. Joseph-Beth will set up an account in the student's name and in return, provide the student with a Special Payment Card with the allotted financial aid loaded on the card. Each time the student makes a purchase, s/he will need to pay with this card. This is considered cash and if a student misplaces the Payment Card, another voucher will not be issued.
6. The Joseph-Beth Payment Card can only be used at Joseph-Beth at Christ Hospital and the student must present their College ID or photo ID at the time of purchase.
7. Joseph-Beth Booksellers will reconcile with TCC approximately 30 days after the start of each semester. Approved book vouchers will expire the day after the 100% tuition refund schedule of The College.

## Student Rights and Responsibilities

Edited 8/29/2022

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

## Satisfactory Academic Progress

Added 8/29/2022

Any student receiving any type of federal, state or institutional aid is required to maintain Satisfactory Academic Progress to continue to receive financial aid at The Christ College. Federal regulations stipulate that each student's entire academic record be reviewed for Satisfactory Academic progress, including terms for which a student did not receive financial aid. For more information, please click here to access [Compliance Bridge](#) and search [Financial Aid Satisfactory Academic Progress](#).

## Registration and Records

Last updated: January 27, 2023

The Office of Registration and Records is responsible for providing efficient, timely, and personable service to students while maintaining accurate student academic records. The Registrar processes grades and transcripts, prepares credit evaluations and notifies students on transfer credit issues, and oversees the registration process and enrollment verifications. The Registrar coordinates graduation, certifies degree completions, posts degrees, processes diplomas, and is the FERPA Compliance Officer for The College.

## Registration and Records

Edited 10/8/2022

Students are required to register for courses before each academic term. Prior to each registration period, course listings, specific registration dates, and registration instructions are posted online on the Office of Registration and Records webpage. Students may not register for a course they are currently enrolled in for the following semester until official grades are posted.

Prior to registration, students must accept any Registration Holds on their account. Accepting registration holds will enable the student to register on the day and time listed in the Academic Calendar.

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

To view class schedule information, registration dates and instructions, forms for changing name or address, and requesting official transcripts, please refer to the Office of Records and Registration webpage at <https://www.thechristcollege.edu/registrar>.

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

## Requesting Official Transcripts

Official transcripts are released from The Christ College when authorization is received and the student's financial obligations to The College have been met. Official transcripts may be requested securely via the National Student Clearinghouse. Using this process also allows students to track the processing of the order and receive email and text alerts regarding the request. To access the transcript request page, students

should visit the website at: [www.thechristcollege.edu](http://www.thechristcollege.edu) and select 'Quicklinks' -> 'Onestop' -> 'Request Transcript of Grades.'

Transcripts may be mailed or emailed but cannot be faxed. Currently enrolled students may access and print their unofficial academic record by logging into SONIS.

## Credit Transfer Policy

Edited 10/8/2022

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

Please [click here to visit the Compliance Bridge Policy Portal](#) and search Credit Transfer Policy for more information on credit transfers and related procedures including credit by examination, credit for experiential learning, military credit, training program/extra-institutional learning, and transfer credit for complete college courses.

## Course Credit Hour Policy

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

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

For more information, please [click here to visit the Compliance Bridge Policy Portal](#) and search Credit Hours.

## Academic Renewal

Edited 8/29/2022

Academic Renewal permits a former student to resume study without being penalized for his or her unsatisfactory academic performance. For more information and to learn about the process for pursuing academic renewal, please [click here to visit the Compliance Bridge Policy Portal](#) and search Academic Renewal.

## Change of Majors

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

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

### Restricted Majors

#### Bachelor of Science in Nursing:

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

#### Registered Nurse to Bachelor of Science in Nursing:

Current TCC students are not eligible to transfer into the RN-BSN program. The admission requirements state students must have successfully completed a pre-licensure nursing program and have obtained nursing licensure.

#### Associate of Applied Science in Sonography:

- High school graduates with 12 semester hours or 18 credit hours completed (If these requirements are not met, refer to the first-time college student admissions requirements in the [Sonography Program Handbook](#))
- Minimum cumulative college GPA of 2.75 or higher
- Completion of required prerequisite college courses with a “C” or higher”
- Completion of TEAS test.

### Unrestricted Majors

Updated 9/26/2022

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

For transfer into these programs, students must be in good academic standing (i.e. GPA must be  $\geq 2.0$ ). If a student's GPA is less than 2.0, the student may have one semester on probation to raise his/her GPA to  $\geq 2.0$ .

## Procedure for Change of Major:

Edited 9/26/2022

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

## Withdrawal, Drop, Refund Policy

Updated 2/24/2020

From time-to-time, circumstances may arise that make students unable to continue their enrollment as a Christ College student for the remainder of the current term. If the timing of this occurs on the first day of the term or any point prior to finals week, students must initiate the withdrawal process to formally discontinue their enrollment from The College. Students seeking to withdraw from The Christ College must comply with the processes established by the Office of the Registrar.

For more information about the add/drop/withdrawal processes and related refund schedules, please [click here to visit the Compliance Bridge Policy Portal](#) and search Withdrawal, Drop, Refund Policy.

## Repeating a Course with Grade Replacement

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

A student may repeat a course one time with the last grade replacing the original grade. For more information, please [click here to visit the Compliance Bridge Policy Portal](#) and search Repeating a Course.

## Auditing a Class

Edited 8/29/2022

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

- Students may audit any theory-based or didactic course at The College. For safety and patient privacy reasons, the clinical component of all nursing courses may not be audited.
- No academic credit will be given for an audited class.
- Tuition and fees for classes audited will be the same as those taken for credit.
- Courses audited will not be counted in computing the maximum number of hours for which a student is allowed to register.
- Students are expected to follow the same attendance regulations for audited classes as for credit classes.
- Students may take the examinations but are not required to do so.
- Audited classes are recorded with an “AU”.
- All students must make the decision to audit at the time of registration. Students should refer to the add/drop procedure for any change in course designation.
- The Registrar will not honor a change request for credit and/or audit after the deadline date for refund of fees has passed.

## Graduation Requirements

Updated 10/19/2016

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

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

Graduating students are invited to attend commencement ceremonies, where applicable.

## Academic Honors

The College recognizes those graduating students who have demonstrated significant academic achievement. Academic honors are designated in the commencement program based upon the overall GPA at the end of the semester prior to the ceremony due to printing time of commencement documents. Academic honors for prospective RN-BSN graduates are based upon the 42 credits required to complete the



program rather than overall GPA.

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

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

For more information on Grade Point Average calculations, please [click here to access Compliance Bridge](#) and search Assignment of Grades.

## Student Affairs

Last updated: January 27, 2023

The Christ College's Student Affairs Division is dedicated to providing support systems and resources to help students succeed.

## Campus Safety and Parking

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

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

### Emergency Phone Numbers

Updated 8/28/2017

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

## **TCH Escort Service and Vehicle Assistance**

Edited 8/29/2022

Safety and Security offers an escort service anywhere on Hospital property, including The College campuses, to help assure safe travel. This service is available seven days a week. Safety and Security is also available to assist stranded motorists with vehicle problems. To reach Safety & Security for assistance, dial 513-585-5222 or extension 52222 from any Hospital or College phone.

## **Parking**

Updated 10/31/2015; 8/29/2022

Parking is available to TCC students at an off-site designated area. (The location is subject to change based on contracted services and construction.) The fee to park is published each academic year on The College's Tuition and Fees webpage at [www.thechristcollege.edu/tuition-aid](http://www.thechristcollege.edu/tuition-aid). Authorized vehicles are issued a parking tag to use at the off-site designated area.

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

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

Students enrolled in eligible\* evening classes and clinicals may be permitted to park in The Christ Hospital's employee parking garage (P3), if space is available. Those students who park in the Hospital garage(s) without permission will be subject to tickets issued by Safety and Security. These tickets should be paid to Student Accounts by cash or check. Tickets unpaid at the end of the semester may result in a hold on registration.

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

For questions or concerns about parking, students should contact the Director of Business Services, Tim Ring at [Timothy.Ring@TheChristCollege.edu](mailto:Timothy.Ring@TheChristCollege.edu).

## Posting Signs & Notices on Campus

Revised 8/19/15; Updated 8/17/17; 11/9/17

Signs are often posted on campus to communicate information of importance to the student population, and to communicate information that is relevant to the entire institution. The posting of signs, notices, and paper communications within and upon The Christ College premises is restricted to those approved by the Dean of Student Affairs. Any signage without approval or placed on unapproved surfaces will be removed. For more information about what postings may be posted on campus, and where, please contact the Dean of Student Affairs at [Meghan.Hollowell@TheChristCollege.edu](mailto:Meghan.Hollowell@TheChristCollege.edu).

## Department of Student Success

To better prepare students for academic and non-academic success, in addition to life-long learning, the Student Success Department provides social and educational programs grounded in core values, academic accommodations for qualified students, and academic advising.

### Counseling, Concierge, and Coaching Services

Updated 8/29/2022

Students in need of personal counseling services for non-academic matters will be directed to contact IMPACT Student Life Assistance. IMPACT is a 24/7 resource designed to help students and their household dependents manage the demands associated with balancing school, work, daily living, family, and relationship concerns. All IMPACT counselors are qualified masters/doctoral level professionals who can help students with issues such as depression, anxiety, stress, and grief.

Counseling is not all that IMPACT has to offer, however. IMPACT can also provide:

- concierge-like assistance for students who would like someone to conduct research on their behalf relative to resources like childcare or housing.
- legal assistance
- financial planning
- life coaching! As is the case with counseling services, students can work with a qualified Life Coach over three free sessions to explore their personal motivation, barriers to success, time management concerns, etc.

IMPACT's services are confidential and complimentary. Students who feel that they (or family members) may benefit from these services should contact their Advisor.

Outside of IMPACT, students may also contact the Department of Pastoral Services of The Christ Hospital. The chaplains in the department are ministers who are qualified through their training and experience to offer spiritual care to all people in The Christ Hospital. Their sensitivity to individual beliefs and knowledge

of different religious practices enable the chaplains to meet people at their point of their need. Offices of the Department of Pastoral Services are located on the first floor of the Hospital, near the lobby, and are open weekdays from 8:30 AM – 5:00 PM (subject to change). A chaplain is on call 24 hours a day, and a Hospital associate can aid you in reaching a chaplain at any time by calling (513) 585-2000.

### **Academic Advising**

Updated 10/17/2022

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

### **Academic Accommodations**

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

The Christ College is committed to students' equal access to programs, services and activities in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

To learn more, please [click here to visit the Compliance Bridge Policy Portal](#) and search Academic Accommodations.

For inquiries related to Accommodations, please contact Brittany York at (513) 585-4144 or [Brittany.York@TheChristCollege.edu](mailto:Brittany.York@TheChristCollege.edu)

## **Educational and Informational Technology**

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

### **Blackboard Learning Management System**

Updated 10/14/2022

The College utilizes Blackboard Learn as its web-based Learning Management System (LMS). While The College offers some fully online courses, all courses use the LMS in some capacity (for online assessments, discussion forums, submission of assignments etc.). Each instructor maintains the freedom to use

Blackboard as they deem appropriate. Blackboard can be accessed at [Blackboard Learn](#) (link) or via the OneStop link on The College's website: [www.thechristcollege.edu/onestop](http://www.thechristcollege.edu/onestop)

### **SONIS Student Information System**

Updated 10/14/2022

SONISWeb is a student and faculty platform for registration, courses, schedules, grades, degree audit, billing, and personal information. SONIS can be accessed at <https://ccnhssonis.jenzabarcloud.com>.

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

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

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

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

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

For the most updated information on tech requirements and support at TCC, please visit <https://www.thechristcollege.edu/BYOD>

### **Computer Labs**

Updated 10/14/2022

The Christ College provides computers for student use in rooms 232, The Den (first floor of Main Campus), the Student Lounge on B-Level at Main Campus, the Lobby at The Commons, B-24, and the Library (located on the first floor of the Christ Hospital building). Each of these areas contains a networked laser printer for student use. Free Wi-Fi is also provided to students in The College and Hospital buildings.

### **Usage**

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

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

### **Maintenance**

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

### **Etiquette**

No eating or drinking is permitted at College computer stations.

### **Acceptable Use Policy**

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

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

For more information, please [click here to visit the Compliance Bridge Policy Portal](#) and search Information Technology Acceptable Use Policy.

## **Student Accounts Office**

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

### **Tuition and Fees**

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

Tuition and fees are established by The Christ College's Board of Directors and published annually. Current tuition and fees for each of The College's programs can be accessed at <https://www.thechristcollege.edu>

## [/cost-tuition/](#)

Fees are assessed during the course of study, dependent upon the student's choice of program. The general categories of fees are:

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

*All fees are non-refundable and subject to change.*

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

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

A Billing Statement (tuition and fees bill) is prepared after registration is complete and will display a PDF of charges and credits, including tuition, fees, and financial aid for a specific semester. Students can access their Billing Statement in SONIS by following the steps below:

1. Log into SONIS with assigned Student ID and Pin Numbers
  - Click 'I forgot my Pin' link located under the Login button, where necessary.
  - The first-time log in password for SONIS is the student's birthdate (MMDDYY)!
2. Click the "Financial" link on the left hand of the screen, and select "Billing"
3. Access the link "Click here to view statement" under the School Year and Semester

It is the student's responsibility to routinely check their Billing Statement in SONIS to ensure their financial obligations are met by the specified due dates. To maintain continuous enrollment, tuition and fees, along with other charges, must be paid in full or the student must be enrolled in the Tuition Payment Plan by the published tuition and fees due date on the Academic Calendar. There will be a \$30 returned payment fee if a payment is returned for any reason.

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

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

1. Automatic bank payment from a checking or savings account (ACH)
2. Credit or debit card (2.75% processing fee applies to all credit/debit card payments)

To access Nelnet:

1. Log in to SONIS; Select Financial then Billing; Click on the link to “Make a payment in Nelnet”
2. The student will have the option to ‘Make a Payment’ in full or ‘[Set up a Payment Plan](#)’

Check/Money Order:

Edited 8/29/2022

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

- In person - Student Accounts Office, Room 130
- Mail - Check/money order payments may be mailed to the TCC address listed below:

The Christ College of Nursing and Health Sciences

Attention: Student Accounts

2139 Auburn Avenue Cincinnati, OH 45219

### **Tuition Payment Plan**

Updated 4/16/2018; 10/25/2021

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

Students who choose to sign up for a payment plan must sign up and pay their first installment by the tuition due date. All payment plans are managed through the Nelnet payments platform. The payment plan has a nonrefundable enrollment fee of \$25 per semester enrolled. Once enrolled, regularly scheduled payments will process on the 5th of each month for the duration of the semester. Payment Plans are semester specific; therefore, the student must enroll for each semester in which the student wishes to participate.

### **Financial Obligations**



Updated 1/11/2016; 4/16/2018

Students are responsible for payment of all costs associated with attending The Christ College by the published due date on the Academic Calendar. Application for financial assistance does not negate this responsibility. A student's financial obligation for each semester must be met to remain enrolled at The College, and to register for a course in a subsequent session or semester. Unusual circumstances or a financial crisis should be reported to the Student Account's Office immediately so that The College can assist the student in planning or determining possible alternatives. Students who fail to meet their financial obligations cannot register for courses and may be subject to late fees. If the financial obligation is not met within the designated period, the student will be referred to the Dean of Student Affairs or designee, which may result in Blackboard access being disabled, withdrawal from that semester's course(s), and/or dismissal from The College until all financial obligations have been met. In addition, students are required to meet all financial obligations before grades, transcripts or degrees will be issued.

### **Late Payments**

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

It is the responsibility of each student to frequently access his or her account in SONIS and be aware of published payment due dates on the Academic Calendar. All student accounts are to be paid-in-full or a student must enroll in the Tuition Payment Plan by the published Tuition and Fees due date for that semester.

If payment is not received by the due date, the student will be subject to a \$25 per day late fee. The \$25 per day late fee will accrue during the designated period of five (5) business days or until all financial obligations (including late fees) have been met. If the financial obligations (late fees included) are not met after five (5) business days from the agreed due date, the student's account will be referred to the Dean of Student Affairs and may result in Blackboard access being disabled, withdrawal from course(s), and/or dismissal from The College.

Former students are required to meet all financial obligations before grades, transcripts or degrees will be issued. Any former student that owes a debt to The College cannot re-apply to The College.

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

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

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

A student can add course(s) after they were dropped from course(s) because payment was not received by the Tuition and Fees due date or during the Late Payment designated period. The student would contact the

Registrar's Office to re-enroll in the course(s) and contact the Student Accounts Office to make a full payment (plus late fees), or set up a Tuition Payment Plan (including the late fees). Registration is not complete until payment is made with the Student Accounts Office. The Student Accounts Office and Registrar's Office cannot promise the student will have the same class schedule as they had prior to being dropped for non-payment.

For all information about adding and dropping courses, please [click here to visit the Compliance Bridge Policy Portal](#) and search Add/Drop Procedure.

## **Student Policies**

# **Student Complaints**

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

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

For more information, please [click here to visit the Compliance Bridge Policy Portal](#) and search Complaint Policy.

### **Grievance and Fair Treatment Procedures**

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

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

For more information, please [click here to visit the Compliance Bridge Policy Portal](#) and search Grievance and Fair Treatment.

### **Behaviors of Accountability**

Edited 10/14/2022

Students at The Christ College are expected to demonstrate specific behaviors related to accountability, in alignment with the institution's core values. For more information, please [click here to visit the Compliance Bridge Policy Portal](#) and search Behaviors of Accountability.

### **Student Code of Conduct**

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

For more information, please [click here to visit the Compliance Bridge Policy Portal](#) and search Student Code of Conduct policy.

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

Each student is responsible for being knowledgeable of and acting in accordance with the Code of Conduct and Behaviors of Accountability (each referenced above).

1. Students are encouraged to develop the capacity for critical judgment and engage in a sustained and independent search for truth.
2. The freedom to teach and the freedom to learn are inseparable facets of academic freedom: students must exercise their freedom in a responsible and respectful manner.
3. Each institution has a duty to develop policies and procedures that provide and safeguard the students' freedom to learn.
4. Under no circumstances will a student be discriminated against on the basis of race, color, creed, national origin, ethnicity, age, gender, marital status, sexual orientation, veteran status, disability, or economic status.
5. Students are free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.
6. Students have a right to protection through orderly procedures against prejudiced or capricious academic evaluation, but they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
7. Information about student views, beliefs, political ideation, or sexual orientation which instructors acquire in the course of their work or otherwise, should be considered confidential and not released without the knowledge or consent of the student, and should not be used as a basis of evaluation.
8. The College has a carefully considered policy as to the information which should be a part of a student's permanent educational record and as to the conditions of this disclosure.
9. Students and student organizations are free to examine and discuss all questions of interest to them, and to express opinions publicly and privately.
10. Students are allowed to invite and to hear any person of their own choosing within the institution's acceptable realm, thereby taking the responsibility of furthering their education.
11. The student body has clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs, e.g., through Student Congress membership or representation on faculty committees.
12. The institution has an obligation to clarify those standards of behavior which it considers essential to

its educational mission, its community life, or its objectives and philosophy.

13. Disciplinary proceedings are instituted for violations of standards of conduct. It is the responsibility of the student to know these regulations. Grievance procedures are available for every student.
14. As citizens and members of an academic community, students have the same freedoms and obligations as the other members of the community.
15. Students have the right to belong, or refuse to belong, to any organization of their choice.
16. Students have the right to personal privacy to the extent that the welfare and property of others are respected.
17. Adequate safety precautions are provided by The College.
18. Students have a clear mechanism for input into the evaluation of faculty.

### **Copyright Infringement**

Updated 01/31/2020

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

For more information, please [click here to visit the Compliance Bridge Policy Portal](#) and search Copyright Infringement.

### **E-mail Communication**

#### **College Responsibilities**

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

#### **Student Responsibilities**

1. It is the student's responsibility to open and read The Christ College official student e-mails.

2. The College expects all current students will receive, open, read, and act or respond to all official College e-mails sent in a timely manner, within two business days.
3. Students have the responsibility to recognize and expect certain College communications may be time-critical such as security alerts, campus closures, IT security alerts, financial aid notifications, registration transactions, faculty instruction, or messaging about class status.
4. Failure to check messages or receive messages due to full mailboxes, auto forwarded e-mail, error in forwarding e-mail, e-mail returned to The College with “mailbox full” or “user unknown” are not acceptable causes for missing College communications sent by e-mail.
5. Students are responsible for maintaining their College e-mail account in order to receive official College communications.

## **Etiquette**

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

For more information about TCC email expectations and guidelines related to Acceptable Use, [click here to visit the Compliance Bridge Policy Portal](#) and search Email Usage.

## **Social Media Guidelines**

Edited 10/14/2022

Social media platforms are constantly evolving and include, but are not limited to, Twitter, Facebook, TikTok, Snapchat, Instagram, YouTube, LinkedIn, etc. For a full list of social media guidelines TCC students are expected to adhere to, [click here to visit the Compliance Bridge Policy Portal](#) and search Conduct in the Use of Social Media.

## **Student Governance**

Updated 5/30/2017; 10/14/2022

## **Article IX. A. Purpose of the Student Congress**

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

### **Article IX. B. Functions of the Student Congress**

Based on the purpose of Student Congress, the core functions include:

1. Promote a sense of community within The College, specifically among students.
2. Provide learning and service opportunities.
3. Provide means for communication within the student body.
4. Advocate for the needs and interests of the student body.
5. Organize fundraising activities.
6. Support and promote the mission of The College.

### **Article IX. C. Membership**

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

1. Nominations for Officers will be accepted during Spring semester, when the call for nominations is announced via email by the Student Congress Faculty/Staff Advisors in February.
2. Students will be permitted to nominate other students or to self-nominate for Officer positions.
3. To be eligible for an Officer position, students must have completed one full semester at The College and have an overall GPA of 2.5.
4. Students nominated for Officer positions, should they accept the nomination, will be given a designated period to campaign prior to the election.
5. Newly elected Officers will attend a joint meeting of new Officers and current Officers in April and will assume office in May following elections. Officers will serve for a one-year term.

### **IX. E. Requirements of Student Congress Officers**

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

- a. Maintain at least a 2.5 GPA. The Student Congress Faculty/Staff Advisors will check the GPAs of all Officers when final grades are posted each semester. Any Officer who does not maintain at least a 2.5 GPA will be suspended from his or her position until the GPA recovers to 2.5 or higher.
- b. Maintain an active, positive interest in the well-being of The Christ College community.
- c. Communicate with peers, administration, faculty, and staff in a professional manner.
  - i. Respond to personal emails, and group emails within 48 business hours.

- d. Attend Student Congress and College governance meetings as assigned.
- i. If unable to attend Student Congress meetings, provide a written update on the status of all current projects to the Chair via e-mail in advance of the start of the meeting.
- ii. If unable to attend College governance meetings as assigned, inform the Chair and Vice Chair in advance so that an alternate Officer may be found to attend instead.
- e. Serve the student body and The College in a professional manner.
- f. Effectively balance school and personal activities and give the appropriate amount of time necessary to fulfill Student Congress duties. If unable to fulfill assigned duties, Officers are responsible for requesting assistance from the rest of the Board so that duties are not neglected.
- g. Only one, the Chair or Vice Chair, can be in their senior year. This will ensure both are not serving at the same time while in their last year of school.

The Officers of the Student Congress Board include:

- a. Chair
- b. Vice Chair
- c. Secretary
- d. Social and Community Activities Chair(s) (Up to three students can serve as this role)
- e. Fundraising Chair
- f. Diversity Chair
- g. Educational Chair

Students may hold only one Officer position on Student Congress at a time. Over the course of their time at The College, they may hold multiple positions if nominated and elected.

Students elected to Student Congress Officer positions are not permitted to concurrently hold an Officer position in any other student organization.

In the event that an Officer steps down from office or becomes ineligible to serve, the remaining Officers will be responsible for filling the vacancy. The student chosen to fill the vacancy will be subject to Faculty/Staff Advisor approval.

#### **Article IX. F. Duties of Student Congress Officers**

Chair

- a. Represent the student body as a member of the Delegate Council.

- b. May serve only one year as chair.
- c. Will set the meetings dates for each semester. Meetings dates will be sent to the Faculty/Staff Advisors no later than August for Fall semester and November for Spring semester.
- d. Construct and distribute agendas for Student Congress meetings.
- e. Preside over Student Congress meetings.
- f. Appoint an acting Secretary to document meeting minutes, if the Secretary is not present at the meeting.
- g. Cast the deciding vote in the case of a tie.
- h. Appoint ad-hoc committees as needed to ensure the proper conduct of the business of Student Congress.
- i. Follow up with the other Student Congress Officers to assure completion of projects and fulfillment of duties, recruiting additional assistance as needed.
- j. Collaborate with the Faculty/Staff Advisors on the planning and implementation of Student Congress ideas and proposals.
- k. Expedite Student Congress business, considering the rights of all members.
- l. Invite all students, faculty, and staff to participate in activities of Student Congress, when appropriate.
- m. Work with the Student Congress Officers and Faculty/Staff Advisors in planning the annual financial budget.

#### Vice Chair

- a. Represent the student body at Delegate Council meetings in the absence of the Student Congress Chair.
- b. Attend monthly Student Congress meetings. .
- c. Assist the Chair in carrying out Student Congress functions, preside over meetings in the absence of the Chair, and provide additional leadership as able.
- d. Serve on special ad-hoc committees within Student Congress as needed.
- e. Collaborate with Student Congress Faculty/Staff Advisors, Officers, and other appropriate individuals when planning special events.
- f. Publish a newsletter twice a year, each semester (by the end of August and January), informing students, faculty, and staff of upcoming Student Congress activities and events.
- g. Work with the Student Congress Chair, Officers, and Faculty/Staff Advisors in planning the annual financial budget.



### Secretary

- a. Attend monthly Student Congress meetings. If unable to attend a meeting, provide a written update to the Chair on the status of all current projects.
- b. Keep accurate minutes and attendance at all Student Congress meetings.
- c. Distribute completed minutes via e-mail for review by the Officers and the Faculty/Staff Advisors before the next meeting.
- d. Bring a hard copy of approved minutes to each meeting to be signed by the Chair and Secretary. Give signed meeting minutes to the Faculty/Staff Advisor.
- e. Faculty/Staff Advisors will place the approved minutes on The College's share drive and provide a hard copy to The Assistant to the President.
- f. Notify the Chair in advance if unable to attend meetings so an acting Secretary can be appointed.
- g. Have the Student Congress By-Laws and any other pertinent information available at each meeting.
- h. Serve on special ad-hoc committees within Student Congress.
- i. Take responsibility for removing all outdated flyers, signs, and newsletters around College buildings on a monthly basis, in alignment with The College's guidance on signage.

### Social Activities Chair

- a. Attend monthly Student Congress meetings. If unable to attend a meeting, provide a written update to the Chair on the status of all current projects.
- b. Organize committee(s) of Student Congress Officers and other students to help with Social and Community Activities and serve as the chair of said committee(s). As Chair, arrange and plan activities/events focused on building community among the student body, faculty, and staff. The following are the required events:
  1. August- will work with other student groups and Student Success for a welcome back event
  2. September - Student Congress events
  3. December- chair the Adopt a Family event and work with the other student groups and the Faculty and Staff of The College for successfully implementation.
  4. January - Student Congress events
  5. April- work with other student groups for an end-of-year event
- c. May arrange more College-wide events in addition to the above assignments.

- d. Present ideas and detailed reports, including estimated budget, at monthly meetings in advance of any proposed activities/events.
- e. Collaborate with the Faculty/Staff Advisors on the planning and implementation of proposed activities.
- i. Faculty/Staff Advisor will complete the Purchase Approval Form (PAF) and submit to The Assistant to the President for final approval and issuance of a check or for record of reimbursement of funds.
- ii. Send the flyer to advertise the event to Faculty/Staff Advisor for approval and printing.
- iii. Take the approved flyers and hang in appropriate places in The College, in alignment with The College's guidance on signage.
- f. Provide information on planned events to the Vice Chair for inclusion in the newsletter (by the beginning of August and January).
- g. Publicize planned events throughout College buildings with flyers, signs, etc. in alignment with The College's guidance on signage.
- h. Serve on special ad-hoc committees within Student Congress as needed.

#### Fundraising Chair

- a. Attend monthly Student Congress meetings. If unable to attend a meeting, provide a written update to the Chair on the status of all current projects.
- b. Organize fundraising efforts designed to help raise money for Student Congress activities and events, convening appropriate committee(s) as needed to plan and implement fundraising events (at least two per semester).
- c. Brainstorm potential fundraising efforts and present proposals at Student Congress meetings.
- d. Work collaboratively with advisor(s) for all TCC merchandise orders. Have at least two sales each semester on a variety of days. Merchandise should be available for evening classes for at least one sale per semester.
- e. Coordinate all sale events.
- f. Submit the idea approved by Student Congress Officers to the Faculty/Staff Advisors
- i. Faculty/Staff Advisor will complete the PAF and submit to The Assistant to the President for final approval and issuance of a check or for record of reimbursement of funds.
- ii. Fundraising Chair will work collaboratively with Advisor(s) to place the order with an approved vendor
- iii. Fundraising Chair will work collaboratively with Advisor(s) to obtain the completed merchandise from the vendor, record the inventory, and organize and publicize merchandise sales College-wide.

- iv. Send the flyer to advertise the sales to Faculty/Staff Advisor for approval and printing.
- v. Will take the approved flyers and hang in appropriate places in The College, in alignment with The College's guidance on signage.
- g. Organize and maintain an accurate inventory of all TCC merchandise ordered, reporting a summary at monthly meetings. An inventory sheet will be maintained and stored in the inventory closet.
- h. Post a current pricing list in the inventory closet for easy access for sales.
- i. Report overall progress of the planning and implementation of fundraising efforts at monthly meetings.
- j. Include all students, faculty, staff, and alumni in Student Congress fundraising efforts, where appropriate.
- k. Provide information on planned events to the Vice Chair for inclusion in the newsletter (by the beginning of August and January).
- l. Collaborate with the Faculty/Staff Advisors and Student Congress Officers, as needed, on the planning and implementation of proposed fundraising activities.
- m. Serve on special ad-hoc committees within Student Congress as needed.

#### Student Diversity Ambassador

- a. Attend monthly Student Congress meetings. If unable to attend a meeting, provide a written update to the Chair on the status of all current projects.
- b. Serve as a student liaison between Diversity and Inclusion Committee or Council, where applicable, and the students at The College.
- c. Attend at least three (3) Diversity and Inclusion Committee or Council meetings per year.
- d. In collaboration with the Social Chair, plan and coordinate at least one student event focused on Diversity and Inclusion each year.
- e. Report activities of the Diversity and Inclusion Committee or Council to the Student Congress, where applicable.
- f. Provide information on planned events and updates from the Diversity and Inclusion Committee or Council to the Vice Chair for inclusion in the newsletter (by the beginning of August and January), where applicable.
- g. Serve on special ad-hoc committees within Student Congress as needed.

#### Educational Chair

- a. Attend monthly Student Congress meetings. If unable to attend a meeting, provide a written update to the Chair on the status of all current projects.

b. Organize committee(s) of Student Congress Officers and other students to help with educational activities and serve as the Chair of said committee(s). As Chair, sponsor, arrange and plan activities/events focused on building community among educational opportunities for the student body. The following are the required events:

i. Student Success Workshops (Science, Math and Writing workshops)

ii. Evolve Super User

Optional Events:

i. Kaplan NCLEX Success free workshops

ii. Kaplan NCLEX Success Courses hosted at TCC

c. May arrange more College-wide events in addition to the above assignments based on the students' needs and interests as they relates to education and educational success at The College.

d. Present ideas and detailed reports, including estimated budget, at monthly meetings in advance of any proposed activities/events.

e. Collaborate with the Faculty/Staff Advisors on the planning and implementation of proposed activities.

i. Faculty/Staff Advisor will complete the Purchase Approval Form (PAF) and submit to The Assistant to the President for final approval and issuance of a check or for record of reimbursement of funds.

ii. Send the flyer to advertise the event to Faculty/Staff Advisor for approval and printing.

iii. Take the approved flyers and hang in appropriate places in The College, in alignment with The College's guidance on signage.

f. Provide information on planned events to the Vice Chair for inclusion in the newsletter (by the beginning of August and January).

g. Publicize planned events throughout College buildings with flyers, signs, etc. in alignment with The College's guidance on signage.

h. Serve on special ad-hoc committees within Student Congress as needed.

### **Article IX. G. Meetings**

Meetings will be held monthly and as deemed necessary. A meeting calendar will be completed by the Student Congress Officers no later than August for Fall semester meetings and November for Spring semester meetings. Meetings can be called by the Chair or by a Faculty/Staff Advisor and may be virtual (held via conference call or e-mail), if needed.

### **Article IX. H. Attendance and Voting**

Meeting attendance for Officers is mandatory. If unable to attend a meeting, then a written update must be provided to the Chair in advance. An elected Officer of Student Congress who is unable to be present at three (3) meetings per academic year and fails to provide a written update for every absence is deemed to have resigned their office. A letter will be sent to the absent Officer outlining the details of forfeiting the position. This forfeiture letter will typically be sent by the Chair but may be sent by another Officer as appointed by the Faculty/Staff Advisors, if needed. If an Officer resigns, the Student Congress Officers and Advisory Board will elect a new student by majority vote to fill the unexpired term.

Meeting attendance for general student members is voluntary. All students, as general members of Student Congress, are invited to attend meetings. General student members are voting members of Student Congress and are invited to join the Officers in voting on matters brought before the Student Congress Board for approval.

### **Article IX. I. Faculty/Staff Advisors**

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

1. Organize and coordinate the annual nomination and voting process for new Officers.
2. Collaborate with the Officers on all proposed Student Congress projects and business transactions, contact members of administration when necessary, and oversee the submission of all necessary paperwork for project completion.
3. Attend Student Congress meetings as able.
4. Approve, print and have stamped all flyers to be posted at The College.
5. Oversee the financial budget and business of Student Congress, in collaboration with the entire Board and Director of Student Success.
6. Post all approved and signed meeting minutes to The College shared drive and provide a hard copy to The Assistant to the President.
7. Manage the ordering of all fundraising merchandise.
8. Communicate to all list serves on behalf of Student Congress.
9. Submit the summative yearly report to Institutional Effectiveness.

### **Article IX. J. Amendments**

This Student Congress constitution may be amended by majority vote of the Student Congress Officers.

### **Article IX. K. Student Congress Money Making Projects**

All projects are subject to the discretion of the Faculty/Staff Advisors and the policies of The Christ College.

### **Creation of New Student Club and Organizations**

Edited 10/14/2022

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

All organizations that are created by students must:

- Be aligned with the vision, mission, and the core values of The College.
- Adhere to The College's non-discrimination policy.
- Adhere to The College's rules and regulations as outlined in The College Catalog, individual Program Handbooks, and all other sources of policy within The College.
- Operate under the 501-c-3 status of The College and not be separately incorporated.
- Identify at least one member of the faculty, administration, or staff to serve as the group's moderator.
- Abide by the charter of any related national or regional organizations (where applicable).
- Abide by The College's policies concerning fund raising and financial management.

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

Updated 10/17/2015

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

### **Health Insurance**

Students enrolled at The College are required to carry health insurance and provide proof of current personal health insurance coverage to TCC. A student may not participate in any course without meeting these requirements. Students who do not comply will not be allowed to enroll or continue enrollment at The Christ College.

## **Background Checks**

Edited 10/14/2022

The purpose of background checks at TCC is to ensure that the institution is preparing students who will be qualified to enter the healthcare field. As such, all new students entering The College must undergo a criminal background check as a condition of enrollment, and returning students must submit and satisfactorily complete an annual background check as a condition of continuing enrollment. Clinical agencies may require additional background checks.

For more information, please [click here](#).

## **Drug Testing**

Edited 10/14/2022

Drug testing is required by The College for all students as a condition of enrollment. Failure to comply or achieve a satisfactory outcome will result in the student's admission offer being rescinded, and attempts to re-apply to The College in the future may not be considered. Students may be drug tested any time due to "reasonable suspicion". Circumstances which constitute reasonable suspicion include, but are not limited to, physiological signs of possible impairment from drugs or a pattern of abnormal behavior. Clinical agencies may require additional drug tests prior to beginning clinical.

Refusal to permit testing will be an automatic dismissal from The College. If the student fails a drug screen and cannot produce valid prescription documentation that is reviewed and confirmed by Employee Health, the student will be automatically dismissed from The College. Two (2) dilute drug tests will constitute a failed drug test. Students who are dismissed from The College due to a failed drug test may not be permitted to reapply to The College. Students will be notified in writing by the Associate Dean of Nursing or designee of the failed drug test.

## **Vaccination and Health Requirements**

Updated 2/18/2020; 10/14/2022

All students who are accepted at The Christ College are required to complete a health screening and provide documented immunity to specific diseases prior to starting classes as a condition of enrollment. All students must be current and compliant with each health requirement at all times throughout their enrollment with The College.

For more information, including a list of required screenings and vaccinations per program, please [click here to visit the Compliance Bridge Policy Portal](#) and search Vaccination and Health Requirements.

## **Drug and Alcohol Prevention Policies**

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

The Christ College seeks to provide an environment in which students may experience intellectual, emotional, physical, social, and personal growth. Development of the capacity to make informed decisions about drugs, including responsible choices about the consumption of alcohol, is a significant component of personal growth. The responsibility for making informed choices regarding drugs and the use of alcohol rests with everyone in The College.

To review TCC's Drug and Alcohol Prevention policies, please [click here to visit the Compliance Bridge Policy Portal](#) and search Drug and Alcohol Prevention.

### **Prohibition of Hazing and Bullying**

Added 8/29/2022

The Christ College prohibits hazing and bullying as defined by this policy and will investigate and respond to all reports of hazing and bullying. For more information, [click here to visit the Compliance Bridge Policy Portal](#) and search Prohibition of Hazing and Bullying.

### **Student Travel Policy**

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

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

For more information, please [click here to visit the Compliance Bridge Policy Portal](#) and search Student Travel Policy.

### **Service Animal Policy**

Updated 05/01/2020

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

For more information, please [click here to visit the Compliance Bridge Policy Portal](#) and search Service Animals on Campus.

### **Leave of Absence**

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

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

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



Leave of Absence.)

For more information, please [click here to visit the Compliance Bridge Policy Portal](#) and search Leave of Absence.

### **Pregnant and Parenting Student Policy**

Updated 03/19/2021

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

For more information, please [click here to visit the Compliance Bridge Policy Portal](#) and search Pregnancy and Parenting Student Policy.

### **Policy Exceptions**

Edited 10/14/2022

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

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