



MOUNT CARMEL
College of Nursing

ONLINE RN-BSN COMPLETION PROGRAM
STUDENT HANDBOOK
2011-2012

Mount Carmel College of Nursing
127 S. Davis Avenue
Columbus, OH 43222-1504

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www.mccn.edu

*The College reserves the right to change, remove, or supplement, as necessary,
any material contained in this Student Handbook.*

WELCOME

Welcome to the 2011-2012 academic year at Mount Carmel College of Nursing. We wish you success in your studies toward your Baccalaureate degree.

The *Student Handbook* provides valuable information about Mount Carmel College of Nursing policies and procedures and a planning calendar.

Please review your *Student Handbook* for important information about College policies and the Nursing Program. In instances where information is presented for local RN-BSN students who may make a trip to utilize the many services on the physical campus, pertinent information is preceded by the word **ONSITE**.

Best wishes for an exciting and rewarding academic year!

College Executive Team

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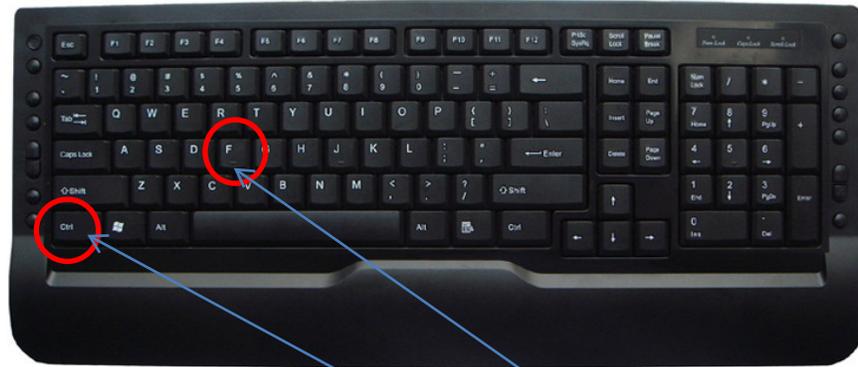
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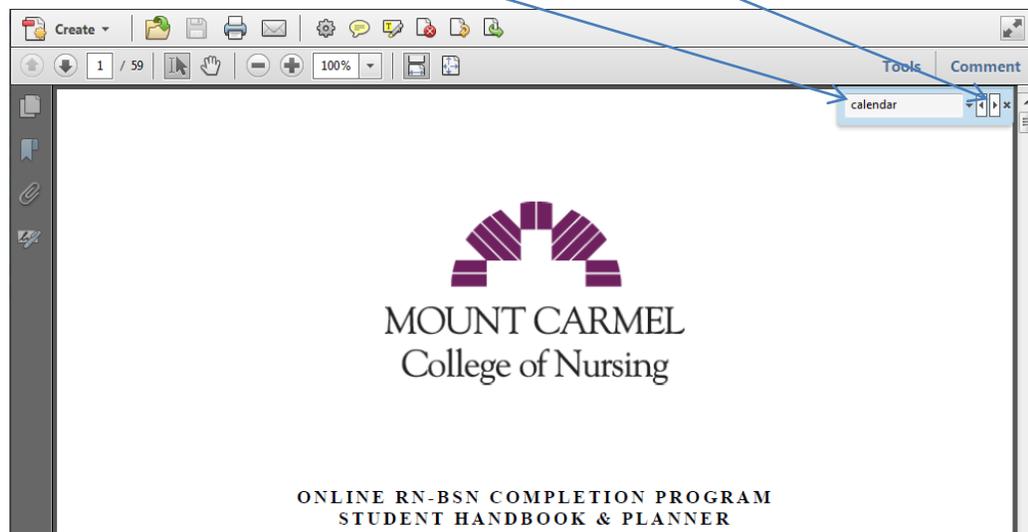
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Tip for Quick Search of .pdf documents:



Simultaneously push the “Ctrl” and “F” keys on your keyboard. A search screen will appear in the top right corner that will allow you to type the topic of interest to search the document for every place that contains the word(s) you typed.



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**ACADEMIC CALENDAR
2011 - 2012**

FALL SEMESTER 2011	
New Student Orientation Day #2 – attendance required	August 12
MCCN Fall Semester begins	August 15
Convocation – attendance optional for online students	August 22
Labor Day (Holiday)	September 5
Ohio University Fall Quarter begins	September 6
OSU and CSCC Fall Quarter begins	September 21
Term 1 ends	October 7
Term 1 nursing clinical final examinations	October 10
Fall Break (students only)	October 11-16
Term 2 begins	October 17
Thanksgiving (Holiday)	November 24-25
Term 2 and Semester classes end	December 9
Term 2 nursing clinical final examinations	December 12
Final examination week	December 12 - 16
SPRING SEMESTER 2012	
MCCN Spring Semester begins	January 3
Ohio University, OSU & CSCC Winter Quarter begins	January 3
Martin Luther King, Jr. (Holiday)	January 16
Deadline for Advanced Placement application	February 1
Term 1 ends	February 24
Term 1 junior/senior nursing clinical final examinations	February 27
Spring Break (students and faculty)	February 27 – Mar 4
Term 2 begins	March 5
Ohio University, OSU & CSCC Spring Quarter begins	March 26
Good Friday (Holiday)	April 6
Term 2 and Semester classes end	April 27
Term 2 nursing clinical final examinations	April 30
Final examination week	April 30 – May 3
Pinning & Recognition Ceremony	May 4
Commencement	May 5
SUMMER SESSION 2012	
MCCN Summer Session begins	May 7
Memorial Day (Holiday)	May 28
Term 2 begins	June 4
Independence Day (Holiday)	July 4
Term 1 ends	June 29
Term 2 and Summer Session ends	July 27

DIRECTORY

All phone numbers are area code 614

	PHONE	EMAIL
Front Desk (Marian Hall Reception)	234-5800	
Fax (Administrative Office)	234-2875	
Fax (Admissions Office)	234-5427	
Fax (Records & Registration)	234-2298	
Fax (Student Health Office)	234-5403	
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Kip Sexton (Advisor)	234-5169	ksexton@mccn.edu
Safety/Security (MC West)	234-5283	
Student Life and Residence		
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Student Nurses Association (SNAM)	234-2870	
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Transfer Credit Evaluation		
Donna Evans	234-5035	devans@mccn.edu

CATHOLIC IDENTITY

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

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

MISSION STATEMENT

Mount Carmel College of Nursing, serving in the spirit of the Catholic tradition, offers excellent science-based educational programs in nursing and allied health in a caring environment.

Core Values

- Academic Excellence
- Respect
- Compassion
- Social Responsibility

Goals

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

Expected Outcomes

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

Diversity

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

PHILOSOPHY OF NURSING

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

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

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

Baccalaureate nursing education provides the foundation for professional nursing practice. Through a collaborative and interactive process, the self-directed learner develops the skills of critical thinking, effective communication, holistic assessment, caregiving, and leadership for professional practice. Clinical practice, which is the essence of nursing, is augmented through nursing theory and research. Baccalaureate nursing education encourages lifelong inquiry for professional development.

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

TEACHING PHILOSOPHY

The faculty at Mount Carmel College of Nursing believe that teaching-learning is a dynamic, interactive sharing of knowledge that stimulates lifelong learning for both learner and educator.

We believe that both learners and faculty are responsible for a collaborative teaching-learning process. Students are responsible for engaging in learning opportunities while faculty are responsible for providing innovative nursing education based on theory and evidence. As faculty we pledge to maintain our expertise and to promote nursing knowledge.

We strive to create an intellectually challenging learning environment where faculty role model professional education and nursing standards. We believe in developing caring relationships with students that promote personal, academic, and professional growth.

We believe in developing the learner to his/her greatest potential through growth of knowledge, skills, and attitudes that are hallmarks of the professional nurse.

ONSITE: CAMPUS OVERVIEW

The main entrance to the College is located in Marian Hall that also provides direct access to the Center for Learning and Education.

Marian Hall (MH)

Lower Level	Nursing Skills Lab Student Recreation Room Exercise Room
First Floor	College Receptionist (Front Desk) Administrative Offices College Lounge Gymnasium
Second Floor	Records and Registration (2C01) Faculty & Staff Offices
Third Floor	Classrooms (A, B, C) Science Labs Faculty & Staff Offices Center for Learning and Scholarship
Fourth Floor	Classroom (D) Campus Store Faculty & Staff Offices

Center for Learning and Education (CLE)

Lower Level	Faculty Offices Classroom (0122)
First Floor	Admissions Business Office Financial Aid Classrooms (114, 116)
Second Floor	Classrooms (206, 208, 210) Computer Classroom (203) Student Computer Lab (205)
Third Floor	Classroom (310) Health Sciences Library
Fourth Floor	Health Sciences Library Student Study Rooms

ONSITE: CAMPUS FACILITIES

Marian Hall

The Marian Hall main entrance to the College of Nursing is open from 6:00 a.m. to 10:30 p.m., Monday through Friday. The College is closed and no receptionist is on duty weekdays after 10:30 p.m. and on weekends.

Campus Store

- **ONSITE:** The Campus Store, located on the 4th floor of Marian Hall, stocks official Mount Carmel College of Nursing items and apparel, medical equipment supplies, and gift items. Hours vary but the Store is generally open 10:00 a.m. - 6:00 p.m., Monday through Friday. The Campus Store is closed on Saturday and Sunday.
- **ONLINE:** For a wider range of items, check out the MCCN Spirit Shop, Mount Carmel's online campus store, at www.spiritshop.mccn.edu.

Computer Labs

The College has two student computer labs located in the Center for Learning and Education (CLE 205 and 203). These facilities are available during weekday hours when the College receptionist is on duty in Marian Hall.

Food and beverages are not permitted in the computer labs.

It is expected that students have the basic knowledge to properly use computer and office automation software. Staff are available (614-234-1718 or 614-234-2682) during regular business hours to assist students with computer hardware and software problems.

Lounges

Recreation Room

The multipurpose room, located on the lower level of Marian Hall, is available for relaxation and studying. The "Rec Room" houses lounge and study areas, entertainment equipment, a kitchen for student use, and vending machines. This facility is available during weekday hours when the College receptionist is on duty in Marian Hall or evenings and weekends by prior request.

College Lounge

Located on the first floor of Marian Hall, the College Lounge is used for informal and scheduled social events. Students are welcome to use this room. ***Food & beverages are not permitted, except for special scheduled events.***

Exercise Room

An exercise room is located on the lower level of Marian Hall. This facility is reserved for Mount Carmel College students, faculty, and staff only. Use of equipment is at the user's own risk. This facility is available during weekday hours when the College receptionist is on duty in Marian Hall.

Food in Classrooms

Students who bring food/beverages into classrooms are expected to clean up after themselves and deposit trash in appropriate receptacles. Courteous behavior will help maintain a clean environment. It is everyone's responsibility to keep campus facilities clean and neat.

Parking

To park on the Mount Carmel campus, a College of Nursing student parking permit must be displayed on the vehicle. Permits are available at the Mount Carmel West Safety and Security Office, located adjacent to the Souder Avenue entrance to Mount Carmel West Hospital (call 614-234-5283 for office hours).

Required information to obtain a parking permit includes license plate number, make, model, year, and color of the vehicle. The student parking permit should be displayed on the rear window or rear bumper (driver's side).

Students who are **employees** of Mount Carmel West will park in the same parking area at all times whether on campus for work or school. For these student/employees, an employee parking permit **and** a student parking permit must be displayed on the vehicle.

Student Parking

Free parking for Mount Carmel College of Nursing (MCCN) students is available in various areas surrounding the campus. Details regarding specific parking areas are communicated to students by the start of Fall Semester.

Upon request, Mount Carmel West Safety and Security will provide escort service for MCCN students to their parked cars after dark. Students may contact the MCCN front desk receptionist in Marian Hall or call 614-234-5000 (MCW hospital operator) to request an escort.

On-Street Parking

Students should park only in assigned areas to ensure vehicle safety. Parking on neighborhood streets is **not** an option. On-street parking is for area residents only, and it is important to respect the need for area residents to park in front of their homes.

Parking Violations

Mount Carmel Security Officers will ticket and/or tow student cars as necessary. Towing charges are the responsibility of the student. The Safety and Security Office will send notification of a parking violation to the College for the student's file. Students receiving more than one ticket may have their cars "booted" or towed. Fines and violations issued by the City of Columbus are the responsibility of the student receiving the ticket.

Photocopying

Photocopiers are available for students in the Marian Hall Rec Room for a nominal fee per page via coin machine and in the Health Sciences Library at no charge.

MOUNT CARMEL HEALTH SCIENCE LIBRARY

Library Hours

Fall & Spring Semesters:

Monday – Thursday	8:00 AM – 9:00 PM
Friday	8:00 AM – 5:00 PM
Saturday	8:30 AM – 12:30 PM

Summer Session:

Monday – Friday	8:00 AM – 5:00 PM
Saturday	8:30 AM – 12:30 PM

Library Main Desk: 614-234-5214

Library email address: library@mchs.com

The mission of the Mount Carmel Health Sciences Library (MCHSL) is to provide high quality customer-oriented, expert knowledge-based information services and resources to support the needs of students, educators, professional staff, and all associates of Mount Carmel's diverse Community, including Mount Carmel College of Nursing and Mount Carmel Health System.

MCHSL, located on the third and fourth floors of the Center for Learning and Education (CLE), is the primary information resource center for students and faculty of the College of Nursing. The Library operates and supports Mount Carmel Health System (MCHS) customer needs at all four Columbus area locations, (Mount Carmel West, East, St Ann's, and New Albany), as well as Fairfield Medical Center in Lancaster.

Please help the staff maintain the Library as a quiet place for research and study. ***Food is not permitted in the library. Only beverages with lids are permitted. Cell phone conversations are not permitted in the library.***

The MCHSL collection at the CLE is comprised of approximately 8,000 volumes, of which 20% are nursing related titles. MCHSL journal holdings include 3000 online and hard copy subscriptions; approximately 15% are nursing-related. The MCHSL offers a full range of services including interlibrary loans/document delivery, instruction on using electronic resources, an online catalogue of the collection, full-text journal databases, and reference support. As a member of OPAL (Ohio Private Academic Libraries) and OhioLINK (the state-wide resource consortium of college and university libraries), the MCHSL provides access to collections of over 87 additional institutions of higher education.

MCHSL Website

The MCHSL has a comprehensive website that can be accessed either through Insight, the Mount Carmel intranet, or by going to www.mccn.edu/library. The website provides links to all of the MCHSL online resources, which can be reached on any MCHS campus or remotely. An online orientation is available at the site to familiarize users with Library services.

Access to MCHS Libraries databases

ONLINE (Off campus or remote access username): first initial, last name and numeral if a duplicate in the system. (example: jsmith/jsmith1)

For questions or problems, contact MCHS Library Services:

- By phone: 614/234-5214
- By email: library@mchs.com, response within 24 hours Monday – Friday.
- By live chat: www.mccn.edu/library, click on “Ask a Librarian” in the upper right hand corner of the screen for instant messaging with the MCHS library staff from 8:00 am – 5:00 pm Monday –Friday.

ONSITE: no access login is required.

Borrowing

A Mount Carmel College of Nursing student ID is required to borrow Library materials. The loan period for books is three weeks, and books may be renewed up to four times, as long as another user has not requested the book, for a maximum borrowing period of 15 weeks. Bound journals circulate on a case-by-case basis; depending upon the journal title, current issues may be borrowed overnight.

Overdue materials are subject to late fees, and Library staff will notify the College of Nursing if borrowed materials are delinquent. Students placed on Business Office "hold" for library infractions cannot register for classes. The submitted *Course Request Form* will be returned to the student and cannot be re-submitted until the Library obligation has been resolved. This may result in the student being closed out of a specific course or section. All fines must be paid and materials must be returned to the Library in order for students to be admitted to classes the following semester.

Closed Reserves

Materials on closed reserve can be requested at the circulation desk. Closed reserves must remain in the Library. There are also electronic reserves available, depending upon faculty requirements.

Computers

There are 12 workstations for public access in the Library (6 on each floor). Six workstations on the third floor of the Library have wireless connectivity, while six workstations on the fourth floor are connected to the Mount Carmel intranet. Ten laptop computers are available and can be checked out for in-Library use only. The Library offers wireless access on both floors for the convenience of customers with personal laptop computers and other mobile computer devices.

Student Study Rooms

Seven study rooms on the fourth floor of the MCHSL are available on a first-come, first-served basis.

Photocopying

Two photocopiers are available on the third floor for student use.

ONLINE RN-BSN COMPLETION PROGRAM CURRICULUM

In order to enroll in the Online RN-BSN Completion Program a nurse must submit evidence of a current fingerprint/background check.

Required general education courses provide broad learning opportunities enabling students to integrate the most current knowledge from the humanities, liberal arts, and sciences in the study of health issues of individuals and society.

Potential Transfer Courses

- Nursing – 32 semester credit hours
- General Education – 52 semester credit hours (including statistics)

Mount Carmel Nursing Courses (30 semester credit hours)

- NURS 301: Nursing Informatics (3 semester credit hours)
- NURS 400: Conceptual Foundations of Nursing (3 semester credit hours)
- NURS 410: Caring Health Practices in Health Assessment (3 semester credit hours)
- NURS 3533: Cultural Competence Nursing Seminar (2 semester credit hours)
- NURS 360: Nursing Research (3 semester credit hours)
- NURS 402: Caring Health Practices within the Leadership Role (5 semester credit hours)
- NURS 409: Caring Health Practices for the Older Adult (3 semester credit hours)
- NURS 403: Caring Health Practices within the Community (4 semester credit hours)
- NURS 490: Capstone Experience (4 semester credit hours)

Mount Carmel General Education Courses (14 semester credit hours)

- HUMN 420: Ethical and Moral Issues (3 semester credit hours)
- HUMN 425: Religion and Spirituality (3 semester credit hours)
- HUMN 430: Applied Humanities (4 semester credit hours)
- SCIE 420: Applied Science (4 semester credit hours)
- HLTH 320: Health Statistics (3 semester credit hours), *if needed*

NURSING COURSE DESCRIPTIONS

Nursing 301: Nursing Informatics

This is an introductory course to computers and nursing informatics. The focus is on the integration of nursing, computer, and information science for the support of professional nursing practice. Students will be able to define nursing informatics and information science. They will learn to evaluate information according to information literacy standards and assess the role of the nurse in the application of nursing informatics. Discussion and examination will be conducted of: ethical considerations in nursing informatics use of social networking tools, handheld computers and e-portfolios in health care environments. *(To be taken the first academic term after enrollment in the program. Is a prerequisite for all other nursing courses.)*

Nursing 400: Conceptual Foundations of Nursing

This course introduces the returning registered nurse student to the many dimensions of professional nursing. Issues germane to the practice of professional nursing including the dynamics of professional development, the knowledge bases of professional practice, the changing health care environment, and professional practice strategies will be covered in the course. Discussion and analysis of various theories and conceptual frameworks related to the practice of professional nursing takes place. The philosophy and curriculum of the College of Nursing is discussed. All lecture, discussion, and student assignments are intended to stimulate critical thinking skills. Registered nurse students gain a thorough understanding of the concepts covered in the course and are able to apply those in the remainder of the RN-BSN curriculum, as well as in nursing practice. *(Prerequisite: Nursing 301)*

Nursing 410: Caring Health Practices in Health Assessment

The student increases knowledge and skills in health history and physical assessment. Analysis and synthesis of health assessment data is used to plan and provide nursing care across care settings. The influences of diverse ages and cultures are included in health assessment. (Prerequisites: Nursing 301, Nursing 400)

Nursing 3533: Cultural Competence Seminar

In this seminar students discuss transcultural nursing concepts and their application to nursing care across the lifespan. Students examine topics of cultural and gender bias, ethnocentrism, cultural blindness, cultural imposition, legal trends, as well as select ethical and moral issues and dilemmas encountered when caring for culturally diverse patients and families. An exploration of the health beliefs and practices of several cultural groups and sub-groups in the United States is conducted. Current nursing research is used to inform the study of transcultural nursing and cultural competence. (Prerequisites: Nursing 301, Nursing 400)

Nursing 360: Nursing Research

This course presents an overview of the research process and the major types of research. The course examines the elements of a research proposal and provides opportunities for students to critique research literature focusing on the student's role as a consumer of research. The process of examining a clinical care problem, intervention, comparison, and outcome is studied. (Prerequisites: Health 320-Statistics or equivalent, Nursing 301, Nursing 400)

Nursing 402: Caring Health Practices within the Leadership Role

Providing caring interventions within the leadership role that are inherent in professional nursing. The course introduces nursing leadership and management concepts and theories related to change, group dynamics, conflict resolution, and organizational systems. It examines legal, political, economic, and ethical aspects of nursing. (Prerequisites: Nursing 301, Nursing 400, Nursing 410, Nursing 3533, Nursing 360)

Nursing 409: Caring Health Practices for the Older Adult

This course provides students with knowledge of holistic care of the older adult. Theories of aging are explored from systems, populations and evidenced based practice perspectives. (Prerequisites: Nursing 301, Nursing 400, Nursing 410, Nursing 3533, Nursing 360)

Nursing 403: Caring Health Practices within the Community

This course examines the concept of nursing care of the community and aggregates and explores epidemiology, health promotion, prevention, and environment and current community health issues. This course focuses on health, wellness, and strengths of aggregates and nursing interventions in the care of the community as client. (Prerequisites: Nursing 301, Nursing 400, Nursing 410, Nursing 3533, Nursing 360, Nursing 402, Nursing 409)

Nursing 490: Capstone Experience

This course provides students with the opportunity to synthesize and utilize knowledge and skills gained through the Online RN-BSN Completion Program of study. Concepts of nursing informatics, leadership, teaching-learning principles, communication, nursing research, evidence-based practice, critical thinking, and health promotion are utilized in the development of a student project related to an identified PICO question. (Prerequisites: Nursing 301, Nursing 400, Nursing 410, Nursing 3533, Nursing 360, Nursing 402, Nursing 409, Nursing 403)

GENERAL EDUCATION COURSE DESCRIPTIONS

Humanities 420: Ethical and Moral Issues

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

Humanities 430: Applied Humanities

This course examines an extensive array of humanities and social science issues, specifically to determine how different models, methods and strategies may improve clinical practice. It focuses on non-nursing systems, with reference to their interconnectedness and interdependencies. Students evaluate the implications and consequences of health care decisions. Topics include critical and creative thinking, research and data collection, decision-making, dialogue, pattern/trend analysis, and systems thinking. The primary model used is discovery learning.

Science 420: Applied Science

Major health concerns are explored using a physical, natural, and human science integrated approach. Emphasis is placed on theories relating to multi-disciplinary concepts of promoting health and preventing disease as applied to individuals, community, and society. Integrated concepts of anatomy, physiology, pathophysiology, microbiology, genetics, physiological chemistry, pharmacology, nutrition, epidemiology, and environmental factors provide the foundation for exploring the human function/dysfunction. Discussions are developed around student interest and exploration.

Health 320: Health Statistics

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

SCHEDULE OPTIONS (Examples)

FULL TIME OPTION <i>4 semesters</i> <i>four courses every semester,</i> <i>except final semester</i>		
Summer 2011 – 12 weeks <i>(1st Semester)</i>		
Term 1: Weeks 1-8	NURS 301	
	HUMN 420	
Term 2: Weeks 5-12		NURS 400
		HLTH 320
Fall 2011 – 16 weeks <i>(2nd Semester)</i>		
Term 1: Weeks 1-8	NURS 410	
	HUMN 425	
Term 2: Weeks 9-16		NURS 360
		NURS 3533
Spring 2012 – 16 weeks <i>(3rd Semester)</i>		
Term 1: Weeks 1-8	NURS 402	
	HUMN 430	
Term 2: Weeks 9-16		SCIE 420
		NURS 409
Summer 2012 – 12 weeks <i>(4th Semester)</i>		
Term 1: Weeks 1-8	NURS 403	
Term 2: Weeks 5-12		NURS 490

PART TIME OPTION A <i>5 semesters</i> <i>three courses every semester</i>		
Summer 2011 – 12 weeks <i>(1st Semester)</i>		
Term 1: Weeks 1-8	NURS 301	
Term 2: Weeks 5-12		NURS 400
		HLTH 320
Fall 2011 – 16 weeks <i>(2nd Semester)</i>		
Term 1: Weeks 1-8	HUMN 420	
Term 2: Weeks 9-16		NURS 360
		NURS 3533
Spring 2012 – 16 weeks <i>(3rd Semester)</i>		
Term 1: Weeks 1-8	NURS 410	
	HUMN 425	
Term 2: Weeks 9-16		NURS 409
Summer 2012 – 12 weeks <i>(4th Semester)</i>		
Term 1: Weeks 1-8	NURS 402	
	HUMN 430	
Term 2: Weeks 5-12		SCIE 420
Fall 2012 – 16 weeks <i>(5th Semester)</i>		
Term 1: Weeks 1-8	NURS 403	
Term 2: Weeks 9-16		NURS 490

PART TIME OPTION B <i>7 semesters</i> <i>two courses every semester</i>		
Summer 2011 – 12 weeks <i>(1st Semester)</i>		
Term 1: Weeks 1-8	NURS 301	
Term 2: Weeks 5-12		HLTH 320
Fall 2011 – 16 weeks <i>(2nd Semester)</i>		
Term 1: Weeks 1-8	HUMN 420	
Term 2: Weeks 9-16		NURS 400
Spring 2012 – 16 weeks <i>(3rd Semester)</i>		
Term 1: Weeks 1-8	NURS 410	
Term 2: Weeks 9-16		NURS 3533
Summer 2012 – 12 weeks <i>(4th Semester)</i>		
Term 1: Weeks 1-8	HUMN 425	
Term 2: Weeks 5-12		NURS 360
Fall 2012 – 16 weeks <i>(5th Semester)</i>		
Term 1: Weeks 1-8	NURS 402	
Term 2: Weeks 9-16		SCIE 420
Spring 2013 – 16 weeks <i>(6th Semester)</i>		
Term 1: Weeks 1-8	HUMN 430	
Term 2: Weeks 9-16		NURS 409
Summer 2013 – 12 weeks <i>(7th Semester)</i>		
Term 1: Weeks 1-8	NURS 403	
Term 2: Weeks 5-12		NURS 490

STUDENT COMMUNICATION

Information is frequently transmitted to students through: (1) student Nightingmail/ email (<http://mail.mccn.edu>), and (2) CARMELink/ course management system. Students are expected to check their Nightingmail and CARMELink accounts frequently, **at a minimum of every 48 hours**, as they will be held responsible for updates and new information contained in email communication and courses.

STUDENT ACTIVITIES

In general, activities are planned based on student interest and requests. Information about special activities is communicated regularly to students. For our distance students, the door is open utilizing technology. Online students can elect to participate in meetings via Google Talk or SKYPE (free desktop web-conferencing tools).

Student Life Association

The MCCN Student Life Association provides opportunities to develop leadership skills, become involved in campus life, and become acquainted with other students. The Student Life Association includes three leadership teams: Pre-professional, Spiritual, and Advisory. All students are welcome to participate in these co-curricular activities. For additional information concerning the three leadership teams, contact the Director of Student Life:

- In person: Marian Hall 4C04
- By phone: 614-234-5828
- By email: ccipriani@mccn.edu

Student Nurses Association (SNAM)

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

Students who also join the NSNA enjoy many benefits including the opportunity to participate in state and national conventions, preferential consideration for NSNA foundation scholarships, loans, professional liability insurance (*not required for the Online RN-BSN Completion Program*), and subscription to *Imprint* magazine. The College facilitates student attendance at workshops, seminars, and other educational opportunities.

Meetings are held at noon on the fourth Monday of each month during the academic year and are open to everyone at the College. Specific topics and other announcements are posted on the SNAM section of CARMELink.

Mission and Ministry Committee

The Mission and Ministry Committee strives to ensure that the religious and spiritual aspects of MCCN's mission are promoted in every aspect of the student's College life and to promote the Catholic identity of the College clearly and respectfully.

The Committee plans activities and events to celebrate significant religious observances such as Lent and Advent prayer services. The Committee also offers educational and enrichment opportunities through student retreats, Bible study, and faith-sharing groups.

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

Mount Carmel West Hospital Chapel offers both Roman Catholic and Protestant worship services on Sundays. The Chapel is open at all times and provides a quiet place for reflection. Hours for scheduled services are posted on the Chapel door. There are also many other places of worship in the area for students of all faiths.

Student Government Association (SGA)

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

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

1. Assessment/Outcomes
2. Academic Appeals
3. Academic and Professional Misconduct
4. Alumni and Student Services Subcommittee (Board of Trustees)
5. Community Service
6. Educational Technology Committee
7. Library
8. Mission and Ministry
9. Research/Scholarship
10. Undergraduate Curriculum Committee

Student Newsletter – *Carmel Rapper*

The student newsletter, *The Carmel Rapper*, publishes items of interest to MCCN students in both paper and electronic form, on the home page of mccn.edu. The newsletter is published bi-weekly during the academic year; student information and participation are welcome. Contact the Director of College Relations for further information:

- In person: Marian Hall 3C13
- By phone: 614/234-1372
- By email: rhutchinson-bell@mchs.com

Co-curricular Activity Summary (CCAS)

The Co-curricular Activity Summary (CCAS) is a program for recording awards, scholarships, community service, educational workshops, leadership activities, student government and other organization participation. By recording activities outside the classroom, the CCAS is used to complement the academic transcript. To be included on the CCAS, involvement requires active participation and must be verified by a College faculty or administrator. For more information, contact the Director of Student Life:

- In person: Marian Hall 4C04
- By phone: 614-234-5828
- By email: ccipriani@mccn.edu

Reserve Officer Training Corp (ROTC)

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

- Interested students may contact the Air Force ROTC office at OSU (614-292-5441, ext. 9508). Information is also available at www.afrotc.com.
- Interested students may contact the Army ROTC office at OSU (614-292-6075). Information is also available at www.ohio-state.edu/arotc.

COLLEGE POLICIES

Non-Discrimination

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

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

Title IX

Mount Carmel College of Nursing does not discriminate on the basis of gender in admission to or employment in its education programs or activities. Inquiries concerning the application of Title IX and its implementing regulations may be referred to the Mount Carmel Title IX Coordinator (kespy@mccn.edu , 614/234-5276) or to the Office of Civil Rights of the United States Department of Education (OCR).

Travel/Liability

The College of Nursing is **not** responsible for liability incurred in travel, either as required by the curriculum or as the result of the student's participation in College sponsored activities, including cultural immersion trips. All travel is the responsibility of the student. Students are not permitted to transport patients for any reason.

Change of Name, Address, Phone, or Email

Students should report in a timely manner any change of address, telephone number(s), or personal email address to the Office of Records and Registration:

- In person: Rm. 201, Marian Hall
- By phone: 614/234-3522
- By email: jturner@mccn.edu or mmillerrea@mccn.edu

Name changes require additional documentation. Students must complete the *Student Name Address Change Online* form located under "Student Forms" on CARMELink. Accurate contact information will ensure that the College can reach students as needed.

Children on Campus

Students are not permitted to bring children to class. Students violating this policy will be asked to leave class. Also, babysitting is not permitted in the College of Nursing. In addition to the issue of liability, the presence of infants and children in the College is not conducive to study and relaxation.

ONSITE: Counseling Services

Students are entitled to participate in the Mount Carmel Health System Employee Assistance Program; services are provided through HelpNet. This program helps individuals resolve personal problems relating to stress, anxiety, depression, marital and family issues, financial and legal concerns, emotional problems, or addiction. The program includes up to ten sessions with a counselor at no charge to the student. Appointments can be scheduled by calling 1-800-969-6162, a 24-hour crisis line number. Students with questions regarding this service should contact a member of the College Executive Team.

Family Educational Rights and Privacy Act (FERPA)

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

1. The right to inspect and review education records within 45 days of the day the College receives a request for access. Students should submit to the Director of Records and Registration written requests that identify the record(s) they wish to inspect. The Director will make arrangements for access and notify the student of the time and place where the record may be inspected. If the record is not maintained by the Office of Records and Registration, the Director shall advise the student of the correct official to whom the request should be addressed.
2. The right to request amendment of the student's education record that the student believes is inaccurate. Students should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the College decides not to amend the record as requested, the College will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including MCHS law enforcement unit personnel); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Mount Carmel College of Nursing to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Directory Information

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

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

Students may withhold the release of Directory Information by completed a *FERPA Directory Disclosure* form, located under "Student Forms" on CARMELink. This form must then be sent via email attachment or USPS to the Director of Records and Registration. Please note that withholding requests are binding for all information to all parties other than for those exceptions allowed under FERPA. Students should consider all aspects of a Directory Hold prior to filing such a request and be advised that doing so will make this important information unavailable to all who might inquire, including prospective employers, credit agencies, and others to whom students may want this information known or verified. It is recommended that students carefully consider whether privacy of Directory Information outweighs the potential inconvenience of having it withheld.

Publicity

The College is interested in publicizing academic and personal achievements by students, within FERPA guidelines. Students must sign a *FERPA Permission to Release* form, located under “Student Forms” on CARMELink, before any non-directory information is released to newspapers or other sources.

Student Complaints

Only complaints made formally in writing, signed by the student, and addressed to and submitted to a College Executive (President/Dean, Associate Dean of the Graduate Program, Assistant Dean of the Undergraduate Program, Assistant Dean of Online Learning, Director of Records and Registration, or Director of Business Affairs) will be formally tracked and pursued. Complaints sent by email or by fax do not constitute formal, written complaints.

The College Executive who receives the written formal complaint will respond to the student in writing regarding institutional actions(s) taken in response to the complaint. This policy does not circumvent any written College policies.

Mount Carmel College of Nursing will share information about formal written complaints in which there is verification of violation of College policy with the North Central Association Higher Learning Commission accreditation team evaluators or U.S. Department of Education affiliate agencies, but will not reveal the student’s identity without the expressed consent of the student.

The following information will be recorded by Mount Carmel College of Nursing:

1. The date the complaint was formally submitted to a College Executive;
2. The nature of the complaint (e.g., dispute about a grade, allegation of sexual harassment, etc.);
3. The steps taken by the institution to resolve the complaint;
4. The institution’s final decision regarding the complaint, including referral to outside agencies; and
5. Any other external actions initiated by the student to resolve the complaint, if known to the institution (e.g. lawsuit, EEOC investigation, etc.).

All documented information regarding student complaints will be maintained in the Office of the President/Dean.

Technology Policy

Mount Carmel College of Nursing (MCCN) recognizes that principles of academic freedom, freedom of speech, and privacy hold important implications for information technology use and services. The College provides all information technology resources in support of the teaching, learning, research, and community/public service mission of the College and all administrative functions that support this mission. MCCN encourages the use of its information technology resources to share information, to improve communication, and to exchange ideas in support of these purposes.

Censorship is not compatible with the goals of the Mount Carmel College of Nursing. While the College may limit the use of some onsite computers or resources to specific research or teaching missions, freedom of expression will generally be protected. While the College rejects censorship, behavior that constitutes misconduct will not be protected. Such behavior includes, but is not limited to, the use of MCCN's information technology resources in connection with child pornography, harassment of any kind, copyright infringement, theft, unauthorized access, and other violations of the law.

All information technology systems and services, including telecommunication equipment, computer systems hardware, software, and supporting infrastructure provided by the College, are the property of the Mount Carmel Health System. Accordingly, Mount Carmel reserves the right to manage all systems and services, including accessing records and other files resulting from use of these resources. Intellectual property and copyright laws may supersede College ownership of specific file content. Use of information technology systems and services should be undertaken with the knowledge that many electronically generated and stored records qualify as public records and

may be subject to disclosure under the Ohio Public Records Act, Ohio Rev. Code §149.011, and that communications with students may be defined as “educational records” subject to the nondisclosure provisions of the Family Educational and Privacy Rights Act, Title 20 U.S.C. §1232g.

To comply with federal regulations governing tax-exempt organizations, MCCN technology resources may not be used for mass and unsolicited communications used in connection with lobbying (except official College of Nursing activities authorized by the Office of the President) or political campaigns. Communications that in part may contain political information, when sent to a select few individuals and that pertain to professional and work-related issues, are permissible. In addition, such resources should not be used for private business or commercial activities, except where such activities are otherwise permitted under applicable MCCN policies.

ONLINE: Computer Systems Access

- Access to CARMELink (student portal), Nightingmail (MCCN student email), and the MCHS Libraries databases can be found on the MCCN website, <http://www.mccn.edu> → Current Students. Each system requires a student user name and password for access.
- **CARMELink (MCCN Student Portal)**
The CARMELink student portal is password-protected and contains information from a student's record (final course grades, billing and financial aid information, course schedule, etc.). Access to CARMELink is provided via link from the MCCN website (<http://www.mccn.edu> → Current Students).
User name: 6 digit ID number that begins with "8" (provided to new students prior to the start of the first semester of enrollment)
Password: System generated and communicated to students via their Nightingmail account (...@mccn.edu)

Students should change their passwords at first login to CARMELink. To change a password:

1. Click on the "Personal Information" link, located next to "Logout"
2. Click on the "Password" tab
3. Enter old password (birthdate in format indicated above)
4. Enter and confirm new password
5. **Important Tip:** Click on "Password Hint" and enter a Hint Question and Answer
6. Save

ONLINE TECHNICAL PROBLEMS: Students encountering problems with CARMELink access should contact the Online RN-BSN Completion Program Advisor (tsnively@mccn.edu, 614/234-3362).

- **Learning Management System (LMS):**
LMS course management software provides students with centralized access to courses utilizing LMS. Access is provided within CARMELink (<http://www.mccn.edu> → Current Students).

To access LMS:

1. Login to CARMELink (see previous instructions under CARMELink Student Portal)
2. Click on the "Student" tab
3. Find the "Quick Links" section located on the lower left of the Student screen
4. Click on "My Courses"
5. Click on the appropriate course to access LMS

CARMELink ACCESS PROBLEMS: Students encountering problems with CARMELink access should contact the Online RN-BSN Completion Program Advisor (tsnively@mccn.edu, 614/234-3362).

- **Nightingmail (MCCN student email)**
MCCN provides a student email account to each registered student. Please note that use of the Nightingmail system is subject to the terms and conditions in the "Confidentiality and Network Access Agreement" that students sign.

Access to student email is provided either:

1. Via link from the MCCN website (<http://www.mccn.edu> → Current Students → Nightingmail), *or*
2. Direct link via Internet browser at <http://mail.mccn.edu>

- **Nightingmail login:**

User name: first initial and last name

Initial password: pass4mccn

Students must change the password upon initial login and at any time thereafter, as necessary (Settings → Accounts → Change Password).

Note: Duplicate user names will be differentiated with a unique number assigned by College computer staff. Specific user names will be provided to new students prior to the start of the first semester of enrollment).

Students encountering problems with access should contact computer staff (twilliams@mccn.edu, 614/234-1718 or ttabol@mccn.edu, 614/234-2682).

- **MCHS Libraries databases**

The MCHSL has a comprehensive website and can be accessed either:

- Via the MCCN website (<http://www.mccn.edu> → Current Students → Library Services)
- Via your Internet browser at www.mccn.edu/library
- Via Insight (the Mount Carmel intranet, Resources → Library Resources)

An online orientation is available at the site to familiarize users with Library services.

- **Library login:**

Off campus or remote access username: first initial, last name and numeral if a duplicate in the system. (example: jsmith/jsmith1)

Students encountering problems with access should contact MCHS Library Services at library@mchs.com, 614/234-5214.

ONSITE: MCCN/MCHS Computer Access Policy

- Internet access is for academic purposes only.
- Do not share user names and passwords.
- Use student user name for academic purposes only. If employed by Mount Carmel Health System, use employee user name for work purposes only.
- Do not use employee user name for academic purposes nor academic user name for work purposes.
- Unauthorized access is prohibited (i.e., logging in as another user or looking at another user's email messages, other than authorized through delegation rights).
- Exercise good judgment and responsibility when viewing websites.
- The following actions are **prohibited**:
 - Harassment
 - Slander
 - Stalking
 - Violating copyright laws
 - Downloading music and videos (unless a course requirement)
 - Selling products or gambling
 - Visiting pornographic sites
 - Damaging computer equipment
- All Internet activity is monitored by Mount Carmel.
- Patient-protected health information will only be transmitted through secured mechanisms.

Consequences of Policy Violation

Students who violate the Mount Carmel Computer Access Policy are subject to disciplinary action.

Disciplinary action may range from temporary suspension of email and Internet privileges to termination (from Mount Carmel employment, if applicable) and/or expulsion from the College of Nursing.

ONSITE: Computer Systems Access

- Access to the Internet from any MCHS computer requires student authentication (user name and password). Passwords expire every six months; you must select a new password in order to regain access. **Per policy and student-signed agreement, passwords are confidential. Students must not share usernames and passwords with anyone.**

- **Wireless access**

To connect to MCCN's wireless service, follow these steps:

1. Open your wireless network settings
2. Connect to Mt_Carmel_West network

Once connected to the wireless network, follow these steps:

3. Open your web browser (Internet Explorer, Firefox, etc.)
4. Click *login*
5. Accept the *Terms and Conditions*

- **Computer Lab access**

The College provides and maintains an open computer lab for students to use while on campus. Documents may not be saved or stored on computers in the lab; therefore, students are encouraged to purchase a USB flash drive (available at most office supply stores).

Lab access: Login is required for access to any MCCN computer.

User name: constrain

Password: mccon

- **MCCN/MCHS Internet Access**

MCCN and MCHS require authentication (user name and password) to access the Internet.

User name: The user name is distributed to new student users prior to the start of the first semester of enrollment (first and last initials and the 6-digit ID number beginning with "8").

Users are required to change their default passwords before accessing the internet the first time.

Default Password: first and last initials followed by last four digits of social security number and last two digits of the current year.

To change password: go to InSight Online (the MCHS Intranet); from the main page, click on the *Resources* tab → Computer Tools → Change password.

Users are required to change their default passwords before accessing the internet the first time.

The College provides wireless access for the convenience of students with personal laptop computers and other mobile computing devices.

ONSITE TECHNICAL PROBLEMS: Students encountering problems with access should contact computer staff (twilliams@mccn.edu, 614/234-1718 or ttabol@mccn.edu, 614/234-2682).

Criminal Record Check

The law regulating the practice of nursing states that the Ohio Board of Nursing may deny a convicted felon a license (Section 4723.28 of the Revised Code). ***State and federal criminal records check is a mandatory annual requirement for all enrolled Online RN-BSN Completion Program students.***

ONLINE: Most Police and Sherriff's Departments will provide fingerprinting service for background check information for a fee. Students should call their local Law Enforcement Office to obtain a list of agencies that will provide this service. State and FBI (federal) results are to be obtained. Students who practice in states other than the state of residence must obtain state background checks from the both the state of residence and the state of nursing practice.

Students not completing the annual fingerprinting/records check on campus will be solely responsible for updating this requirement and ensuring that the results are forwarded to the Office of Records and Registration at the beginning of each academic year. Students entering the College in Spring Semester or Summer Session must complete the requirement prior to beginning courses. All costs incurred in completing this requirement are the responsibility of the student.

ONSITE: Students have the opportunity to be fingerprinted on campus at the start of each academic year and at other selected times throughout the year. Results will be forwarded to Mount Carmel College of Nursing from the Ohio Bureau of Criminal Identification and Investigation (BCI) and the Federal Bureau of Investigation (FBI). Results from the BCI and FBI are valid for one year and filed with the student's College record.

Each student must present a valid Ohio Driver's License or a state-issued ID in order to complete the application form at the time of fingerprinting. The fee for this service will be added to the student's Mount Carmel account. No portion of this amount is retained by the College.

Failure to complete the required annual criminal records check will result in the student being unable to register for course(s) and may delay the student's graduation date.

A criminal record check that indicates evidence of a felony conviction (or certain misdemeanor convictions) may result in action including, but not limited to, dismissal from Mount Carmel College of Nursing.

Surveys and Research Access to Students, Faculty, and Staff

Each year, there are many requests from both within and outside the College for access to students, faculty, and staff for the purposes of surveys or research projects. Because of the need to limit the burden on students, faculty, and staff in responding to these requests, all requests for survey or research access to members of the College community must be submitted in writing to the Assessment/Outcomes Committee at least two weeks before the start of the project.

The approval requirement is especially important in light of the number of official College surveys that are sanctioned by College committees and/or the Faculty and College Assemblies each year. When potential survey respondents are overloaded with survey requests, they may experience “survey fatigue,” resulting in low response rates for very important surveys the College conducts as a part of its educational and organizational assessment efforts.

The approval process above is necessary before any use of Mount Carmel computer or technology infrastructure is initiated for the purposes of surveys or research. This would include College web space, computer equipment, and the course management system. Approval is also required before paper surveys and/or research tools can be distributed internally via student, faculty, or staff College mailboxes.

Surveys, Questionnaires, and Special Testing

In an attempt to continually strive for academic excellence in nursing education, Mount Carmel College of Nursing has a College Assessment Plan which seeks in part to gather relevant feedback in reference to curriculum, support services, governance, and quality of teaching. This ongoing process necessitates occasional surveys, questionnaires, and tests which, although not a part of the instructional program, are designed to collect the feedback essential to the assessment process. Every attempt is made to minimize unnecessary intrusion on students’ time, and all information derived as part of these instruments is kept in strictest confidence. In most instances, only aggregate, summarized reactions, comments, and performance are reported to appropriate committees of the College.

To ensure as complete data as possible in these processes, completion of these surveys, questionnaires, and tests, when part of the College’s Assessment Plan, are expected of all students, faculty, professional staff, and administration as part of their professional responsibilities.

STUDENT CONDUCT

ONSITE: Smoking Policy

Mount Carmel is a tobacco and smoke-free facility. Use of tobacco products, including, but not limited to cigarettes, cigars, chewing tobacco, and pipes **is prohibited** within all Mount Carmel facilities, on all Mount Carmel owned property, or any College student residence facilities. The College complies fully with all federal, state, city, and Mount Carmel Health System regulations regarding the possession and consumption of alcohol, drugs, and tobacco on campus, including the residence apartments.

Further, students are prohibited from smoking *anywhere* while wearing the student ID badge. Violators will receive one verbal warning. The consequences of continued non-compliance include progressive counseling and may result in dismissal from the College.

ONSITE ONLY: College Identification (ID) Badge

Students are issued identification (ID) badges as part of the first semester registration process. Badges serve a number of functions, including identifying students in the College and providing access to College services.

Students **must** wear ID badges at all times while in the role of a Mount Carmel student, following these guidelines:

1. Badges must be attached to a badge holder and worn at chest level.
2. Badges and badge holders must be free of pins, keys, stickers, or other ornamentation.
3. Lanyards are not acceptable and must be replaced with badge holders.
4. If a student does not have an ID badge, a temporary ID badge must be obtained from the Office of Safety and Security. Online students who wish to utilize the physical campus and library must obtain a temporary ID badge.

Badges must be returned to the Director of Records and Registration if a student withdraws from the College or takes a leave of absence. Lost ID badges can be replaced (for a fee) at the Mount Carmel West Safety and Security Office.

Drug and Alcohol Abuse Prevention

The College complies with The Drug Free Schools and Communities Act Amendment of 1989 (Public Law 101-226), which is designed to prevent the use of illicit drugs and the abuse of alcohol by students and employees. This law requires all colleges and universities receiving federal funds or any other form of financial assistance, including participation in federally funded or guaranteed student loan programs, to adopt and implement a drug and alcohol abuse prevention program. To comply with the law, a college must annually distribute to each student and employee:

1. Standards of conduct that prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and associates on the college's property or as part of any college sponsored activity.
2. A description of applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs or alcohol.
3. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol.
4. A description of any drug or alcohol counseling, treatment, or rehabilitation, or re-entry programs that are available to students and employees.
5. A clear statement that the college, consistent with local, state, or federal law, will impose sanctions against a student or employee who violates the standards of conduct.
6. A biennial review of its drug and alcohol abuse prevention program to determine the program's effectiveness.

Standards of Conduct

In complying with the federal law, Mount Carmel is concerned about the welfare of its students and employees and wishes to demonstrate commitment to a drug and alcohol free environment. A drug and alcohol free environment will also serve to maintain quality services, reduce accidents, and increase productivity.

Corrective actions, up to and including termination or expulsion for offenses and violations of this policy, are handled through the Student Grievance Procedures. The Executive Team reserves the right to hear all cases.

It is the responsibility of each student to report to class or any other College related function in a physical condition that allows for discharging his/her responsibilities. The following pertains to students or employees on College property, library property, or as part of any College sponsored activity. Students are subject to corrective actions, including termination or expulsion, for any of the following:

1. Unlawfully possessing, being impaired or under the influence, or using or distributing illicit drugs and/or alcohol.
2. Using prescribed medications that impair safe and/or efficient work performance.
3. Misusing prescription or nonprescription drugs.
4. Falsifying, or making grossly incorrect, inconsistent, or unintelligible entries in any hospital, patient, or other record regarding any drug or narcotic.
5. Being convicted or confined by a court for intemperate use of or addiction to alcohol or other chemical substance.
6. Possessing, selling, or consuming alcoholic beverages in any form on College premises or College related premises.
7. Habitually indulging in the use of controlled substances, other habit-forming drugs, alcohol, or other chemical substances to an extent that impairs ability to practice nursing or perform one's College related responsibilities.
8. Impairment of ability to practice according to acceptable and prevailing standards of safe nursing care because of physical, psychological, or mental disability related to the use of alcohol or other drugs or because of dependency on or excessive use of alcohol or other drugs.
9. Smoking and/or possessing any illegal drug including marijuana.
10. Obtaining, prescribing, possessing, or administering any controlled substance, dangerous or illegal drug, or alcoholic beverages in violation of the law, to oneself or to another person.
11. Unlawful possession includes any illegal or unlawful drug or any controlled substance and is not limited to any narcotic including opium (morphine, codeine, heroin) coca leaves, or any other substance not chemically distinguishable.
12. Knowingly making, obtaining, or possessing drug abuse instruments whose customary and primary purpose is for the administration or use of a dangerous or illegal drug.
13. Obtaining any dangerous or illegal drug by attempting or committing a theft.
14. Knowingly or intentionally forging, making, selling, or possessing a false or forged prescription.

Description of Drug or Alcohol Counseling

If a person's behavior, cognitive, or psychological functioning is disruptive or altered significantly, the person will be counseled by an administrator, a faculty member, or professional staff member. The person may be requested to submit to drug/alcohol screening for cause. Refusal to comply may result in termination from the College.

Following drug/alcohol screening and initial counseling, the following steps will be implemented. The student will:

1. take responsibility for recovery;
2. agree that permanent abstinence is mandatory;
3. sign a contract for treatment with an agency approved by the College;
4. procure a sponsor and enter into a long term therapeutic relationship with that College approved sponsor; and
5. provide the College with ongoing progress reports regarding treatment.
6. The student and the College will maintain a confidential relationship regarding the treatment.

The contract between the student and College must include:

1. Type of therapy implemented (i.e., group, individual, support)
2. Periodic blood and urine screening
3. Attendance at Alcoholics Anonymous and/or Narcotics Anonymous, as deemed necessary
4. Regular contact with designated persons in the College
5. Length of time contract will be valid
6. Statement regarding confidentiality

Students may remain in College with the following stipulations:

1. Maintain a satisfactory ("C" or higher) academic standing
2. Maintain personal and professional integrity

3. Meet all the contractual stipulations
4. Remain free from all illicit drugs and alcohol

Sanctions

Mount Carmel College of Nursing will impose sanctions on students consistent with local, state, and federal law. The sanctions may include, but are not limited to, expulsion or termination from the College of Nursing and referral for prosecution for violations of the Standards of Conduct.

ONSITE: Weapons on Campus

Mount Carmel College of Nursing has established the following policy in accordance with State of Ohio law:

Mount Carmel College of Nursing prohibits the possession, use, or storage of firearms or other dangerous weapons anywhere on the College or Mount Carmel Health System campuses.

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

Sexual/Verbal Harassment

Mount Carmel College of Nursing is committed to maintaining an institutional climate that fosters an open learning and working environment. The College understands that sexual/gender harassment is unacceptable behavior and will not be tolerated or condoned by the College. Violations of this policy will result in disciplinary action up to and including dismissal.

Definitions

Sexual harassment includes repeated and unwelcome sexual advances, repeated sexually-oriented kidding, teasing or joking; flirtations, advances, or propositions; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess, or sexual deficiencies; leering, whistling, touching, pinching, or brushing against another's body; and the unwelcome display of objects or pictures that are sexual in nature that would create a hostile or offensive work environment.

Verbal harassment includes speaking to another person in a loud, abusive, rough, or threatening manner which creates an intimidating, hostile, or offensive teaching/learning/working environment.

Investigation Procedure

Anyone who believes he/she has been the object of sexual or verbal harassment should advise the President/Dean of the College. An individual will have up to 30 days after the alleged occurrence(s) to file a complaint. Strict confidentiality will be maintained, although the College will comply with all legal requirements including the reporting of legal violations to the proper authorities. Complaints will be investigated and all attempts will be made for prompt resolution. College administrators (President/Dean, Assistant Dean of the Undergraduate Program, or Associate Dean of the Graduate Program) will strive to resolve the complaint to the satisfaction of the primary witness and the respondent. If the alleged incident is not resolved to the satisfaction of the parties involved, the matter will be brought forward to a hearing board comprised of one member of the Executive Team, two faculty members, one professional staff member, and one student as appointed by the President/Dean. The hearing process will ensure that all parties involved receive due process. All persons affected by a particular incident will be treated with respect and given full opportunity to present their side of the incident. All parties will be afforded due process and as much confidentiality as possible during the process. Recommendations will be forwarded to the President/Dean for final resolution.

Any person found to be in violation of the Mount Carmel College of Nursing Sexual/Verbal harassment policy will be disciplined. Discipline will vary according to the severity of the violation, and could result in dismissal from the College.

Reporting Registered Sexually Violent Predators

Information Regarding Registered Sexually Violent Predators

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

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

Registered Sexually Violent Predators Enrolled in or Employed at Mount Carmel College of Nursing

Mount Carmel College of Nursing will make available to the entire College constituency, information on any sexual predator who enrolls in or is employed at the College. The information is made available to the College by the Franklin County Sheriff's Department and includes the offender's name, address, physical description, photograph, and the offense of which the person was convicted. The file is located in the College office. Please contact the College President's office for specific information on individuals.

The President's office will notify the College community in writing if a sexual predator has been enrolled or hired by the College.

Etiquette for Online Learning or "Netiquette"

Students are to treat one another and their faculty with respect at all times. [Rules for Online Etiquette, commonly referred to as "Netiquette" are hyperlinked here](#), and are also located in CARMELink in every course under "Read This First – Online Learning Orientation," then "Computer Help," then "Netiquette." Failure to abide by Online Etiquette or Netiquette may result in Academic or Professional Misconduct charges.

Academic and Professional Misconduct

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

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

Academic and professional *honesty* is determined by the student doing his/her own work throughout the program in the Online classroom setting. This includes the student's own work with drafts, reports, examinations, papers, online assignments, and other work as assigned in the course syllabus.

Academic and professional *misconduct* implies deception in fulfilling academic or professional requirements. Misconduct may take many forms and includes, but is not limited to:

1. **Plagiarism:** this is defined as submission of work that is not the student's own work or submitting the ideas, writings, or thoughts of another person without proper documentation.
 - use of someone's exact words as a quote in assignments without proper citation
 - use of material from the Internet without proper citation
2. **Cheating during an examination by:**
 - using notes or textbooks without the instructor's consent
 - looking at another person's paper
 - bringing items with notes written on them with the intent to use during an exam
 - communicating with another student during an examination
 - using electronic devices without instructor's consent

3. **Fabrication:** this is defined as constructing, manufacturing, inventing, or creating for the sake of deception any class assignment.
 - forging or falsifying any academic information
 - documenting service hours that were not actually completed
4. **Unprofessional behavior:** this is defined as violating the rules and ethical codes of the profession of nursing and this College as defined below.

Professional Behavior

The nursing profession demands that the individual in practice be responsible, accountable, self-directed, and professional in behavior. The process of becoming a professional person begins upon entering a professional education program. Opportunities to develop and practice these qualities exist in the student role. The College expects that students will demonstrate their professionalism by:

- Attendance in all Online classes;
- exhibiting courteous behaviors while on the College campus, or while representing the College;
- being punctual in communication with the college and instructors
- and by being respectful toward all members of the College community (faculty, staff, and students).

Suspected Misconduct

When academic or professional misconduct is alleged, it is the responsibility of the staff or faculty in either the graduate or undergraduate nursing program to both discuss the matter with the student *and* file a written account of the alleged misconduct with recommendations for action, including the grade they recommend the student should earn if the academic misconduct allegation is connected to a graded portion of the course.

The faculty or staff will:

1. Meet with the Chairperson of the Academic and Professional Misconduct Committee to determine action to be taken.
2. Conduct a student/faculty conference to discuss the alleged misconduct.
3. Submit all documents relevant to the incident to the Chairperson of the Academic and Professional Misconduct Committee within five working days after the conference.
4. The Chairperson will forward all documents from the faculty and student to the Committee members prior to the meeting. If the student submits documents to the Chairperson of the Committee, these will be made available to the faculty involved before the Committee meeting.
5. The Chairperson will then schedule a Misconduct Hearing.
6. The Chairperson will submit all documents to the appropriate Dean.

When a student suspects misconduct by a peer, it is the responsibility of the student to report the allegation to the lead instructor. The reporting student and/or faculty may submit an allegation of misconduct to the Chairperson of the Academic and Professional Misconduct Committee. The reporting student is expected to participate as a witness at the scheduled hearing.

Continuation in Course

Students accused of misconduct are permitted to continue with coursework pending the final decision of the appropriate Dean.

Discontinuation in Course

If a student suspected of academic misconduct elects to withdraw, is dismissed, or seeks an LOA prior to resolution of the misconduct allegation, the Chairperson of the Academic and Professional Misconduct Committee, the appropriate Dean, and the Chairperson of the Academic Progress Committee will be notified of the pending allegation of misconduct. A hearing on the alleged misconduct will still be held and a recommendation made in case the student wants to remain in or return to the nursing program at a later date.

Academic and Professional Misconduct Committee

The Academic and Professional Misconduct Committee is composed of four faculty, two students from the undergraduate program, and one student from the graduate program. The Chairperson must be a faculty member and will be selected by members of the Committee.

This Committee is charged with investigating allegations of misconduct and making recommendations to the Dean of the appropriate program.

In the event that a Committee member is involved in a case of alleged misconduct, the Committee Chairperson shall appoint a substitute. The Chairperson is responsible to orient the alternate Committee member prior to the hearing. Should the Chairperson require substitution, the Chairperson shall appoint another faculty committee member to serve as Chairperson.

Academic/Professional Misconduct Committee Hearings

When an alleged act of misconduct is brought before the Chairperson:

1. The student will be notified of the hearing date by the Chairperson.
2. The hearing will be scheduled no sooner than five working days after the student has received the written allegation and all relevant documents.
3. The student accused of misconduct is encouraged by the Chairperson to attend the Committee hearing. Distance Online students may participate via teleconference, SKYPE, Google Talk, or Elluminate. (Method of communication at the discretion of the Academic/Professional Misconduct Committee.)

Hearings are considered closed meetings (i.e., only the Committee members, the recorder, the student, and other individuals directly involved in the incident are permitted to attend). The student is provided the opportunity to speak on his/her behalf, present a written statement or invite witnesses directly involved with the case to present information at the hearing. The faculty may also present witnesses, and both student and Committee may question witnesses.

The student's academic record is not available to the Committee unless the recommendation to sanction has been made. Once the recommendation to sanction has been made, the student's academic record will be reviewed to assist in determining the type of sanction.

Legal counsel will not be permitted to attend the hearing. A record of the hearing will be made. This record will be available to the student for the appeal period. All records related to the hearing are considered confidential. They may be released only to individuals who have a valid reason to know the outcome, according to FERPA guidelines.

Recommendations

The Committee will consider the following recommendations:

1. Dismiss allegations without any documentation in the student's record of the alleged misconduct, **OR**
2. Sanction the student. Sanctions are placed in the student's academic record.

Sanction recommendations may include, but are not limited to:

1. A letter of warning admonishing the student for the violation
2. Academic Probation
3. Dismissal from the College

All recommendations of this Committee will be forwarded to the appropriate Dean. The student, Chairperson of the Academic and Professional Misconduct Committee, and the faculty involved will be informed, in writing, of the Dean's final decision within five working days of the hearing. The appropriate Dean will notify the President/Dean of the College.

Appeal Process

Students have the right to appeal the decision of the Associate Dean of the Graduate Nursing Program or the Assistant Dean of the Undergraduate Nursing Program and may do so by submitting an appeal to the President/Dean of the College. The appeal must be filed within 14 days from the date of the Associate or Assistant Dean's decision letter.

ACADEMIC POLICIES

Academic Advising

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

The Center for Learning and Scholarship (CLAS) provides the following advising services:

1. Assist students in examining and improving study skills, time management skills, stress reduction techniques, and test taking strategies.
2. Provide information about available College academic resources.
3. Assist with resolution of academic problems.
4. Provide information and/or advice about career opportunities.
5. Maintain confidentiality when advising students.
6. Interact with students in a sensitive and caring manner.
7. Maintain records of academic advising and placing appropriate information in a student's file.
8. Provide math and writing support

The Online RN-BSN Completion Program Advisor provides the following advising services:

1. Assist in planning the student's academic program.
2. Advise regarding course registration each semester.
3. Interpret academic requirements, policies, and procedures.
4. Monitor student progress toward fulfilling degree requirements and grade point achievement.

APA Format

Because it is the acceptable format for written papers in scientific disciplines, the College requires the latest edition of the American Psychological Association (APA) style manual for all student papers.

Turnitin®

To encourage Mount Carmel students to maintain honesty and integrity, the College has partnered with Turnitin®, a web-based program that allows students and faculty to check papers and essays for plagiarism. Students are encouraged to check their own papers prior to submitting their assignments to faculty.

Technology Proficiency/Online Student Orientation

All entering Mount Carmel students are required to demonstrate a minimum level of computer and internet competency. The student must demonstrate this competency by the successful completion of the Online Student Orientation module prior to enrolling in the first course of the program, NURS 301 – Nursing Informatics. A new student will not be permitted to enroll until successful completion of the technology proficiency requirement.

The Online Student Orientation is an independent self-study course students must complete during the first semester of enrollment. For additional assistance or computer help sessions, contact the Office of Center for Learning and Scholarship.

The student must have the ability to:

1. Log onto the Internet and other applications with a user ID and password.
2. Use a search engine on the Internet.
3. Use the Library databases to retrieve articles.
4. Receive, send, and reply to email.
5. Develop, file, revise, edit, and print Microsoft Word® documents.
6. Attach documents/files to email messages and/or assignments.
7. Follow and participate in an online discussion or chat.

Computer Hardware and Software Requirements for Online RN-BSN Completion Program

Hardware Requirements	PC	MAC
Operating System	Windows XP or Higher	OS X 4
Processor	Required 233 MHZ minimum (single or dual processor system), Intel Pentium/Celeron family, or AMD K6/Atholon/Duron family, or compatible processor recommended Recommended: PC with 300 MHz or higher processor clock speed	G4 processor
Memory	128 megabytes (MB) of RAM or higher recommended (64 MG minimum supported; may limit performance and some features)	512 MB memory
Available storage	250 megabytes (MB) of available hard disk space	15 GB available
Monitor	Super VGA (800 x 600) or higher-resolution video adapter and monitor	1024 x 768 screen resolution
CD-ROM or DVD drive	Recommended	Recommended
Miscellaneous	Keyboard and Microsoft Mouse or compatible pointing device	DSL/cable connection speed
Web Browser	Recommended: Internet Explorer, Mozilla Firefox, Google Chrome	Recommended: Safari, Mozilla Firefox, Google Chrome
Software	Current versions of JAVA, Flash, Shockwave, Adobe Air, MS Silverlight, Adobe Reader	Current versions of JAVA, Flash, Shockwave, Adobe Air, MS Silverlight, Adobe Reader
Word Processing, Spreadsheet, Presentation Software	<ul style="list-style-type: none"> • Microsoft Office 2003 or higher. Latest version is Office 2010. • Microsoft Office 2007/2010 Ultimate can be purchased at a discount from: http://www.microsoft.com/student/discounts/theultimate-us/default.aspx 	Microsoft Office for MAC 2008 or higher; Latest version if Office for MAC 2011
Web cam/headset	Required	Required

Transient and Affiliated Course Credit

Once enrolled at Mount Carmel College of Nursing (MCCN), degree candidates are required to complete all degree course work at MCCN.

On rare occasions, students may be permitted to take a course at another institution. However, special permission must be granted **in advance** for such a course to count toward MCCN graduation requirements. **Permission to transfer credit to MCCN may not be granted if students fail to seek permission *prior* to enrolling at another institution.**

For more details, contact the Online RN-BSN Completion Program Advisor:

- In person: CLE 0119
- By phone: 614/234-3362
- By email: tsnively@mccn.edu

Community Service

The Community Service requirement is the application of one's skills and time to meet identified community needs of vulnerable and at-risk populations in accordance with the College's *Mission* and *Catholic Identity*. This will lead to learning and developing through active participation in thoughtfully organized service that:

- is conducted in and meets the needs of the community;
- involves reflection and analysis of the experience; and
- promotes the development of leadership skills, citizenship skills, and social responsibility.

After completing the community service requirement, students will identify personal growth in meeting the program objectives which include: valuing the spirituality and dignity of persons, service to others, social justice, altruism, autonomy, and integrity.

Registered Nurses enrolled in the BSN Completion Program must satisfactorily complete 10 community service hours prior to the beginning of their final semester. This is a requirement for graduation. *See procedure #7 (below) for important information regarding the completion deadline.*

Procedure

1. Students will be oriented to the Community Service Program during New Student Orientation, in addition to the information presented in the *Student Handbook*.
2. Students select a project(s) from the list of pre-approved agencies which are posted on the student portal, CARMELink.
3. Students who wish to volunteer in an agency that is not on the pre-approved list must submit a written proposal to the Community Service Committee (Committee members are listed under the Community Service icon).
4. A Community Service Verification Record must be completed **by the student** for each volunteer session. Record information must include:
 - student name,
 - service site,
 - date and type of service,
 - number of hours completed,
 - comments and signature of an agency representative, and
 - student's reflection on the experience.
5. **Once all required hours have been completed**, the student submits the *Community Service Verification Record* (located under "Student Forms" on CARMELink) to the Community Service Committee Chairperson:
 - In person: CLE 0112
 - By phone: 614/234-1076
 - By email: mnibert@mccn.edu
6. The Community Service Committee will review the *Community Service Verification Record (s)* and forward them to the Office of Records and Registration for inclusion in the student's academic file.

7. The total hours of community service required (10 hours for RN-BSN students) must be completed and submitted for approval **prior to the beginning of the final semester before graduation**. Students who fail to meet this deadline will be required to submit verification of **additional hours** of community service in order to graduate. RN-BSN students will be required to complete an additional **5 hours** of community service. If the student is unable to complete the total required hours prior to the date of graduation, he/she may participate in Commencement activities but will not receive a diploma or be eligible for NCLEX-RN testing until this requirement is met.

Student Attendance/Participation

Class attendance/participation is required at Mount Carmel College of Nursing. Each course syllabus includes faculty requirements for specific class attendance/participation. A student listed on the class roster who has not attended class, or participated in the Online class, by the end of the first week of class and has not been excused will be administratively withdrawn from the course.

Illness during a course: A student who becomes ill or injured during enrollment in an Online course and cannot complete coursework due to that illness or injury will notify the instructor who will initiate an appropriate plan of action based on the circumstances and in accordance with related College policies.

Final Examinations

Students are required to take any scheduled final examination at the scheduled time unless prior alternate arrangements are made with the course instructor.

Course and Faculty Evaluations

Students are required to complete course/faculty evaluations for each course. Students are expected to complete the appropriate evaluations prior to 5:00 p.m. on Thursday of the last week of instruction, week 8 in a *term* course. ***This is the week prior to the final week of the course.***

Students who do not complete evaluations prior to the end of the term will receive a grade of Incomplete (“I”) for the course.

Textbooks

Mount Carmel students may order textbooks through the online bookstore, MBS Direct. Access the online bookstore via the MCCN website at: www.mccn.edu (Current Students → Student Bookstore). In addition, *MBS Direct* will buy back used books. Assistance and contact information is available at the online bookstore website.

All students are required to purchase the latest edition of the American Psychological Association (APA) Style Manual.

Textbooks for courses taken through affiliation with Columbus State Community College or The Ohio State University can be purchased at the respective institution bookstores or other retail textbook suppliers.

Registration

Students are notified of the registration period scheduled prior to the beginning of each semester. A detailed tutorial with screenshots for online registration, “How to Register Online” is available through [CARMELink](#) on the Student tab under Records and Registration. **Any student with a "hold" cannot register for classes**, which may result in the student being closed out of a specific course or section.

Students may attend classes only after they have completed the registration process and have made satisfactory financial arrangements. By registering, a student agrees to all academic and financial regulations, terms, and conditions set forth by the College.

Full-Time / Part-Time Status

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

Schedule Changes

Adding a Course

In order to add a non-nursing course after the course start date, a student must obtain the instructor's signature on the *Add/Drop Form* prior to submitting the form to the Office of Records and Registration. Signature of the Advisor for the Online RN-BSN Program, Dr. Therese Snively, is required to add any nursing course after the class start date.

In every case, a student must obtain the instructor's signature on the *Add/Drop Form* in order gain admission to any non-nursing course that has closed due to maximum registration.

Withdrawing from a Course

For the purposes of this policy, there are two types of courses: non-nursing courses and nursing courses. Nursing courses include all courses with a prefix of NURS (with the exception of nursing seminars). Non-nursing courses include all other courses taken in the academic program (including nursing seminars).

After the course start date, a student must first notify the course instructor and obtain his/her signature prior to submitting an *Add/Drop Form* to the Office of Records and Registration. Submission of the form to Records and Registration is required for official withdrawal from a course. Non-attendance in a course after the withdrawal deadline is considered being absent from the course. Failure to submit a faculty-signed *Add/Drop Form* will result in a grade being assigned at the conclusion of the course. All course withdrawals are subject to the "Refund Policy" section of the *Student Handbook*.

The "end of week" shall be understood as the Friday, or in the case of a holiday or other College closure, the last business day of the week in question.

- A student may withdraw from any course by the end of week 1 and the course will not appear on the transcript.
- A student may withdraw, without academic penalty, from a 16-week semester course by the end of week 12 of the course. A grade of "W" will be posted to the student's academic transcript.
- A student may withdraw, without academic penalty, from an 8-week term course by the end of week 6 of the course. A grade of "W" will be posted to the student's academic transcript.
- A student may not withdraw from any course after week 12 of a 16-week semester course or week 6 of an 8-week term course.
- Summer courses operating on a modified schedule will follow deadlines equivalent to the proportional requirements stated above.
- **A student may withdraw from only one nursing course during the program of study.**
- **A student may withdraw from a total of two different non-nursing courses during the program of study.**
- A student who is retaking a course from which he/she has previously withdrawn may not withdraw from that course a second time; a course grade will be assigned at the conclusion of the retake.
- Withdrawing from a course does not force the student to also withdraw from a co-requisite course.

Administrative Withdrawal

- A student listed on the class roster who has not participated in the Online class by the end of the first week of the session and has not been excused must be reported by the faculty member to the Office of Records and Registration; the student will be administratively withdrawn from the course.
- A student's attendance must be evident by the end of week 1 in an online course or the student will be administratively withdrawn from the course.
- The faculty of the course will notify the Office of Records and Registration with the name of the absent student.

A student wishing to withdraw from a course for reasons of illness or crisis after the specified deadline may seek approval from the President/Dean or Assistant Dean of the Undergraduate Program.

Grading Policies

The College uses a four point grading system:

A	4.0 points	Excellent	91-100
B	3.0 points	Good	82-90
C	2.0 points	Satisfactory	73-81
D	1.0 point	Poor	67-72
F	0.0 points	Failure	66 and below
I	0.0 points	Incomplete	
AU	0.0 points	Audit	
K	0.0 points	Transfer credit	
W	0.0 points	Withdrawal	
P	0.0 points	Pass/Non-graded course	
NC	0.0 points	No Credit/Non-graded course	
EM	0.0 points	Credit by exam	
IP	0.0 points	In Progress	
NG	0.0 points	No Grade Reported	

Grade Point Average (GPA)

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

Grade Reports

Official reporting of student grades is through the Office of Records and Registration at the completion of each term/semester.

Students *without* "holds" on their accounts can view and print final grades via CARMELink which can be accessed via link from the College web site at <http://www.mccn.edu/> (student accounts are password protected). Students who have problems accessing CARMELink should contact the Online RN-BSN Completion Program Advisor (tsnively@mccn.edu, 614/234-3362).

Final grade reports are not mailed to students. Students who require *official* hard-copy grade reports must contact the Office of Records and Registration:

- In person: Rm. 201, Marian Hall
- By phone: 614/234-3522
- By email: jturner@mccn.edu or mmillerrea@mccn.edu

Incomplete Grades

After discussion, faculty may issue an Incomplete ("I") grade to a student who is unable to complete all course requirements due to illness or other serious problems. Under normal circumstances, the student must submit completed coursework by the end of the sixth week following the end of a semester. If course requirements are not met by this deadline, the "I" grade is changed to a grade of "F." Extensions beyond the six weeks must be negotiated with the faculty member.

Retake Policy

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

The Retake Policy may be applied a maximum of *three* times throughout the nursing program.

Repeating a Nursing Course

A student who fails to achieve a minimum grade of "C" in **any nursing** course is placed on academic probation and must repeat the course. A student who fails a *repeated* nursing course will be dismissed from Mount Carmel College of Nursing.

Academic Standards

Academic Probation

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

A student is advised of probationary status through an official notification letter issued by the Chair of the Academic Progress Committee. Following this notification, the student is strongly encouraged to meet with Center for Learning and Scholarship to develop a plan for academic improvement.

Academic Dismissal

A student who fails to achieve a minimum 2.00 cumulative GPA for two consecutive semesters will be academically dismissed from Mount Carmel College of Nursing.

An appeals process is in place for students who are academically dismissed.

Disciplinary Dismissal

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

Dismissal Notation

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

Reinstatement

Students who are academically dismissed may apply for reinstatement after a minimum of *one semester* of non-enrollment. A student will be permitted to apply for reinstatement to the College only *one* time. A student with less than a 2.00 cumulative GPA is not eligible to apply for reinstatement.

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

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

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

Please note:

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

Length of Program Completion Time

Online RN-BSN students must complete the Mount Carmel Nursing Program within 15 semesters, or 5 years, of the date of admission.

Residency Requirements

Online RN-BSN Completion Program students must complete a minimum of 32 credit hours at Mount Carmel College of Nursing to be granted a Bachelor of Science in Nursing (BSN) degree from Mount Carmel College of Nursing.

Honors**President's List**

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

Graduation with Academic Distinction

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

Sigma Theta Tau International Honor Society of Nursing

Sigma Theta Tau International is an organization committed to fostering excellence, scholarship, and leadership in nursing. The Honor Society promotes the use of nursing research in health care and provides resources to communicate the latest knowledge in nursing care. Mount Carmel's Rho Omicron chapter is one of 469 chapters around the world.

Those invited to make application to Sigma Theta Tau International include students who have demonstrated superior academic achievement, academic integrity, and professional leadership potential. The criteria for membership include:

- RN-BSN students who have completed 12 credit hours at Mount Carmel College of Nursing, one half of the nursing curriculum, and rank in the upper 35th percentile of the graduating class.

Graduation Requirements

In order to qualify for graduation, baccalaureate degree candidates must complete all the requirements on the following checklist. A student deficient in any area **will not** receive a diploma until the requirement is complete.

- Submit a completed *Graduation Application* to the Office of Records and Registration by the posted deadline.
- Successfully complete a minimum of 128 semester hours of credit (includes transfer credit from pre-licensure nursing program).
- Complete all required coursework with a minimum 2.00 cumulative GPA.
- Make certain that official transcripts for all transfer and affiliated courses are on file at MCCN.
- Meet the Community Service Program requirement.
- Fulfill all financial and library obligations to Mount Carmel College of Nursing.
- Complete the online graduation exit survey and interview.
- Complete a Financial Aid Exit Interview (required of every student who received any type of loan).
- IF ATTENDING GRADUATION CEREMONY IN MAY OF EACH YEAR: Order authorized graduation cap and gown from *jostens.com* (earliest order date will be announced to graduating students).

Students may participate in May Commencement if they need to complete *no more than* two additional courses and are eligible to complete the nursing program by the end of Summer Session (July) of the same academic year.

Transcript Request

A transcript is a copy of the student's permanent academic record. All requests for official transcripts must be made to the Office of Records and Registration (Rm. 201, Marian Hall), using the *Transcript Request Form*. A student's signature is required to release a transcript. Transcripts are provided at no charge.

Transcripts will be denied to any graduate, current, or former student with indebtedness to Mount Carmel College of Nursing.

Leave of Absence (LOA)

A Leave of Absence (LOA) from the College may be granted to students in good academic standing (minimum 2.00 cumulative GPA). LOA indicates a desire to interrupt, but not permanently discontinue, enrollment in the College. Normally, LOA is granted for a maximum of one year.

A student must submit a completed *Request for Leave of Absence* (available from the Director of Records and Registration) 30 days prior to the start of the semester in which the LOA is to begin. The student will be notified in writing of the approval status of the request. A student granted LOA must return his/her student ID badge to the Director of Records and Registration.

It is the student's responsibility to notify the Director of Records and Registration prior to the deadline referenced in the approval letter of his/her intent to return from LOA. Failure to notify by the designated date will result in administrative withdrawal from Mount Carmel College of Nursing.

The returning student must submit a *Petition to Return from Leave of Absence* and fulfill all indicated requirements. A returning LOA student must pay any account balance in full before being permitted to return to the College. Late fees and any collection costs will be added to the student's account. Enrollment in any course will be on a space available basis for a student returning from LOA.

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

Withdrawal from the College

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

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

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

Academic Appeals

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

Appeal Procedure Related to Academic Performance

It is expected that most academic grievances can be resolved by discussion through normal course and administrative channels. The appeal process should begin with a discussion between the student and the faculty member involved. If the matter is not resolved at this point, the student should state in writing, the desire to discuss the matter with the appropriate Dean. If the matter is still not resolved, the student should submit in writing the nature of the grievance to the Academic Appeals Committee for final consideration of the matter.

The following is the procedure for the appeal process:

1. The initial contact to the instructor must be made within 10 working days from the date of occurrence or, in the case of a course failure, within 10 working days from the beginning of the next term in 8 week courses or within 10 working days from the beginning of the next semester in semester courses. After these deadlines, the situation will be considered resolved and the appeal process closed.
2. If the problem is unresolved after the meeting between student and faculty, the student has 7 days to request a meeting with the appropriate Dean.
3. If the problem is still unresolved, the student will have 7 days to request a meeting with the Academic Appeals Committee. The student must submit a completed *Academic Appeals Request Form* available in the College office (Marian Hall, Rm. 1C69). This form must be submitted to the Chair of the Academic Appeals Committee.
4. Hearings at each administrative level shall be held within 7 working days from the student's request for the hearing.

Appeal Hearings

1. The student will be notified of the hearing date by the Chair of the Academic Appeals Committee.
2. Hearings are considered closed meetings (i.e., only the Committee members, the student appealing, and other individuals directly involved in the appeal are permitted to attend).
3. All persons involved in the committee meetings are required to sign a statement of confidentiality.
4. Both the student and faculty member(s) have the right to present testimony and to respond to the testimony of the other party.
5. Legal counsel is not permitted to attend the hearing.
6. A record of the hearing is made and is the property of the Committee.
7. The student appealing will be informed of the decision in writing within 72 hours by the Chair of the Academic Appeals Committee.
8. All records relating to the hearing are considered confidential. They may be released only to individuals who have a valid reason to know the outcome, according to FERPA guidelines.

Committee Decisions

All actions pending and resolved will be forwarded to the appropriate program Dean and the President/Dean of the College.

Accommodation for Student Learning Needs

1. The College will provide reasonable accommodations for students with documented learning needs. A copy of the official documentation is to be provided to the College office for placement in the student's academic file and with the Coordinator of Center for Learning and Scholarship.
2. The student is responsible for notifying faculty in each course as to the documented learning needs. The faculty will then collaborate with the Coordinator of Center for Learning and Scholarship to plan accommodation.
3. Any provision for offering additional assistance in a course to students without documented learning needs, such as extended time for testing, will be made at the direction of the Center for Learning and Scholarship Coordinator in conjunction with the Course Coordinator.
4. The College publishes the availability of support for learning needs. However, the College does not seek out students with learning needs. The individual student is responsible for seeking documentation, bringing his/her needs to the College's attention, and requesting accommodation.

ONSITE: SECURITY INFORMATION

Safety and Security at Mount Carmel West (MCW) provides security services for the College. Students who notice any unusual activities in the College buildings or campus area should promptly **dial 5-5333 from any campus telephone** or report the information to the Marian Hall receptionist (234-5800) who will contact Security.

Security officers are available to escort students to and from their vehicles parked on campus. Students are encouraged to use this service when returning to or walking on campus after dark. Security can be reached by dialing the MCW operator (**dial 0, on campus**) or by contacting the Marian Hall Receptionist who will contact Security.

General Safety Precautions

1. Assume responsibility for your personal safety and the security of your belongings by taking simple, common sense precautions.
2. Keep purses/billfolds and other valuables with you or stored in a campus locker.
3. Although the campus is well-lit, do not walk alone in the campus area after dark.
4. Report any potential fire hazards or broken equipment to the Director of Student Life or the Safety and Security Department at **5-5792** (non-emergency) or **5-5333** (emergency).
5. Report any unusual circumstances in the College buildings to the Marian Hall receptionist (**5-5800**) or the Safety and Security Office at **5-5792** (non-emergency) or **5-5333** (emergency).

Annual Security Report

Mount Carmel College of Nursing (MCCN) prepares an annual report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The annual Security Report includes statistics for the previous three years concerning reported crimes that occurred on campus and on public property within or immediately adjacent to and accessible from the MCCN campus. The report also includes institutional policies concerning campus security and other matters.

The full text of this report is available on the College website, www.mccn.edu, and clicking on →About the College → Compliance → Annual Campus Security Report.

A hard copy of the report is available by contacting the Director of Records and Registration:

- In person: Marian Hall, Rm. 167
- By phone: 614/234-5685
- By email: kgreene@mccn.edu

Communications Alert System

Students may self-register for the Mount Carmel College of Nursing Communications Alert System for alerts and information in times of crisis, disaster, and weather situations. Students must use an MCCN computer to register for the Communications Alert System. To register, go to <http://mccnalert.mchs.com> and follow the prompts. Be sure to do the self-test that is part of the self-registration process to confirm that registration has taken place.

Alert system messages are **text only** and can be sent to cell phones, pagers, personal computers, or other electronic message devices. There is no limit to the number of devices that can be registered.

In order to be contacted, you must register and check the box agreeing to assume any charges for alert system messages. Once registered, you must update any changes to listed devices, such as new phone numbers. If you have questions about the alert system, please contact College Relations:

- In person: Marian Hall 3C13
- By phone: 614/234-1372
- By email: rhutchinson-bell@mchs.com

Medical Emergency in the College

1. In case of an emergency – accident or security – when there is **no coverage** at the Marian Hall front desk: **dial 911** to report (first), **dial 3** to report (second)
2. In case of emergency (accident or security) when there **is coverage** at the front desk: notify Marian Hall receptionist (**5-5800**) who will **dial 911** to report (first) and **dial 3** to report (second).

Fire Alarm – Code Red

Fire alarm pages are announced as "Code Red." All Mount Carmel West fire alarm pages are announced over the paging system. Students are not required to respond to the Mount Carmel West fire pages unless specifically requested to do so.

Fire Pages in the College Buildings

Fire drill or suspected fire in the College is announced through the paging system as "Code Red, College of Nursing." The fire alarm will sound and warning lights will blink. All College community personnel are to exit the building. The ruling to always exit the building is a decision made by the Columbus Fire Department.

Evacuation routes are posted in each classroom as well as in other prominent places throughout the College. Students should take time to review them and be familiar with the various evacuation routes.

Reporting a Fire

If a fire is discovered in the College, follow this procedure:

1. Activate the building alarm by breaking the glass or pulling the handle on the wall fire alarm break station.
2. Use the nearest in-house (campus) phone to **dial 3**. Report the **exact location of the fire, type of fire, and your name**.
3. Close windows and doors in the immediate area to confine the fire.
4. **If you are not in danger, do the following:**
disconnect electrical equipment in the immediate area, if able; and use a fire extinguisher to fight the fire.
5. Turn **on** overhead lights so the firefighters can find their way through any smoke.
6. Report the exact location of the fire to the Marian Hall receptionist as you leave the building.
7. Evacuate the building.
8. **DO NOT ENDANGER YOURSELF.**

Evacuation Procedure

When the page indicates a fire drill or suspected fire in the College, students must leave the building immediately.

Prior to leaving the building, follow these guidelines:

1. Turn the light **on** in the room you are leaving.
2. Close the door of the room you are leaving.
3. Knock on the doors on either side of you to alert others.
4. Exit the building via the nearest fire exit. **Do not use elevators.**
5. Exit outside to the parking lot across from the College and wait until instructed to return to the building. **Do not** wait on the front steps of the College.
6. In the event of inclement weather **AND**
 - the page indicates a fire in Marian Hall only, go to the CLE lobby and wait until instructed to return to Marian Hall; or
 - the page indicates a fire in the CLE only, go to the Marian Hall Gym and wait until instructed to return to the CLE.

Students may return to the building when a Security Officer indicates that the building is safe. Students should not return to the building until authorized to do so.

Severe Weather – Code Gray

If threatening weather includes the possibility of a tornado, the Mount Carmel West operator will announce through the College paging system a "Code Gray, Tornado Watch" or a "Code Gray, Tornado Warning." These announcements are made in conjunction with the National Weather Service.

Tornado Watch

A "Tornado Watch" means that weather conditions are right for a tornado to develop in the area. There is no specific response for students during a tornado watch, except to be on the alert for an announcement of worsening weather conditions.

Tornado Warning: Option One

If a funnel cloud is sighted within Franklin County, the operator will announce a "Tornado Warning Option One." All students are required to report to the Recreation Room on the lower level of Marian Hall and remain there until an "all clear" announcement is made.

Tornado Warning Option Two

A "Tornado Warning Option Two" announcement means that a funnel cloud has been sighted in the immediate vicinity. All students are required to report to the Recreation Room on the lower level of Marian Hall and to remain there until an "all clear" announcement is made.

Bomb Threat – Code Black

"Code Black" indicates a bomb threat has been received or a suspicious package has been found at Mount Carmel West Hospital or MCCN campus. It is very important that the recipient of the bomb threat logs the communication (possibly a telephone call) e.g., the caller's characteristics, time of the call, any other pertinent information, and then immediately contact Mount Carmel West Security (**5-5333 or dial 3**).

There is no specific response for students in the College of Nursing other than reporting any suspicious looking boxes or hardware. College of Nursing staff will secure all doors and conduct a controlled search of adjacent areas.

Weapon or Hostage Threat – Code Silver

"Code Silver" indicates someone is threatening with a weapon or holding another person against their will. If a student observes an emergency of this nature in the College, he/she should report the situation (**dial 3** or inform the Marian Hall receptionist), describing the incident and location. When "Code Silver" is paged, all personnel should stay away from the area in question.

Disaster Alert – Code Yellow

To ensure readiness in the event of a major accident in the community, Mount Carmel West has a detailed plan to respond to a disaster. Mount Carmel West operators will announce "Disaster Alert" when there is a condition that requires extra personnel to help in an emergency. A disaster may be an accident, major internal mishap, or a major community disaster.

When a "Disaster Alert" is called, all available Mount Carmel West personnel may be asked to report to the hospital cafeteria, which will function as a center to dispatch personnel to areas needing help. Students may also be asked to report, if needed.

ONSITE: Emergency Paging Codes

	Meaning
Code ADAM	Infant/Child Abduction: An infant has been taken without authorization or a child has been taken and/or is missing.
Code YELLOW	Disaster: There has been a disaster. An internal disaster can have significant effects on hospital operations. An external disaster occurs in the community and will directly affect the hospital.
Code RED	Fire: Fire is discovered <u>or</u> the fire monitoring system has been activated.
Code BLACK	Bomb: A bomb threat has been received or a suspicious object has been found at a Mount Carmel facility.
Code GRAY	Severe Weather: Conditions are right for severe weather to occur (tornado, winter storm, etc.) or severe weather is present or has been sighted in the immediate area.
Code ORANGE	Hazardous Material Spill: A hazardous chemical/ material has been released and must be contained.
Code BLUE	Medical Emergency: A medical emergency occurring that requires immediate attention (age 13 and older).
Code PINK	Pediatric Medical Emergency: A pediatric medical emergency is occurring that requires immediate attention (age 12 and younger).
Code VIOLET	Violent Person: Someone is acting in a violent manner.
Code SILVER	Person with Weapon/Hostage: A person has a gun or an individual has been controlled and held against his/her will by another.
Code BROWN	Missing Adult Patient: An adult patient is missing.
Code EVAC	Evacuation: It is necessary to remove patients, staff members, and other people from an area or the entire facility.
Code U	Loss of Utilities: A utility service has been lost or interrupted.

FINANCIAL INFORMATION

Financial Aid

Deadlines

In an effort to provide students with timely financial aid, MCCN has established the following deadlines:

- **April 1st:** FAFSA to be completed if the student will be attending Summer Session.
- **July 1st:** FAFSA to be completed if the student will be attending Fall-Spring Semesters.

Campus-based aid will be awarded on a first come basis depending on availability of funds. Applicants must be accepted before a financial aid package will be issued.

Student Aid Report

Filing the FAFSA will generate a Student Aid Report (SAR). The processor sends it to the student 6-8 weeks after filing. The College will access this information electronically if the student included the College code on the application.

Award Letter

Once all requirements are met and the student's file is complete, an offer of financial assistance will be made with a financial aid award letter sent to the student. Failure to return the signed award letter and loan forms within two weeks may result in delay or loss of financial aid.

Verification

Students may be asked to supply supplemental information, as required by the U.S. Department of Education, if selected for verification (signed Federal tax forms and verification worksheet). Verification must be complete before any financial aid will be processed. If the student does not complete verification within 4 weeks of the request for information, the student will be removed from the institutional aid priority list. No aid is processed until the student completes the verification process. The College follows the federal guidelines for verification, collecting the signed verification worksheet, and the signed federal tax returns. If the student does not complete verification by the last date of attendance for the academic year, no financial aid will be processed. Mount Carmel College of Nursing may also select a student for verification even if not selected for verification by the Department of Education. All conflicting data must be resolved before any aid is administered.

Satisfactory Academic Progress

To receive financial aid, a student must meet the Standards of Academic Progress (SAP) as outlined below:

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

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

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

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

Federal Refund Policy

The financial aid office recalculates federal* aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a term.

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

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

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

$$\text{Aid to be Returned} = (100\% - \text{Percent Earned}) \times \text{Amount of aid disbursed toward institutional charges}$$

3. When aid is returned, any remaining balance owed to the College is the student's responsibility. To make payment arrangements, the student should contact the Business Office:
 - In person: Office CLE 105
 - By phone: 614/234-2230
 - By email: ksmith@mccn.edu

*Federal financial aid includes:

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

(Federal financial aid is returned in the order listed)

**Withdrawal Date is defined as the actual date the student begins the withdrawal process, the student's last day of recorded attendance, or the midpoint of the term for a student who leaves without notifying the College. Students are allowed Leave of Absence (LOA) for up to 180 days before being considered withdrawn for financial aid purposes.

Appeals/Use of Professional Judgment

If the student/family financial situation changes after filing the FAFSA, the student should contact the Director of Financial Aid:

- In person: Office CLE 106
- By phone: 614/234-5177
- By email: abowen@mccn.edu

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

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

1. No appeal will be considered without adequate documentation of circumstances.
2. All appeals are reviewed on a case-by-case basis.
3. An appeal for independent status will only be considered in cases of documented parental estrangement or abuse, with adequate third party documentation. If the dependent student meets the criteria to be considered for "independent" status, the Financial Aid Office may consider the student's actual expenses (with adequate documentation) and recalculate the student budget.

4. All decisions regarding an appeal are final.

Needs Analysis and Packaging Policy

Mount Carmel College of Nursing uses a self-help concept of financial aid packaging. The student must complete both the FAFSA and the Mount Carmel College of Nursing Information Sheet.

A Cost of Attendance Budget is determined for several types of students; actual tuition and fees are calculated for each student. Housing and personal budgets are established for students living at home with a parent or relative, living on campus in the apartments, and living off campus in an apartment or own home. Transportation costs are determined for commuters (living with parent or in own apartment). The Financial Aid Office determines each student budget or total cost of attendance and subtracts the expected family contribution from the official student aid report to determine financial need.

Student aid is packaged in the following order: Pell grant, FSEOG, if applicable and available the Ohio Grant, external and internal scholarships, Federal Stafford Subsidized Loan and external aid. If the student has additional unmet need after the above, the students are rank ordered according to highest remaining unmet need for package of institutional aid.

Institutional aid is packaged in the following order: College Work Program (for freshmen), Mount Carmel Grant (junior/senior student with highest unmet need after the above is packaged and less than \$3000 in other grants), Nursing Student Loan, and College loans. Mount Carmel does not guarantee that it can meet the student's total unmet need for financial aid and generally most students have remaining unmet need after being packaged with federal, state, and institutional aid.

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

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

Loan Counseling

All students who receive loans from federal, state, or institutional sources are required to complete loan entrance counseling before the loan is disbursed, and loan exit counseling when the student leaves the College. The student must complete the loan entrance counseling session before the first disbursement of a Stafford Loan is made. If the student fails to complete the entrance interview, the loan is cancelled and returned to the lender.

The loan entrance sessions provide the student with information regarding their rights and responsibilities as a borrower.

Loan exit counseling sessions provide the student with specific information about their loan indebtedness as well as their rights and responsibilities as a borrower. Students who do not complete the exit loan counseling will have their accounts placed on hold and no academic transcripts will be sent to another institution until the counseling session is completed. If the student has left the institution without officially withdrawing, the directions for completing the online exit counseling will be mailed to them. Graduating seniors will have diplomas withheld until the exit counseling session provided by the Financial Aid Office is completed. Please allow two days for the Financial Aid Office to be notified of your completion of the online exit counseling.

The College is notified by the guaranty agency when students are delinquent in loan repayments. The College issues a letter to the student requesting that they contact their lender or the College. A form letter provided by the guaranty agency is used.

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

Title IV Compliance

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

Billing and Payment

Fall Semester statements will be available to students online in mid-summer and Spring Semester statements will be available online in late November. Students may view anticipated financial aid to determine tuition and fees due. Questions regarding due dates, payment arrangements, or statement activity should be directed to the Director, Business Affairs (614-234-2230 or office CLE #105).

Tuition Due Dates are set nine working days before the start of classes.

Payment Methods

Three payment methods are available.

1. Payment may be made by check or money order payable to Mount Carmel College of Nursing. Include on the check or money order the student's name and student ID number. If mailing the payment, address it to:
Mount Carmel College of Nursing
Business Office
127 S. Davis Ave
Columbus, OH 43222-1504
2. Payment may be made in person at the Mount Carmel College of Nursing Business Office on the first floor of the CLE (CLE 104). The office is open 8:30 a.m. 4:00 p.m., Monday through Friday, excluding holidays. The office can accept check, money order, or cash payments. Credit card payments are accepted online only.
3. Payment may be made by credit or debit card or by electronic check online through the student CARMELink account using the Cashnet option in the Business Office and Account Information section. American Express, Discover, and MasterCard are accepted; a merchant processing fee of 2.75% will be assessed on every credit card payment. There is no processing fee for electronic check (ACH) payments.

Any student with an account balance due as of the first day of class will be placed on Business Office "hold" unless satisfactory payment arrangements have previously been made with the Business Office. Students are also placed on Business Office "hold" for Library infractions (see "Library" section).

Any student with a Business Office "hold" cannot register for classes or view final course grades via the Jenzabar Student Portal. The student will be blocked from online registration until satisfactory arrangements have been made with the business office. This may result in the student being closed out of a specific course or section.

Satisfactory payment arrangements are defined as:

1. Payment for balance **received in full;**
2. Payment plan agreement signed and monthly payments **received as agreed; or**
3. Financial aid **approved** by the Financial Aid Director but still pending

Students who have questions or would like to schedule an appointment, should contact the Director of Business Affairs:

- In person: Office CLE 105
- By phone: 614/234-2230
- By email: ksmith@mccn.edu

College Payment Plan

The payment plan is available to any student and is administered through the Business Office and Tuition Management Systems (TMS), depending on length of payments. The College payment plan allows the student or responsible party the convenience of distributing the tuition and fees expense over a number of months. Tuition and fees for one semester or the entire academic year can be included in the payment plan.

Pending financial aid is taken into consideration when calculating monthly payments.

For further information, you may contact TMS online at www.afford.com. Additionally, for questions about the College payment plan, you may contact the Director of Business Affairs:

- In person: Office CLE 105
- By phone: 614/234-2230
- By email: ksmith@mccn.edu

Refund Policy

Institutional* Refund Policy – Semester Courses

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

Institutional* Refund Policy – Term Courses

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

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

*Institutional financial aid includes Memorial Loan, Schell Loan, and other Mount Carmel loan programs. Scholarships are excluded from this refund policy.

Account Balances

Funds are credited to the student's account as they are received from various sources. Once a student's account has been credited with financial aid funds and shows a credit balance, the College will refund the credit amount to be used for other educational expenses. If the College receives funds late Fall Semester after Spring billing, the funds may be carried over to Spring Semester. Refunds may be deposited directly in a student's bank account if the student enrolls in the electronic refund option in the Cashnet portion of the Business Office section of the student CARMELink account. No federal funds will be carried over from one academic year to the next.

MOUNT CARMEL COLLEGE OF NURSING
TUITION & FEES - RN-BSN COMPLETION PROGRAM
2011 - 2012

RN-BSN COMPLETION

Processing Fee	<i>(Evaluation and transfer of previous course work)</i>			\$ 100.00
		Credit Hours	Tuition Cost	Other Fees
				Total
<u>Unit One</u>				
Statistics	HLTH 320	3	\$ 999.00	\$ 999.00
Legal and Ethical Issues	HUMN 420	3	999.00	999.00
Nursing Informatics	NURS 301	3	999.00	999.00
Professional Practice	NURS 400	3	999.00	999.00
		12	\$ 3,996.00	\$ 3,996.00
<u>Unit Two</u>				
Religion and Spirituality	HUMN 425	3	\$ 999.00	\$ 999.00
Cultural Competence	NURS 3533	2	666.00	666.00
Research	NURS 360	3	999.00	999.00
Physical Assessment.	NURS 410	3	999.00	999.00
		11	\$ 3,663.00	\$ 3,663.00
<u>Unit Three</u>				
Applied Humanities	HUMN 430	4	\$ 1,332.00	\$ 1,332.00
Leadership	NURS 402	5	1,665.00	1,665.00
Older Adult	NURS 409	3	999.00	999.00
Applied Science	SCIE 420	4	1,332.00	1,332.00
		16	\$ 5,328.00	\$ 5,328.00
<u>Unit Four</u>				
Community	NURS 403	4	1,332.00	1,332.00
Capstone	NURS 490	4	1,332.00	1,332.00
Graduation Application Fee with MCCN pin (without pin \$85)				225.00
		8	\$ 2,664.00	\$ 2,889.00
Total RN-BSN Completion Tuition & Fees				<u>\$ 15,976.00</u>

Additional Fees: Technology Fee (required each semester) \$120.00

Additional Fee: State and Federal Criminal Record Check (required annually) \$69.00

Refer to the Financial Aid and Scholarship brochure for a summary of available programs.

*** Fees may be adjusted annually.**

***Mount Carmel Health employees and Trinity Health Employees may be eligible for a tuition discount. (Employment criteria apply for each benefit option.)*