

# 2017-18 Academic Catalog



**THE CATALOG  
OF THE  
BETHEL UNIVERSITY  
COLLEGE OF HEALTH SCIENCES  
2017-2018**

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The conditions, requirements, and policies set forth in this catalog have binding effect upon the University and students for the academic year in which it is in force. The University reserves the right to make necessary changes and corrections. The institution reserves the right to change any provision or requirement at any time within the student's term of attendance. When changes are made in the curriculum that affect graduation requirements, the University accepts a moral obligation to provide students the curricular options effective the year of their most recent continuous enrollment or an alternative that would not additionally delay graduation. Otherwise, all other requirements and policies are effective and in force upon publication of changes. This online catalog is to be considered the official catalog of the University and therefore printed versions are unofficial.

Bethel University does not discriminate, either in the admission of students or in the administration of any of its educational policies, programs, activities, or employment on the basis of race, color, national or ethnic origin, religion, sex, sexual orientation, age, disability, or military service. Bethel University complies with the 1964 Civil Rights Act, Title IX of the Educational Amendments of 1972, the IRS Anti-Bias Regulation, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. Dr. Jacqueline DeBerry, Campbell Hall, Bethel University, 325 Cherry Avenue, McKenzie, TN (731-352-4298), is the Title IX Coordinator.

Students are responsible for being informed of all policies and procedures required for continued attendance at Bethel University. Policies and procedures are generally found in this catalog and in the Student Log. The university's regulations will not be waived because a student pleads ignorance of established policies and procedures. A student who is unsure of any policy or procedure should seek clarification.

### ***Bethel University Student Complaint Policy***

(Note: This policy does not apply to student grade appeals or complaints regarding discrimination/sexual assault.)

**Policy:** Bethel University is committed to fair treatment of its students. If a student believes that Bethel University or its personnel have acted in an unfair manner, the student shall have the right to a review of the situation within six (6) months of the event(s). For the purposes of this policy, a student is defined as a person who is currently enrolled at the institution or has been enrolled during the six month period prior to the complaint. Applicants for admission are excluded from this policy as they are persons not enrolled during the prior six (6) month period.

**Procedure:** The student shall file a written complaint with the Chief Academic and Compliance Officer. If the complaint involves the Chief Academic and Compliance Officer, the student may appeal to the President, who may defer the matter to the University's legal counsel.

The Chief Academic and Compliance Officer shall conduct an investigation, if appropriate, with the University's legal counsel, into the matter. The Chief Academic and Compliance Officer shall have access to any information in the possession of the University and may request additional information of the complainant.

The Chief Academic and Compliance Officer shall notify the President and the complainant of the outcome of the investigation. The complainant shall not have the right to review the specific evidence gathered in the investigation. A response to the complaint will be made within 30 days. The University reserves the right to continue the investigation beyond that time; however, the complainant shall receive notification of continuation and an estimate of the timeline for final disposition of the complaint.

The President may elect to review the complaint and confirm or reverse the decision. The President shall have 30 days to consider the matter. The President's decision is final.

If the student is still dissatisfied, the student may complain to the appropriate external body.

- Complaints relating to quality of education or accreditation requirements shall be referred to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), (<http://www.sacscoc.org/pdf/081705/complaintpolicy.pdf>);
- Complaints related to the application of state laws or rules related to approval to operate or licensure of a particular professional program within a postsecondary institution shall be referred to the appropriate State Board (i.e., State Boards of Health, State Board of Education, and so on) within the Tennessee State Government and shall be reviewed and handled by that licensing board (<http://www.tn.gov>, and then search for the appropriate division);
- For students attending programs in Tennessee, complaints related to state consumer protection laws (e.g., laws related to fraud or false advertising) shall be referred to the Tennessee Division of Consumer Affairs and shall be reviewed and handled by that Unit (<http://www.tn.gov/consumer/>). For out-of-state students using distance learning programs, complaints related to consumer protection laws shall be filed using the Tennessee NC-SARA Portal form: <http://tn.gov/assets/entities/thec/attachments/ComplaintForm.pdf>

# OVERVIEW

## ***Mission***

Bethel University's mission is to create opportunities for members of the learning community to develop in a Christian environment their highest intellectual, spiritual, and social potential. This includes synchronous and asynchronous modes of education.

## ***Definitions***

By the words "create opportunities," the University offers the means for persons to have choices and options opened before them and to develop the confidence and maturity to choose appropriately.

By the term "learning community," the University extends its mission to all persons who seek development of the whole person and who would choose to pursue the aspiration through Bethel University. The learning community of Bethel University includes undergraduate students in traditional and non-traditional programs, graduate students, faculty, staff, the local community, and the Cumberland Presbyterian Church.

*Intellectual development* focuses on the cognitive aspect of the human; cognitive development incorporates analysis, critical reflection, and synthesis of knowledge of multiple disciplines. To achieve this outcome, the university will leverage developing technology to efficiently create learning experiences for the community.

*Social development* focuses on the affective and behavioral aspects of the human; social development incorporates the ability to interact and communicate with other humans with civility and tolerance.

*Spiritual development* focuses on the metaphysical aspect of the human; spiritual development incorporates the ideas of faith, morality, and practice.

By the term, "Christian environment," the University draws upon the thought of St. Ignatius that the college environment should facilitate knowledge and contemplation such that actions based on unbiased reason and reasonable faith.

Synchronous modes of education means Bethel University offers courses to students in the face-to-face classroom setting, whereas asynchronous means Bethel University offers courses to students in the online classroom platform. By utilizing both the synchronous and asynchronous learning platforms, Bethel University seeks to provide additional educational opportunities to students in the 21st century

## ***Core Values***

Bethel University creates a learning community which:

- Accepts individuals from a wide variety of backgrounds, experiences, and beliefs;
- Offers opportunities for individuals to contribute to the University and to other communities in a variety of ways;
- Emphasizes human dignity and ethics consistent with the Christian tradition;
- Encourages inquiry and the examination of values, self, and society;
- Prepares individuals for the life-long pursuit of knowledge in a complex and constantly changing world.

### ***History of the Institution***

Since its founding in McMoresville, Tennessee in 1842, Bethel University has grown and changed in ways its founders could have never imagined.

Chartered by the State of Tennessee in 1847, Bethel began as a seminary for the Cumberland Presbyterian Church with the purpose of training young male pastors for the growing denomination. It was not until the college moved to McKenzie in 1872 that it first began to admit women as students.

The oldest existing building on Bethel's campus is Campbell Hall, built in 1923. It was given to the college, along with 11 acres of land, by the city of McKenzie. At that time it offered every facility the college needed in a single building including classrooms, offices, laboratories, a prayer room, and an auditorium. It was named for Richard and Alice Campbell in 1983, and it now contains offices and the Lavinia Cole Chapel. Additionally, it boasts the Hall of Presidents, which displays a picture of every president of the college since its inception in 1842.

The Log Cabin was constructed outside Campbell Hall by the freshman class in 1925. The purpose of the building was to show the humble beginnings of the Cumberland Presbyterian Church, and to remind each student, staff, and faculty member that the school was built "On the Faith of Our Fathers." When building the cabin each log cost \$35, and whoever donated the money to buy a log would have his or her name engraved on the metal plate on that log. Today, the Log Cabin is used for offices.

Bethel's Theological Department, which had become the Cumberland Presbyterian Theological Seminary, moved to Memphis and changed its name to Memphis Theological Seminary in 1964.

In 2009, Bethel College was renamed Bethel University.

### ***Affiliation***

Bethel University is joined in a covenant relationship with the Cumberland Presbyterian Church. Bethel is proud of its heritage as a Cumberland Presbyterian university and of the service it provides to the church in the form of education for current and future leaders.

### ***Accreditation***

Bethel University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, and master degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Bethel University.

Bethel's Bachelor of Science in Nursing degree is approved by the Tennessee Board of Nursing. Ten year continuing accreditation was granted to the Nursing Program April 2015 by the Commission on Collegiate Nursing Education (CCNE). The Athletic Training Program was officially accredited by the Commission on Accreditation of Athletic Training Education (CAATE) in the Fall of 2015.

The Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) has granted Accreditation-Continued status to Bethel's Physician Assistant Program. Accreditation-Continued is an accreditation status granted when a currently accredited program is in compliance with the ARC-PA Standards.

### ***Assessment and Institutional Effectiveness***

Bethel University performs a variety of assessment activities to determine and improve the effectiveness and quality of the educational programs and support services. These assessment activities are broad-based and include the entire University. Students, faculty, and staff have important roles in the institutional effectiveness process. All majors require students to complete some form of exit assessment prior to graduation. Students will have many other opportunities to participate in assessment through their time at Bethel. Additional information about assessment at Bethel University may be obtained through the Office of the Academic Dean.

***Campus Descriptions***

Bethel University operates a main campus located in McKenzie, Tennessee, and six satellite campuses throughout the state. The main campus houses all traditional undergraduate programs, as well as coursework for the nontraditional degree completion programs.

***Online Degree Programs***

Bethel University offers a number of online degree programs. Please refer to the College of Professional Studies website ([bethelsuccess.net](http://bethelsuccess.net)) for additional information. The College of Health Sciences also offers online Nursing programs. Please refer to the College of Health Science 's Nursing website ([bethelu.edu/nursing-program](http://bethelu.edu/nursing-program)).

# Academic Calendar (AT & Nursing Students Only)

*\*Please note that students enrolled in the RN-BSN and PA programs operate on a different schedule*

## FALL SEMESTER, 2017

August 21 .....	Classes Begin
August 25.....	Last Day to Register or Add Classes
August 29.....	Convocation
September 4.....	Labor Day Holiday
September 30.....	Applications for December Graduation Due
October 11.....	Mid-Point of Semester
October 12-15.....	Fall Break
November 3.....	Last Day to Drop a Class
November 23-26.....	Thanksgiving Holidays
December 1.....	Last Day of Classes
December 4-8.....	Final Examinations
December 9.....	Commencement

## SPRING SEMESTER, 2018

January 8.....	Classes Begin
January 12.....	Last Day to Register or Add Classes
January 15.....	Martin Luther King Jr. Holiday
February 18.....	Applications for May Graduation Due
March 2.....	Mid-Point of Semester
March 5-9.....	Spring Break
March 23.....	Last Day to Drop a Class
March 30.....	Easter Holiday
April 27.....	Last Day of Classes
April 30-May 4.....	Final Examinations
May 5.....	Commencement



## SUMMER SESSIONS, 2018

June 4.....	First Session Registration & Classes Begin
June 6.....	Applications for August Graduation Due
June 6.....	Last day to register or add classes (First Term)
June 7.....	“W” grades begin for First Term classes dropped
June 15.....	Last day to drop a class (First Term)
June 29.....	Last day to remove “I” grades for Spring Semester and First Session Ends
July 9.....	Second Session Registration & Classes Begin
July 11.....	Last day to register or add classes (Second Term)
July 12.....	“W” grades begin for Second Term classes dropped
July 20.....	Last day to drop a class (Second Term)
August 3.....	Second Session Ends
August 4.....	Commencement

## ACADEMIC CALENDAR 2017-2018

(RN-BSN STUDENTS ONLY)

July 31 .....	First day, Session 4 (2017)
October 9 .....	First day, Session 5 (2017)
December 18-January 1.....	Holiday Break
January 2 .....	First day, Session 1 (2018)
March 12.....	First day, Session 2 (2018)
May 21.....	First day, Session 3 (2018)
July 30.....	First day, Session 4 (2018)
October 8 .....	First day, Session 5 (2018)

# Academic Calendar (Physician Assistant Students Only)

## Fall 2017/Semester III

September 4 <sup>th</sup>	Labor Day
September 5 <sup>th</sup>	First Day of Class
October 9 <sup>th</sup> - 13 <sup>th</sup>	TAPA Fall Fest
November 22 <sup>nd</sup> - 24 <sup>th</sup>	Thanksgiving Break
December 22 <sup>nd</sup>	Last Day of Class
December 25 <sup>th</sup> - January 1 <sup>st</sup>	Semester Break

## Spring 2018/Semester I

January 3 <sup>rd</sup>	First Day of Class
January 15 <sup>th</sup>	Martin Luther King Jr. Day
March 5 <sup>th</sup> - 9 <sup>th</sup>	Spring Break
March 30 <sup>th</sup>	Good Friday
April 27 <sup>th</sup>	Last Day of Class
April 30 <sup>th</sup> - May 4 <sup>th</sup>	Semester Break

## Summer 2018/Semester II

May 7 <sup>th</sup>	First Day of Class
May 28 <sup>th</sup>	Memorial Day
July 2 <sup>nd</sup> - 6 <sup>th</sup>	Summer Break
August 24 <sup>th</sup>	Last Day of Class
August 27 <sup>th</sup> - August 31 <sup>st</sup>	Semester Break

# STUDENT LIFE

The following is a brief description of student life at Bethel University. For more details about the unique offerings, campus rules, and regulations at Bethel University, please see the college's student handbook, *The Log*.

## STUDENT ORGANIZATIONS

### *Student Government*

Each year, the student body elects representatives to serve as part of the Student Government Association. This group gives voice to student concerns on various faculty and staff committees.

### *Honors Societies*

Gamma Beta Phi, a national honor society, recognizes superior scholastic achievement and is composed of membership by invitation only to the top 20% of each class. The group participates in service projects and attends national conventions each year.

### *Greek Organizations*

Bethel University offers multiple Greek sororities and fraternities. These groups participate in various community service projects and campus events throughout the year.

### *Academic/Social Organizations*

Bethel University's many organizations that blend academic knowledge and social activities, such as the Student Members of the American Chemical Society, Beta Sigma Phi, Criminal Justice Honors Society, Student Tennessee Education Association (STEA), and the National Student Nurses Association (NSNA) allow students the opportunity to practice classroom learning in a real-world environment. In addition, there are several service and special interest groups available such as Circle K, Rotaract, and the Reading Club.

## STUDENT ACTIVITIES AT BETHEL

Each semester, multiple student activities are scheduled by the Office of Student Life. In the past these activities have included: exercise night, old time photos, craft night, karaoke night, movie night, Xbox night, game shows, dances, laser tag, spades tournaments, caricature portraits, Sundae Monday study breaks, and self-defense seminars. Students are invited to become a part of the Student Activities Board to help plan these and other activities each month.

## ATHLETIC ACTIVITIES

### *Intercollegiate Athletics*

Intercollegiate Athletics have become an important and exciting aspect of life for the many students, alumni, and community friends of the University who support Bethel's teams. As members of the National Association of Intercollegiate Athletics (NAIA), the Wildcats and the Lady Wildcats regularly compete against many top-rated teams. The men's program has teams in basketball, baseball, bass fishing, bowling, cheer, cross-country, football, golf, in-line hockey, shooting, soccer, swimming, tennis, and track. The women's program has teams in basketball, bass fishing, bowling, cheer, cross country, golf, softball, soccer, shooting, swimming, tennis, track, and volleyball.

### *Intramural Athletics*

Intramural sports offer a variety of competition for the enjoyment of Bethel students, faculty, and staff. The program promotes enthusiasm, leadership, and good sportsmanship. The use of student directors, captains, coaches, and game officials creates a uniquely student-oriented program. Regulations for participation may be found in *The Log*.

## **Exercise and Fitness**

Students are invited to exercise daily at the Wildcat Health and Fitness Complex, which features state-of-the-art cardio and strength training equipment, and at the Gaines Indoor Pool.

## **CHRISTIAN LIFE**

We strive to glorify and enjoy the Lord in every aspect of life. The campus chaplains strive to lead the campus community in living out this belief in many ways. This includes weekly chapel and communion services. In the chapel services, ministers and speakers from different denominations are invited to preach. Bethel University works cooperatively with many different Christian denominations to meet students' needs. Bethel works closely with the Cumberland Presbyterian denomination. The University supports Christian musical and dramatic presentations that are performed in individual churches and encourages student involvement with specific churches. We also provide facilities for continuing education opportunities within the denomination. Other organizations represented on campus include: Cumberland Presbyterian Ministry, Baptist Collegiate Ministry (BCM), Bethel Wesley Fellowship, Christian Medical and Dental Association Student Chapter (CMDA), and Fellowship of Christian Athletes (FCA). All students are welcomed and encouraged to participate in these organizations.

## **CAMPUS SECURITY**

Security is very important on the Bethel campus. The city of McKenzie has a very low incidence of crime. The rural setting lends itself to a secure environment that the community and students enjoy. A well-lit campus, 24-hour campus security, armed campus security, and good communication with local law enforcement officials create a comfortable and safe environment. Copies of the Bethel University Annual Security Report are available in the Office of Student Development. Campus security can also provide assistance with campus escorts, vehicle unlock, airing vehicle tires, battery jumps, and other calls for service.

## **CAMPUS REGULATIONS**

Each student at Bethel is provided with a handbook that identifies and explains all campus activities, facilities, student organizations, and policies. All Bethel students are expected to behave according to accepted norms that ensure a climate wherein all can exercise their right to learn. Such norms are set forth in the student handbook, *The Log*. All students should read and understand the handbook. No faculty member will tolerate classroom behavior that violates these norms. Such behavior will be grounds for withdrawal from the class, judicial proceedings, or failure of the course. If warranted, students engaging in such behavior will be removed from class by security personnel and may be required to undergo counseling.

## **EMERGENCY CLOSURES POLICY**

Bethel University takes appropriate steps to maintain a safe and secure environment for its students, faculty, and staff. Infrequently, weather or other emergency situations may require alterations in the normally scheduled operations of the institution. This may include closure of the institution for brief periods of time including the cancellation of classes or closure of campus facilities. In these events, all students, faculty, and staff are required to follow instructions from Bethel University's Security Department or civil authorities.

This may include relocation or suspension of classes. Announcements of closure will be through the university's website(s) and through local media channels.

If the university cancels classes (either in McKenzie or at a satellite campus), it is the responsibility of the instructor to determine whether alternative assignments, additional sessions, or make-up work are appropriate. Course outcomes will not be altered because of a class cancellation. Instructors will make themselves available through alternative means (phone, e-mail, video conferencing) to students to cover the course content.

# ACADEMIC POLICIES

## MISSION

The mission of the Bethel University College of Health Sciences is to create learning opportunities in a Christian environment that strengthen the individual who desires a career in healthcare to develop to his or her highest potential. Highest potential is defined as providing health care services to the patient communities served, which is of the highest quality, evidence-based, and delivered in a safe manner while exemplifying Christian values.

## ACADEMIC INTEGRITY

*Note: Some professional programs may apply more stringent consequences. Please refer to the program handbook for specific details.*

Students are expected to uphold the university's values. Cheating of any kind, plagiarism, and other forms of academic dishonesty are prohibited. Punishment for an act of academic dishonesty involves imposing failing or zero grades by the following process: For a first offense, the student receives a zero on the assignment. A second offense results in an F in the course. Upon committing a third offense, the student will be expelled from the university. The faculty member presents notice of each offense to the Academic Dean, who keeps a record of students' offenses from all courses. Refer to The Log for additional information regarding violations of academic honesty. Students may appeal the decision of the faculty member to the Academic Dean.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

This act provides for confidentiality of student records; however, it also provides for basic identification of people at Bethel without the consent of the individual. Release of information to third parties includes name, address, telephone number, place of birth, E-mail address, classification, photograph, major/minor, dates of attendance, degree, university honors/awards, the most recent previous educational agency or institution attended, participation in school activities and sports, and weight and height of members of athletic teams. The institution may release other information on students without written permission of the students if the release can be justified under one of the exceptions to written permission found in FERPA. The student has the right of access to his or her educational records and the right to challenge any inaccurate, misleading, or inappropriate information in those records. Bethel University will release information to comply with the Solomon Amendment.

Public notice of categories to be contained in a directory is hereby given and a period of one week is provided at the beginning of each semester during which time a student may request that such information not be released. Bethel University applies an "all or nothing" policy to the release of directory information.

In accordance with the Student Information in Higher Education Act of 2005, a student may execute a consent form authorizing Bethel to release confidential education records, as defined by federal law, to a designated parent, upon request.

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expanded the circumstances under which your education records and personally identifiable information (PII) contained in such records—including your Social Security Number, grades, or other private information—may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal-or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction

and data security promises from the entities that they authorize in receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

## **STATEMENT OF NON-DISCRIMINATION**

Bethel does not discriminate, either in the admission of students or in the administration of any of its educational policies, programs, activities, or employment on the basis of race, color, national or ethnic origin, religion, sex, sexual orientation, age, disability, or military service. Bethel University complies with the 1964 Civil Rights Act, Title IX of the Educational Amendments of 1972, the IRS Anti-Bias Regulation, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. Dr. Jacqueline DeBerry, Campbell Hall, Bethel University, 325 Cherry Avenue, McKenzie, TN (731-352-4298), is the Title IX Coordinator.

## **ATTENDANCE POLICY**

*Note: Some professional programs may apply more stringent consequences based on classroom attendance. Please refer to the program handbook for specific policy details.*

Bethel University considers regular class attendance to be essential to the teaching and learning process. Any unnecessary absence decreases the contribution by and to the students and faculty. For those reasons, the following guidelines will be honored by faculty and students:

1. The final determination of true emergency will be at the discretion of the instructor of the course.
2. All faculty will report in writing to the Office of the Registrar all students whose total absences exceed the limit published in the class syllabus. The registrar will record an automatic grade of FA. This report is due when the limit has been exceeded. If any time after the fifth week of classes a student obtains automatic F's in all classes due to non-attendance, that student will be asked to leave the Bethel University campus within 48 hours after notification. There is no tuition refund after the fifth week of classes, but board charges will be pro-rated according to the length of time (in weeks) that the student has had meals in the cafeteria, except in the case of withdrawal due to disciplinary action. Note: A separate pro-rata refund applies to the student who is asked to leave during the first term of enrollment.
3. The responsibility for notifying the instructor of anticipated absences and reasons for emergency absences, and for fulfilling all assignments, rests entirely on the student.
4. The faculty are not expected to give make-up exams for unapproved absences.
5. A student cannot request to withdraw from any class in which a grade of FA has been received for violation of the attendance policy as published in the course syllabus.

## **GRADES**

(see also "Academic Integrity" and "Attendance Policy")

*Note: Some programs use a modified grading system. Please refer to the program handbook for specific details.*

### ***Grading System***

The level of academic performance of each student is described in terms of the grade point average (GPA). The grade point average is determined by dividing the total grade points earned by the total hours attempted. The letter grades awarded, the interpretation of their meaning, and the grade points for each hour of credit are as follows:

- A: Excellent, 4 points
- B: Very Good, 3 points
- C: Good, 2 points
- D: Passing, 1 point
- F: Failure, 0 points
- I: Assigned Work Incomplete, 0 points
- P: Pass, 0 points
- W: Withdrew, 0 points
- FA: Failure due to violation of class attendance policy, 0 points

In extenuating circumstances, students must arrange with a professor to receive an I (Incomplete) grade. The student must be passing the course to request the I grade, and the professor of the course will make the determination of whether or not the circumstance warrants an Incomplete. I grades must be removed within the first four weeks of the beginning of the next term (including summer). Failure to remove the I grade will result in an automatic grade of F for the course.

Pass/Fail grades are given for all internship and activity courses. Juniors and seniors may take one elective course per semester on a Pass/Fail basis with advisor approval. The decision to take the elective on the Pass/Fail basis must be made at the time of registration. All course requirements must be completed in order to qualify for the P grade. No grade points are given with the P grade; the hours attempted are computed for the grade of F.

### ***Receipt of Grades***

Grades are not mailed each semester. Students may view or print a student copy of their grades through the student E-Portal or submit a written request for their grades to the Office of the Registrar. If a student has an account balance, he or she will be unable to access his or her grades. In this case, the student will need to contact the Bethel University Business Office to clear the account before the grades will be made accessible.

Physician Assistant students will utilize the Engrade system for access to grades.

### ***Repeating Courses***

Only courses in which a student earns a grade of D or F may be repeated for purposes of replacing the lower grade. The last grade earned will be used to compute grade point average. Any course in which a grade of D and/or F is earned three times at Bethel University may not be repeated at Bethel. See program handbook for specific details.

### ***Appeals***

Any student who wishes to appeal a course grade must follow the process of appeal to the faculty member, Program Director, Division Chair, Associate Academic Dean, and the Academic Dean (where applicable). All appeals must be in writing and given to the appropriate person no later than five days after the decision being appealed is made. The appeal must state on what grounds the appeal is being made and why the student believes an appeal is warranted. Between the time the decision being appealed is made and the time of the appeal hearing the decision being appealed stands and must be obeyed by the student.

### ***Academic Probation and Suspension***

***Note: Some professional programs have a separate policy regarding academic probation that differs from this university policy. Please refer to the program handbook for specific details.***

Students are placed on academic probation at the end of the semester in which the cumulative GPA falls below the required minimum for their class standing:

- Freshman (0-27 hours completed): 1.5 GPA
- Sophomore (28-59 hours completed): 1.8 GPA
- Junior (60-95 hours completed): 2.0 GPA
- Senior (96 or more hours completed): 2.0 GPA

The period of academic probation will continue as long as the GPA fails to meet the minimum GPA requirement. Students on academic probation must limit their academic load to 15 semester hours, including DEP 050 Academic Success Skills. Any student who fails to make a C average (2.0) for the term on probation is automatically suspended for one semester. All students placed on academic probation must enroll in DEP 050. Exemption for this course is by written appeal to the Academic Dean.

A one-semester academic suspension is given to any student who obtains a GPA of 0.0 in any semester, or who fails to obtain a semester GPA of 2.0 while on academic probation. After the second one-semester suspension, any student subject to suspension will be given a one-year academic suspension. The summer term may be used by students on probation or suspension to raise the GPA to the level required for good standing. Readmission to the university after a term of suspension is not automatic. Upon receipt of a suspension notice, the student may send a letter of appeal to the Academic Dean. The Academic Dean will notify the student when a decision has been made regarding enrollment in the following fall or spring semester. Likewise, a student who withdrew during a semester and wishes to return the following semester must submit a letter of appeal to the Academic Dean. However, any student who once attended Bethel University and did not return the following semester for whatever reason must file an Application for Readmission with the Office of Admission. (See "Readmission" in the Admissions section.)

***Note: Students are urged to refer to the Financial Aid webpage and to the Satisfactory Academic Progress form published by the Office of Financial Aid regarding Financial Aid Probation/Suspension since it may differ from the Academic Probation/Suspension policy.***

Currently enrolled students may transfer credits from other regionally accredited institutions of higher learning provided the following criteria are met: the courses to be taken at other institutions have prior approval of the advisor and the registrar, and the courses to be taken will not violate the residency requirement, exceed transfer allowances in the major or minor field, or exceed the hour limit on courses completed at a junior or community college and the course grade must be a C or above.

***Note: Students enrolled in the PA program should consult the student handbook for specific program policy and additional information.***

### ***Honors Recognition***

Each year, Bethel University nominates students to Who's Who Among Students in American Colleges and Universities.

Students are nominated by the faculty Curriculum and Academic Policy Committee from a list of eligible students. To be eligible, a student must be a senior enrolled full-time with at least two previous full-time semesters of residence and must have a GPA of 3.25 or above. Traditional semester students who earn a GPA of 3.70 to 4.00 while enrolled in 12 or more hours of coursework in a given semester with no grade below C are named to the Bethel University Honor Roll. Traditional semester students enrolled in 12 or more hours of coursework in a given semester with no grade below C and a GPA of 3.50 to 3.69 are named to the Bethel University Dean's List.

Students with a high GPA at the time of graduation earn the following honors:

- 3.85 or higher: Summa Cum Laude
- 3.70 to 3.84: Magna Cum Laude
- 3.50 to 3.69: Cum Laude

The designation of "Student Marshal" is awarded to two rising seniors in the traditional undergraduate program who are campus leaders with high academic and leadership skills.

Honors Program Scholars are students who have earned a 3.00 GPA in the required honors courses and who have earned a minimum cumulative GPA of 3.00. These students graduate from the Bethel Honors Program, a distinction which is noted on the students' transcripts and diplomas.

## **CREDIT**

Bethel University defines the unit of credit as the semester hour. According to the mission and goals of Bethel University, the faculty and academic administration of the University have agreed that the credit hours awarded for a course should



include an aggregate of the following: standards and guidelines of SACSCOC, Federal definitions related to course credit, and the Carnegie college student credit hour policy.

### ***Normal Student Load***

The student load is the number of semester hours taken for credit each semester.

#### Undergraduate

The normal undergraduate student load is 16 semester hours per term. Schedules range from 14 to 18 hours for most students. Course loads more than 17 hours may incur additional fees. Students may not enroll for 21 or more hours in a semester unless they have a cumulative grade point average of 3.00 or above and the approval of their advisor and the Academic Dean. A student must register for a minimum of 12 hours to be considered a full-time student. Students taking 11 hours or less are designated part-time students and may or may not be degree candidates.

#### Graduate

Part-time load: a candidate taking less than 6 hours per term is considered to be part-time; however, taking three hours usually qualifies a candidate for loans through the Financial Aid Office.

Full time load: for academic purposes, a candidate enrolled in 6 graduate hours is classified as a full-time candidate. No candidate may register for more than 12 graduate hours during a term without permission. Please contact your advisor for more details.

### ***Student Classification***

Undergraduate students are classified according to the number of semester hours earned previous to the current term.

- Freshman: 0-27 hours
- Sophomore: 28-59 hours
- Junior: 60-95 hours
- Senior: 96 or more hours

### ***Requirements for Graduation***

***Note: Some professional programs may have higher minimum GPA requirements. Please refer to the program handbook for specific details.***

To participate in graduation exercises and graduate with a baccalaureate degree from the Bethel University College of Health Sciences, each student must fulfill the following requirements:

1. Complete a minimum of 128 (129 for traditional Nursing program) college-credit semester hours with an academic average of C (2.0 GPA).
2. Complete a major concentration of courses with no grade below C and a minor concentration (if required) with an average of C (2.0). Students who complete two majors are not required to complete a minor.
3. Complete the requirements of the core curriculum for a Bachelor of Science.
4. Complete a minimum of 39 semester hours numbered 300 and above. (*Waived for students successfully completing all NUR courses in the RN-BSN program*)
5. Meet the university residence requirements as follows:
  - Complete at least 32 hours of the final 38 semester hours through Bethel University.
  - Complete at least 18 semester hours in a major field and at least nine semester hours in a minor field through Bethel University, or
  - Complete at least 40 semester hours in an adult educational outreach major through Bethel University. If a minor is desired, the student must complete all courses required for the minor with at least nine semester hours in a minor field through Bethel University.

6. Meet the credit requirements for a degree. The credits of a candidate for a degree must conform to the requirements for graduation as stated in the catalog published for the year of his/her most recent matriculation, or any subsequent one, except that in no case may a candidate graduate under a catalog published more than six years before the date of graduation.
7. File an application for graduation in the Office of the Registrar by September 30 for fall graduation, February 18 for spring graduation, and June 7 for August graduation.
8. Complete all required assessment procedures related to the major field and/or the common core no later than the last day of classes for the term in which graduation occurs.

### ***Participation in Commencement Ceremonies***

1. Participate in graduation exercises when possible. Member in good standing of student organizations with charters, constitutions, and active membership on file with SGA may wear the official stole/cord of their organization during commencement.
2. A student who has applied for graduation in the current semester and who is registered in the current semester for all courses required for graduation but who fails to achieve the grades required in 6 hours or less may participate in the graduation ceremony but will not have the degree conferred or diploma awarded until all course work has satisfactory grades either through attendance at Bethel University or approved transfer course credit. It is the responsibility of the student to notify the Registrar of the completion of required courses and to provide an official transcript of transfer credits.

All students are encouraged to file the "Plan of Study" with the Registrar no later than the end of the junior year. Failure to do so can result in a serious delay of graduation.

**NOTE:** The University reserves the right to change the rules regulating admission to the university and any other regulations affecting the granting of degrees. Any student who submits fraudulent admission documents/information may be subject to denial of admission, dismissal from the university, and/or revocation of any degree granted.

### ***Requirements for a Second Degree***

A student who has received either the B.A., B.S., B.S.A.T, or B.S.N. may receive a second bachelor's degree provided all the specific requirements for the second degree are met and the student completes at least 32 semester hours through Bethel University.

### ***Transfer of Credit***

Bethel University welcomes transfer students. Students may transfer up to 80 hours of credit. However, despite the number of hours transferred, students must meet all graduation requirements, including the residency requirements to graduate (see "Requirements for Graduation" section).

All coursework transferred to Bethel University will be evaluated on a course by course basis. Transfer students must complete all requirements for the degree as stated in the catalog in force at the time of matriculation or a later edition of the catalog.

Students transferring must complete all Bethel University core requirements not met by transferred equivalent courses. Course work, at college-level, degree-granting institutions not accredited by a regional accrediting agency but are accredited as degree-granting institutions by an accrediting agency recognized by the Department of Education, will be reviewed for transfer on a course by course basis. Credit determination is dependent upon course content and other documentation which the student may be required to provide. The registrar may consult with the university registrar and/or faculty as to the application of credit. However, effective January 1, 2013, no grade below a C or equivalent will be accepted as transfer credit.

Grade points from hours accepted as transfer credit are not included in the Bethel University academic record. It is also important to note that students will not be allowed to duplicate credit.

In accordance with the policy adopted by the Board of Trustees and effective January 1, 2013, 1) no grade below a C or equivalent will be accepted as transfer credit, and 2) grade points from hours accepted as transfer credit are not included in the

Bethel University academic record. However, a student may petition to be granted an exception to these policies and have their credits and grade points considered. In that case, all credits and grades accepted by the registrar's evaluation of transfer credits from an accredited school will be accepted. Once a petition has been granted, the petition cannot be revoked.

Transfer students who have completed less than 12 semester hours at an accredited institution must submit high school transcripts or GED scores, and unless otherwise exempt, SAT or ACT scores. (See "Transfer Students" in the Admissions section for additional information.)

**Note: Credits are not transferable for students enrolled in the PA program.**

### ***Credit by Examination***

Challenge Examinations are available to students enrolled at Bethel. Students may be awarded course credit based on results. All applications for departmental Challenge Examinations must be approved by the course instructor and the student's advisor. A department may adopt a standardized examination or develop a departmental exam which may be oral, written, or both. There may also be some courses in which the department does not offer a challenge exam. (Students desiring to receive credit by Challenge Examinations must start the procedure with their advisor. All tuition costs connected with a particular exam must be met by the student prior to the testing date.) Applications for such credit for a particular course may be initiated only once. Challenge credit may not be used as a repeat of a course taken earlier. Credit will be awarded on a "Pass" basis only. A "Pass" is considered a level of work earning a C grade or higher. A failure on an exam will be recorded as an F on the transcript for that course. A maximum of 12 semester hours in 100- and/or 200-level courses may be earned through Challenge Examinations. No upper division courses are available for Challenge Examinations. (Challenge Examinations are not available for any courses in which CLEP or DSST examinations are offered. Students who fail a CLEP or DSST examination cannot take a Challenge Examination in that subject.)

Students may qualify for advanced standing (maximum of 30 hours) by submitting acceptable scores as recommended by the American Council on Education (ACE) on the College Level Examination Program (CLEP) and the Dantes Subject Standardized Tests (DSST) academic subjects or by submitting acceptable scores (minimum of 3) on the College Board's Advance Placement Program (AP). Note: No science lab credit is available through CLEP or DSST. ACE educational credit by examination, including credit transcripts by regionally accredited community colleges and ACE credit for training programs are also included in this area. Military personnel/veterans may qualify for advanced standing due to course work taken in the Armed Forces. Bethel University accepts up to 60 hours of CLEP, DSST, and military credit. However, a student may earn no more than 30 hours of ACE credit, which includes CLEP and DSST credit. Grades and quality points are not given for advanced standing credit. As a result, a passing examination score will not act as a repeat of a previous grade in any class. It is also important to note that students will not be allowed to duplicate credit in any of the sections or transfer credit.

### ***Internships***

The Bethel off-campus internship program is designed to help all students bridge the gap between the classroom and the world of experience. Internships open students to possibilities for career development and personal growth and challenge them to creative participation in their own learning. Students may select two internships, but the maximum credit toward graduation is 12 semester hours (excluding state requirements for teacher education). Internship work is calculated at a rate of 45 clock hours of internship work per semester-hour of credit. Internship applications and guidelines are available in the Office of the Registrar.

Students intending to participate in the internship program should register for internship credit in the appropriate department prior to beginning the internship. If a student undertakes an internship without prior registration, a maximum of three hours of individual study credit may be granted if the academic advisor and individual study advisor agree that the experience met the requirements for an internship and includes an additional paper or project. In no case will individual study credit or internship credit be granted for a non-classroom based participatory learning experience begun more than six months prior to application for credit. Individual studies credit may not be used to substitute for an internship in those majors where an internship is required.

### ***Directed Study and Individual Study***

Under extenuating circumstances, some Bethel courses can be completed outside the traditional classroom setting through a Directed Study arrangement between the faculty member and the student, provided that the student has never received a grade of “F” or “FA” in the course and that the student is in good academic standing. Individual study is available in most subject areas and is an opportunity to pursue in-depth subjects of interest beyond available courses for academic credit.

Students are required to be enrolled at Bethel University, register for the Directed Study or Individual Study course(s), complete the required forms with appropriate signatures (including the Academic Dean), secure the required textbooks and materials, schedule meetings with the faculty instructor, complete all assignments on time, take the required quizzes/exams, and complete the faculty evaluation form for each course. Faculty instructors will require regular meetings with the student, give the student regular feedback regarding assignments and quizzes/exams, and assign a final grade appropriate to the accomplishment of the goals and objectives of the course.

***Note: credit will be awarded according to Bethel University's credit hour policy***

### ***Auditing Classes***

Any class may be audited with the approval of the faculty member teaching the course. No transcript record is maintained for audited courses. Audited classes must be registered with the registrar. (See “Special Fees for the Academic Year” in the Financial Information section.)

### ***Developmental Education***

On the basis of the results of ACT tests and other information, such as transcripts, some students will be placed in developmental courses to remedy deficiencies which would otherwise prevent success in the university curriculum. Students failing to obtain a grade of C or better in any developmental course after three attempts will receive an automatic suspension. Credit in developmental courses will not be counted toward graduation requirements. Credit hours earned in developmental courses will not be included in the GPA calculation for admission to the Athletic Training Program or the Nursing Program.

## **ASSISTANCE AND STUDENT SERVICES**

### ***Library***

Bethel University provides a wide range of library and learning resources for students, faculty, and staff. All resources are available to all students and faculty. A large collection of electronic resources is available to all students and faculty regardless of their physical location. In addition, the Burroughs Learning Center located on the McKenzie campus offers study and meeting space for quiet student, group projects, and meetings. Printing is available for a nominal fee. The physical book collection is housed in the Burroughs Learning Center although materials are shipped to students and faculty at off-campus sites and online programs. Interlibrary loan is available to every student and faculty member.

### ***Tutoring***

The Center for Academic Student Achievement (CASA) is located in the basement of the Burroughs Learning Center. The following services are provided through CASA: Peer-to-Peer Tutoring, Group Study, and Study Halls. Also available are Math Labs, Science Labs, Writing Center, and Textbook Reserve. Students who wish to improve their academic skills are encouraged to utilize CASA for their academic support needs. Students may contact the Director of the Center for Academic Student Achievement for information and scheduling, and information regarding CASA can also be found on the Bethel University website.

### ***Counseling***

Dependent on need, students may schedule counseling sessions with a professional counselor in the Clinical Services Office. Evaluation of the situation will be made by the counselor and appropriate alternatives considered and/or recommended.

## ***Academic Advising***

Each Bethel University student is assigned a qualified advisor. The role of the advisor is to guide students through the academic program of the university by recommending appropriate courses and assisting students in the registration process. The student is responsible for ensuring that he or she meets all graduation requirements.

## ***College Orientation Experience***

The course "College Orientation Experience" is required of all undergraduate students during the first semester of their freshman year. This course is designed to assist students in the transition from high school to university. Exemption: Transfer students who were full time at post-secondary institutions and earned at least 12 hours of college credit are not required to complete College Orientation Experience (COE 102).

## ***Career Services***

Bethel University provides an educational preparation for a productive career or a place in graduate or professional school. During the university experience, faculty advisors encourage students to select courses that enrich the career objectives of the student. Internships provide experiences that strengthen classroom learning.

Bethel employs a full-time Career Development Counselor, who provides job placement assistance for students, including resume writing and job interview skills. The library contains an assortment of materials related to the job search and catalogs from various graduate schools. Available jobs are posted for review.

## ***Disability Services***

Bethel University is committed to making its programs and services accessible to all students regardless of disability. Self-advocacy and independence are encouraged through student knowledge and the use of appropriate accommodations. Students who have a documented disability and need assistance with classes or who would like further information about disability services at Bethel University should contact the Office of VA and Disability Services in the Office of Student Development. Applicants with special needs who desire accommodation in the application process should make their needs known to their admission counselors.

## ***Student Health Services***

Student health services are available in the St. Luke's student health clinic in McKenzie Monday through Friday. Services provided include urgent care and certain immunizations.

## ***Testing Services***

A variety of tests are used in admissions processing, student evaluation, career skill identification, and other areas. Students may contact student services at any time for assistance and more information.

## ***Laptop Program***

Bethel University requires all incoming full-time undergraduate students to participate in its Laptop Program. Students are provided with a laptop. Through this program, students will have onsite support through the Bethel IT Helpdesk and access to technology in the classroom. Students are required to meet the terms and conditions of the Laptop Computing Program Agreement. Please refer to the Laptop Computing Program Agreement for more details.

***Note: incoming students must take possession of their laptops in their first semester. Failure to do so will result in forfeiture of the Bethel laptop.***

## ***Honors Program***

The Bethel University Honors Program is designed to challenge academically gifted students to develop their capacities for analysis, composition, research, and critical thinking in order to increase their preparation for the duties incumbent upon education and achievement. For more information about the Honors Program, see the Non-Departmental Programs section of this catalog.

## ***Information Technology Services***

The purpose of the Information Technology Center is to provide technical support and training to all users of computing systems at Bethel University and to provide technology-enriched learning by offering educational services adequate to allow students and faculty to achieve their educational goals.

## **ACCEPTABLE USE OF TECHNOLOGY**

### ***I. Summary/Purpose***

The purpose of the Bethel University network is to provide faculty, staff, and students with an electronic means of transmitting, receiving, and reviewing information necessary for academic pursuits as well as conducting daily business operations of the university. The Acceptable Use Policy covers all devices that comprise the Bethel University network. This includes, but is not limited to, all laptops, desktop systems, handheld computers, lab facilities, servers, classroom technology, the wired and wireless campus networks, and all software licensed to the university.

### ***II. Rights and Responsibilities***

The Bethel University network is provided and maintained by Bethel's IT department for the use of faculty, staff, and students. Accounts are created and given to all users for the purpose of academics, daily business and administrative operations, transmitting and receiving electronic mail and messages, and other authorized activities. Anyone using the Bethel network is responsible for:

- recognizing and honoring the intellectual property rights of others, making attribution as appropriate.
- refraining from any illegal and improper intrusions into the accounts of others or into any Bethel University network resources or systems.
- taking all reasonable steps to insure the accuracy and the security of information compiled, accessed, or provided.
- being ethical and respectful of the rights of others and of the diversity of the university community, including the rights to privacy and all other legal requirements and restrictions regarding access to and the use of information.
- refraining from acts that waste resources and prevent others from having broad access to Bethel's IT resources.
- abiding by all other applicable university policies and standards relating to information technology resources.

These policies and standards include, but are not limited to, software, wireless, remote access, and e-mail. Users are responsible for all activities to and from their network accounts. Users must take every precaution to protect logins and passwords. Under no circumstances should a user allow someone else to share a network or e-mail account.

### ***III. Consent to Monitor***

Bethel's computers and networks are shared resources, for use by all faculty, staff, and students. Any activity that inhibits or interferes with the use of these resources by others is not permitted. Although the university does not seek to monitor the communication of its faculty, staff, or students, Bethel's IT staff may access or examine files or accounts that are suspected of unauthorized use or misuse, that have been corrupted or damaged, or that may threaten the integrity of Bethel's computer systems. In addition, files, e-mail, access logs, and any other electronic records may be subject to search under court order.

### ***IV. E-Mail Usage***

Bethel University recognizes the utilization of electronic communications as an efficient and necessary method of

conducting business and advancing its mission of education. Electronic mail (e-mail) should be used with the same care and discretion as any other type of official University communication. Bethel's e-mail system is not a private secure communications medium. As such, e-mail users cannot expect privacy. By using Bethel's e-mail system, each user acknowledges:

The use of electronic mail is a privilege, not a right. E-mail is for university communication, research, or campus business. Transmitting certain types of communications is expressly forbidden. This includes messages containing chain letters, pyramids, urban legends, and alarming hoaxes; vulgar, obscene, or sexually explicit language; threatening or offensive content; derogatory, defamatory, sexual, or other harassment; and discriminatory communication of any kind. As with other information technology resources, the use of e-mail for commercial or political purposes is strictly prohibited.

Under the US Electronic Communications Privacy Act, tampering with email, interfering with the delivery of e-mail, and using e-mail for criminal purposes may be felony offenses, requiring the disclosure of messages to law enforcement or other third parties without notification.

E-mail messages should be transmitted only to those individuals who have a need to receive them. Distribution lists should be constructed and used carefully. E-mail distribution lists should be kept current and updated regularly. Inappropriate mass mailing is forbidden. This includes multiple mailings to newsgroups, mailing lists, or individuals (e.g. "spamming," "flooding," or "bombing").

All users of Bethel's e-mail system waive any right to privacy in e-mail messages and consent to the access and disclosure of e-mail messages by authorized university personnel. Accordingly, the university reserves the right to access and disclose the contents of e-mail messages on a need-to-know basis. Users should recognize that under some circumstances, as a result of investigations, subpoenas, or lawsuits the university might be required by law to disclose the contents of e-mail communications.

#### ***V. Bethel University Confidentiality Agreement***

The information transmitted in this electronic mail is intended only for the person or entity to which it is addressed and may contain confidential, proprietary, and/or privileged material. Any review, retransmission, dissemination, or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please contact the sender and delete the material from all computers. Although Bethel has taken reasonable precautions to ensure that no viruses are present in this message, Bethel cannot accept responsibility for any loss or damage arising from the use of this message.

#### ***VI. Privacy***

Bethel provides computers, e-mail, e-portal, and network accounts to faculty members, staff, and students for the purpose of furthering the university's academic mission and conducting business. While incidental and occasional personal use of such systems is permissible, personal communications and files transmitted over or stored on Bethel systems are not treated differently from business communications; there can be no guarantee that personal communications will remain private or confidential. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. Messages relating to or in support of illegal activities will be reported to the appropriate authorities. Properly authorized individuals including the Director of Information Technology, Bethel IT staff, or Security may access e-mail, voice mail, or computer accounts without the consent of the assigned user when there is a reasonable basis to believe that such action:

- is necessary to comply with legal requirements or process.
- may yield information necessary for the investigation of a suspected violation of law or regulations, or of a suspected serious infraction of policy (for example alleged misconduct or harassment).
- is needed to maintain the integrity of Bethel's computing systems.
- may yield information needed to deal with an emergency.
- in the case of staff, will yield information that is needed for the ordinary business of the university to continue.

This policy is intended to be fully consistent with the State of Tennessee Internet Acceptable Use Policy and the State of Tennessee Electronic Mail Acceptable Use Policy, as they exist or as they may be amended in the future, as well as with any other applicable policies regarding information technology systems which may be promulgated in the future by the State of Tennessee. To the extent that a discrepancy exists between this policy and State policy, State policy shall take precedence.

### ***VII. Electronic Signatures***

This policy identifies Bethel University (hereafter “the University”) requirements for the use of electronic signatures (hereafter “e-signatures”), electronic transactions (hereafter “e-transactions”), in conducting the university’s business operations in support of the institutional administration of the university’s teaching and service operations (“University transactions”). Under this policy, the University may require that members of the University community use e-signatures to conduct certain university transactions that previously required handwritten signatures and approvals on paper documents. This includes all documents pertaining to application, payment, or any other contractual obligation between the student and the University. By enrolling at the University, members of the University community agree that e-signatures are valid and binding.

## **CHANGING CLASS SCHEDULES**

### ***Dropping or Adding a Class***

Class schedules are changed by officially adding or dropping a class. Merely attending a class does not constitute official registration. Merely failing to attend a class does not constitute an official dropping of a class. Classes may be added to a schedule only during the first week of a term. Classes may be dropped during the first 11 weeks of a term. Any class schedule change may have consequences for financial aid. Check first with the Office of Financial Aid before changing class schedules.

In order to drop or add a course, students must first secure a Drop/Add form from the Registrar’s Office in Campbell Hall. Students must complete the form and secure the signature of their faculty advisor and then must deliver the completed form to the Registrar’s Office. The date of the drop or add is determined when the form is received by the registrar. A delay at this point can have expensive and severe academic consequences. A \$25 fee is charged for each Drop/Add form processed. Students dropping or adding courses should check with the Office of Financial Aid prior to submitting the Drop/Add form. Each student must carry 12 credit hours to maintain a full time course load and remain qualified for financial aid.

***Note: The policies for dropping a course in the RN-BSN program are different from the policies listed above. See the program handbook for specific information.***

### ***Grades for Dropped Courses***

If a student drops a class in the first week of the term, no grade will be recorded for the class. If the student drops a class in the second through the eleventh week of the term, a grade of W will be recorded. After the eleventh week of the term, no class can be dropped unless the student can prove that one of the following conditions exists: serious illness or injury of the student as documented by a physician, serious family problems as documented by a physician or minister, or change in work schedule as documented by the employer. All documentations must be submitted to the registrar. Nonattendance of classes will result in FA grades. Note: No student can withdraw from any class in which a grade of FA has been received for violation of the attendance policy.

***Note: Physician Assistant students may not drop courses and continue in the Physician Assistant Program. The program has policies for deceleration and other types of unexpected occurrences.***

### ***Withdrawal Procedure***

Some personal or family emergencies require a student to withdraw from school. Permission to withdraw is not automatic and may be denied or discouraged. Students who transfer, withdraw, or do not return within a semester must complete the following formal withdrawal process to avoid unwarranted failing grades and unwanted financial obligation:

- Discuss the situation with a faculty advisor.



- Secure a withdrawal form from the Registrar’s Office and fill in all appropriate spaces.
- Secure all required signatures on the withdrawal form.
- Deliver the completed form to the Registrar’s Office. Failure to complete this step may result in failing grades and heavy financial obligations.
- There is a \$25.00 fee for withdrawal.

Voluntary withdrawal does not guarantee permission to be readmitted to the university.

**Note: The withdrawal policies for the RN-BSN program are different than those listed above. See the program handbook for specific information.**

### ***Grades for Withdrawal***

If a student withdraws from classes during the first week of the term, no grades will be recorded. If the student withdraws from classes in the second through eleventh week of the term, a grade of W will be recorded. Note: No student can withdraw from any class in which a grade of F has been received for violation of the attendance policy.

### ***Administrative Withdrawal Policy***

Faculty will report in writing to the Registrar any student on the class roster who has not attended class for a period of two weeks (consecutive class days) during a traditional semester without notifying the faculty member. This student may be administratively withdrawn from the class. Any student who is administratively withdrawn from all classes will not be allowed to stay on campus. Administrative withdrawal from a class may affect the student’s financial aid, full-time or part-time status, and participation in sports or other extracurricular activities and does not guarantee permission to be readmitted to the university.

## **TRANSCRIPTS**

### ***Transcript Policies***

A transcript will not be issued unless the student’s financial account is clear with all offices of the university. Transcripts will be released at the written request of the student and in conformity with existing state and federal statutes pertaining to the release of student academic records. The official academic record is the property of the University. Therefore, the University reserves the right to withhold the release of a transcript of that record if the student has an obligation to the university. Bethel will accept a faxed request as a written request.

### ***Procedure to Request a Transcript***

Students who need transcripts of their college record must file an online request (including signature) with the University Registrar. Bethel University uses Transcripts on Demand™ by Scrip-Safe International as its agent for processing online transcript requests. This process is completely secure. To access the Transcripts on Demand™ service, complete the following steps:

- Go to [www.bethelu.edu](http://www.bethelu.edu).
- Click on “Academics.”
- Click on “University Registrar.”
- Under General Information, click on “Request a Transcript.”
- Under the picture in the center of the page is a link to <https://iwantmytranscript.com/bethelu>. Click on the link.
- Create a user name and password
- The first thing you have to select is your school. You must choose “Bethel University – McKenzie.” There are two Bethel Universities.
- A transcript can be emailed or mailed depending on the requirements of the receiver. You MUST sign and send the release form back to Transcripts on Demand™. This is part of the instructions.

- Payment for the transcript MUST be made as part of the process. All transcripts sent are official. Unofficial transcripts are no longer provided by the Registrar's Office.
- It is Bethel University policy that a transcript can only be sent for students who have a clear balance and no holds from any department.

The first time you use this service, you will set up your account with Transcripts on Demand™. You will provide your current/former names, address, student ID, and other information. You will be able to log in to your account and update your information whenever you need.

The Family Educational Rights and Privacy Act requires your signature in order to release your academic records. You will be required to complete a Consent Form and send it to Scrip-Safe by fax, mail, or image upload. This Consent Form is created as part of the account set-up process and your signed copy will remain on file with Scrip-Safe to cover your future Bethel University - McKenzie transcript requests through Transcripts on Demand™.

You may pay for your transcript via credit card (Visa, Master Card, or Discover). Transcripts on Demand™ uses the most current security available to protect your credit card and personal information. The fee for a mailed transcript is \$10.00. The fee for an electronic transcript is \$8.00.

You may check the status of your transcript request at any time by logging on to Transcripts on Demand™ and clicking on the "Review Past Orders" tab. You will also receive email notification of your order status.

# ADMISSIONS

Note: Some academic programs may have additional admission requirements that are not noted below. Please see the Curriculum Organization section for more information about admission to each program. All applicants for the traditional program will be reviewed at the discretion of the Dean of Enrollment Services and Bethel University reserves the right to deny admission or readmission to any applicant/student. The university reserves the right to change the rules regulating admission to the university and any other regulations affecting the granting of degrees. Any student who submits fraudulent admission documents/information may be subject to denial of admission, dismissal from the university, and/or revocation of any degree granted.

## ***Misrepresentation of Academic Credentials and credit waiver***

In the state of Tennessee, it is a Class A misdemeanor to misrepresent academic credentials (§49-7-133). Applicants and students who commit this offense know that the statement is false and are making the statement with the intent to secure admission or employment in an institution of higher learning in Tennessee. The offense includes statements made orally or in writing that such a person has:

- Successfully completed required coursework for and has been awarded one or more degrees or diplomas from an accredited institution of higher learning; or
- Successfully completed the required coursework for and has been awarded one or more degrees or diplomas from a particular institution of higher education; or
- Successfully completed the required course work for and has been awarded one or more degrees or diplomas in a particular field or specialty from an accredited institution of higher education.

## GENERAL ADMISSION REQUIREMENTS

### ***Required Documentation***

Students applying for admission to Bethel University must submit the following:

- 1. Application and application fee:** All students must submit an application for admission and the \$30 application fee. Applicant must be at least 16 years of age unless written approval is granted by Admissions Committee.
- 2. Official transcripts:** Students must submit an official high school transcript and official college transcripts from each college attended. Any transfer student who has earned fewer than 12 semester hours credit must also submit an official high school transcript. A high school equivalency diploma (GED or HISET) may be accepted in lieu of a high school diploma. A passing GED or HISET score is considered to be a 2.0 GPA. A special education diploma or high school certificate is not acceptable. Students may be accepted on a partial high school transcript, but a complete high school transcript validating graduation must be on file before registration. Graduates from a non-accredited high school must meet one of the following:
  - 20 ACT/940 SAT and 2.0 cumulative GPA
  - 19 ACT/900 SAT and 2.5 cumulative GPA
  - 18 ACT/860 SAT and 3.0 cumulative GPA

Applicants not meeting any of the above standards will be reviewed by the Dean of Enrollment Services who may grant special admission after considering test scores, grades, rank in class, school and community activities, and recommendations in its review. The registrar will evaluate official college transcripts for determination of transfer credit to be accepted. Transfer course work must have been completed at an institution accredited as degree-granting by a regional accrediting body for higher education. Any exceptions to this policy will be made by the Registrar or the Academic Dean.

- 3. ACT or SAT scores:** Each applicant should submit an official copy of ACT or SAT scores. These scores are not required for students who have been out of high school for three years or more.

**4. High School Units:** Each student admitted to Bethel University must have earned the minimum high school units as follows, or submit a passing score on the GED or HISET:

- English—4 units (Journalism, Speech, or Business Communications may not be substituted.)
- Mathematics—2 units (Preferably Algebra I and II. Pre-Algebra, Arithmetic,
- Applied Mathematics, Business Mathematics, Computer Technology, or Accounting I and II may not be substituted.)
- Natural/Physical Science—2 units (One unit must be a laboratory science. Computer Science may not be substituted.)
- Social Science—2 units (Foreign language is not required; however, it is highly recommended.)

**5. Immunization and Health Insurance Records:** As required by Bethel University and the State of Tennessee, the following immunizations are required prior to registration. (These requirements apply to all traditional students who are enrolled in classes that meet in McKenzie or at one of the satellite campuses and apply to part-time, transient, transfer, as well as full-time students.):

- Tetanus/Diphtheria/Pertussis (Tdap) shot that must be within the last ten years
- Two doses of the Measles, Mumps, and Rubella (MMR) shots
- Two doses of the varicella vaccine given at least 28 days apart or documentation from a health care provider of a history of chicken pox
- Meningococcal (Meningitis) vaccine (Please note if the first dose was administered after 16 years or older a booster shot will be not be needed. Any Meningitis vaccine given before age 16 requires a booster shot.)

Due to the vast array of classroom and extra-curricular activities associated with the McKenzie campuses, it is Bethel University's policy that **ALL** full-time undergraduate students attending the College of Arts and Sciences and/or College of Health Sciences must have valid health insurance. Insurance coverage must be documented by providing a valid copy of the current insurance card to the Student Insurance Coordinator **AND COMPLETING THE ELECTRONIC OPT OUT PROCESS**. Students will not be allowed to register, attend classes, or participate in activities without valid insurance. Insurance can be purchased through Bethel University for \$1753 for the 2017-2018 academic school year. The last day to opt out of the insurance purchase is August 31, 2017. An online waiver to opt out of the insurance can be found at [www.4studenthealth.com/bethel](http://www.4studenthealth.com/bethel).

International health insurance must be purchased from Bethel University. The charge for international insurance for the 2017-2018 academic school year is \$1753. The student must pay this charge prior to arriving on campus. Students are automatically enrolled when they arrive on campus. No international student will be allowed to participate in any intercollegiate athletic program until the insurance charge is added to their account.

### ***Additional Requirements for International Students***

In addition to the General Admission requirements and the Regular Admission requirements, international students applying for admission to Bethel University must also submit the following documentation:

**1. Proof of equivalence of high school graduation:** All international students must meet Regular Admission requirements for entering freshmen or transfer students in order for the I-20 to be issued. International students must submit proof of equivalent high school graduation and/or college attendance through official transcripts. If the transcripts are not in English or if the student has attended an international college/university, the student is responsible for obtaining a translation or evaluation through an approved evaluation service. Note: International students should contact the Bethel University Enrollment Services Office for information regarding I-20 forms.

**2. Proof of adequate English language skills:** Students whose native language is not English must meet one of the following valid scores:

- Score of 513 on the TOEFL paper-based exam
- Score of 183 on the TOEFL computer-based exam
- Score of 65 on the TOEFL internet-based exam
- Score of 3.6 on the ITEP Exam
- Score of 5 overall and 5 in each exam area on the International English Language Test

In addition, students must provide official scores on the ACT or SAT as follows:

- Score of 17 on the ACT English subtest
- Score of 415 on the SAT critical reading subtest

TOEFL scores are valid for two years from the date of the exam. Scores on the SAT or ACT and TOEFL are required. Any student who obtains a TOEFL internet-based score below 99 and/or an ACT English score of 17 or below will be required to take ENG 015 and ENG 016. If a student obtains a grade of A or B in ENG 015, then ENG 016 will not be required. However, all entering freshmen and transfer students who are natives of non-English speaking countries are required to take an in-house assessment no later than the first day of classes to evaluate reading and writing competency. Students who do not pass the exam are required to enroll in ENG 015. If a student obtains a grade of A or B in ENG 015, then ENG 016 will not be required.

## **TYPES OF ADMISSION**

### ***Regular Admission***

Freshmen may be admitted on regular admission if they have earned the minimum required high school credits and meet two of the three following requirements:

1. A high school grade point average of 2.25 or above.
2. An Enhanced ACT composite score of 18 or above or an SAT combined critical reading and math score of 860 or above.
3. Class rank in the top half of their high school graduating class.

### ***Conditional Admission***

Freshmen who do not meet two or more of the three criteria for Regular Admission may be admitted on Conditional Admission Status. The student will be restricted to a maximum of 13 semester hours in the first semester of attendance, must register for DEP 050 Academic Success Skills (1 hour), and obtain a cumulative 1.50 grade point average (GPA) at the end of the first semester. Students are urged to utilize the Bethel University tutoring program available through the Center for Academic Student Achievement (CASA) to aid in the achievement of a successful academic program of study.

### ***Provisional Admissions Status***

With limited exceptions, provisional students are enrolled as degree-seeking students. These students do not have immediate access to official documents in order to fully be admitted. Any credit taken while in this status will not be transferred as regular matriculated credit until the status has officially been changed. Students will be required to submit all outstanding items to complete admissions for the provisional status to be changed.

### ***Early Admission***

For academically talented students who wish to enter college at the end of their junior year of high school, Bethel offers an early admission program. The student may take courses during the summer and return to high school as a senior, or skip the senior year (pending high school graduation and meeting Bethel University admission requirements) and enter Bethel University as a freshman or take courses concurrently at Bethel and at the high school during the senior year. The basic requirements for a student to enter under the program are:

1. Complete the junior year in high school with a GPA of 3.0 on all work taken during grades 9, 10, and 11.
2. A minimum of 14 high school units.
3. A minimum ACT composite score of 21 or a minimum SAT composite score of 980.
4. Favorable recommendations from high school officials and parental approval.

Personal interviews are recommended. High school officials need to specify whether college credits earned at Bethel may be applied toward the high school diploma.

### ***Readmission***

Any student who once attended Bethel University and did not return the following semester for whatever reason must file an Application for Readmission with Enrollment Services (no fee required). The student must request that an official transcript be sent to Bethel University from any institution attended since leaving Bethel. Any financial obligations at Bethel University must be cleared before re-enrollment. Bethel University reserves the right to deny readmission to any student.

If the student withdraws or leaves Bethel University before the required semester hours in the Laptop Agreement are completed, then the purchase price of the laptop computer (less any pro-rated amount as explained in the Agreement) will be

charged to the student's account. If the student withdraws during the first week of his/her initial term of enrollment AND the student has received a computer, the student may petition the Director of IT for permission to return the laptop. If the Director of IT grants permission to return the laptop to the IT Help Desk, the Laptop Agreement will be terminated upon return of the laptop.

If a student applies for readmission to Bethel University AND returned his/her laptop to the IT Desk when he/she left AND is a freshman, sophomore, or junior who can be continuously enrolled for 18 semester hours, the student may receive a new laptop. Only one laptop will be issued per student. For example: a student leaves Bethel as a freshman and keeps the laptop. The student's account is charged for the laptop according to the Laptop Agreement. If the student then applies for readmission, he/she will NOT receive another laptop.

### ***Transient Admission***

Admission as a transient student is granted on the basis of a statement of good standing from the university or college most recently attended or an official transcript indicating good standing. The student must also file an application for admission.

### ***Transfer Admission***

Transfer students who have completed less than 12 semester hours at an accredited institution must submit high school transcripts or GED scores, and unless otherwise exempt, SAT or ACT scores. All students transferring to Bethel must submit the \$30 application fee and official transcripts from any college/university previously attended. (See Transfer Credit in the Academic Policies section for more information.)

Students wishing to transfer to Bethel must be eligible to return to their previous college to be admitted to Bethel University.

### ***Special Student Status***

Students who wish to enroll in less than a full time load of classes and are not college degree-seeking are placed in a special student status category until such time that they wish to apply to the University for full admission degree-seeking status.

### ***Student On-Campus Status***

All full-time undergraduate students must reside in campus housing. Exceptions to this rule are granted to students who are married, have dependents, are living with their parents, are living within a 50 mile radius, or who have achieved senior standing. Students with health issues which prohibit them from living in a communal environment may live off campus with appropriate medical documentation and upon the approval of the Director of Housing. During full occupancy, junior status students may also be given permission to live off campus. Changing one's address on the FAFSA does not qualify one for off-campus status.

### ***Required Disclosure of Felony Conviction And/Or Status As A Registered Sex Offender***

While Bethel University maintains an "open door" admission policy, Bethel University is committed to maintaining a safe learning environment for its students and staff. As part of this commitment, Bethel University requires all applicants who have been convicted of a felony and/or applicants who are registered sex offenders to disclose this information to Bethel University.

If an applicant has been convicted of a felony and/or is a registered sex offender, he or she is required to provide a letter of explanation with his or her application along with certified copies of documentation from the court where he or she was convicted. Further, the applicant must provide information regarding the conditions of parole, probation and/or supervised release if any exist. This documentation must be provided to the university before any admission decision is made. **Applicants will not be denied admission solely on their disclosure of a conviction or status as a registered sex offender. However, failure to disclose a conviction or status as a registered sex offender will result in denial of admission or revocation of admission.**

Once the applicant has provided the relevant information required regarding his or her conviction and/or status as a registered sex offender, the admissions committee will review all of the pertinent information and make a decision on the suitability of an applicant's enrollment and any conditions that may apply to that decision.

Students already enrolled in the university who are subsequently convicted and/or charged with a felony and/or given status as a registered sex offender are required to notify the university immediately.

## **GRADUATE ADMISSION REQUIREMENT**

Please refer to the Physician Assistant Studies section of this catalog.

# FINANCIAL INFORMATION

## FEDERAL/STATE LOANS OR GRANTS

The financial aid plan requires the student to complete all documentation required for the respective federal or state program by the due date in order to qualify for tuition deferment. In the event 100% of the tuition and fees are not covered under this plan, the student must make arrangements for the payment of the balance due by one of the other financial options listed below. Such arrangements must be complete by the due date. Acceptable financial aid plans are: Federal Pell Grant; Tennessee State Assistance Corporation Grant; Hope Lottery Scholarship; Subsidized Federal Stafford Loan; Unsubsidized Federal Stafford Loan; Federal Parent Plus Loan Program; Bethel University Scholarships; external scholarships; Work-Study.

Since students must reapply for funding each academic year or term, reapplication must be fully completed on or before the appropriate due date. In the event a student fails to timely reapply, qualification for tuition deferment will be terminated and the student will be required to comply with the terms and conditions of the cash plan. The following documentation is required to be filed by the due date for federal/state loans or grants:

- Accepted Admission Decision
- Student Financial Agreement Form
- Free Application for Federal Student Aid (FAFSA)
- Direct Loan Master Promissory Note (MPN)
- Direct Loan Entrance Counseling
- Verification documents (if required)
- Financial Contract

## STUDENT ACCOUNTS

Students are required to pay all tuition and fees at the beginning of each term, and registration is not complete until all fees are paid. Students may not re-enroll for another term, graduate, or receive a transcript until all amounts owed to the University have been paid.

Delinquent accounts are subject to late fees and external collection agency involvement. If external collection efforts are utilized, the student is responsible for all collection costs, attorney fees, and any other charges necessary for the collection of any amount not paid when due.

## PAYMENT POLICY

In order to provide sound fiscal policy and stewardship for Bethel University the administration and staff are charged with the duty of ensuring that all student accounts are fully and timely collected. It is the responsibility of each student to have suitable financial arrangements in place well before enrollment to fully pay all sums owed Bethel. Likewise, it is the responsibility of the administration and staff to communicate the school's requirements, provide assistance to prospective students in procuring financing, and faithfully enforce the school's policies and procedures.

Accordingly, the following procedures and guidelines will be followed in arranging for the payment and collection of student accounts:

1. Cash Plan
2. Federal/State Loans or Grants
3. Tuition Reimbursement Plan
4. Third Party Billing Plan
5. Private Loans

## **CASH PLAN**

The Cash Plan requires 100% of tuition and fees paid by the due date. (The due date for all options is defined hereafter.) Under this plan, students may pay by check or automatically charge the tuition and fees to their credit card. Automatic payments will be charged on the due date for each successive term. The following documentation is required for the cash plan:

- Student Financial Agreement Form
- Student Credit Card Authorization to Charge Form
- Completed Admissions Application

## **TUITION REIMBURSEMENT PLAN**

Tuition reimbursement from an employer is an acceptable financial option. However, it is subject to the following conditions:

1. The student must make acceptable arrangements through one of the other financial options to pay all tuition and fees during the initial deferral period. Thereafter, tuition reimbursement proceeds will be applied to future enrollment periods.
2. Complete documentation of terms and conditions of the employer's reimbursement plan.
3. A completed Tuition Reimbursement Certificate and Authorization Form which allows Bethel to automatically charge the student's credit card in the event full reimbursement is not paid by the employer. Students must be advised that terms and conditions are not contingent upon the completion of a course or the receipt of a grade and that the credit card will be charged for any amount necessary to repay Bethel 100% of the amount due. A declined credit card will cause the account to be assessed a \$50 late fee which is immediately due and payable. A second declined credit card will terminate this financial option and the student will be required to comply with the terms and conditions of the cash plan.

The following documentation is required to be filed by the due date for the Tuition Reimbursement Plan:

- Student Financial Agreement Form
- Tuition Reimbursement Certificate and Authorization Form
- Credit Card Authorization to Charge Form
- Copy of Employer's Tuition Reimbursement Plan
- Completed Admissions Application

## **THIRD PARTY BILLING PLAN**

Third party billing plans are available for students of employers approved for direct billing, active duty military personnel, civilian government contract employees, and students' eligible benefits pursuant to the Veterans Affairs Vocational Rehabilitation and Employment Program. Students will be required to comply with the terms and conditions of the cash plan if employment ceases or the employer ceases to remit payments as agreed.

The following documentation is required to be filed by the due date for the third party billing plan:

- Student Financial Agreement Form
- Employer's voucher approved by Bethel OR authorized military or government assistance vouchers
- Completed Admissions Application



## PRIVATE LOAN PLAN

Students may prefer a private loan arrangement with a lender based on credit worthiness. Failure to pay under this plan will revert the student to the cash plan. The following documentation is required to be filed by the due date for the private loan plan:

- Student Financial Agreement Form
- Completed Loan Application
- Signed Promissory Note
- Loan Approval from Lender
- Completed Admissions Application

## TUITION MANAGEMENT SYSTEMS

Students have the option to submit payments through Bethel University's online TMS portal. Service fees may apply.

## DUE DATES

In order to provide for an orderly enrollment process, thorough documentation of the student's academic history, and sufficient time to process financial options paperwork, due dates for the submission of required documentation shall be five business days prior to the first class for each term.

In the event admissions or financial aid personnel believe this requirement will impose undue hardship on a prospective student a waiver may be requested. The requested waiver will be in writing, stating in sufficient detail the justification for the waiver, and the potential impact on the student's ability to comply with Bethel's tuition and fee repayment policies. The waiver will be filed with the Business Office.

## CHANGING FINANCE OPTIONS

Students may change finance options provided they are in compliance with their current finance option. In order to change plans a student must contact his or her appropriate financial office and complete all required documentation on or prior to the due date.

## CREDIT CARDS

The following credit cards are accepted provided the student is the authorized signer:

- American Express
- Discover
- Visa
- Master Card

In some situations, the parents can give permission for their credit card to be used by the student.

## REFUND POLICIES

**Note: Refund policies are different for the RN-BSN program. Please refer to the Special Fees section in this catalog for more information.**

A snapshot of enrollment is made each term at the end of the official registration period as published by the university. No adjustments are made to tuition or financial aid after this date in the case of a student processing a drop form changing the enrollment hours unless the student officially withdraws or ceases to attend all classes. Any refund due after financial aid has

been applied to a student’s account will be paid through an electronic ACH deposit directly to a savings or checking account. If an ACH Authorization Form has not been filled out in a timely manner (two weeks prior to refund being issued) a check will be automatically issued to the student.

Students who enroll and formally withdraw are subject to a recalculation of any federal, state, or institutional aid that was received during the term. Federal regulations mandate a recalculation of Title IV funding (Federal Pell, SEOG, Federal Stafford/Parent Plus/Grad Plus/Perkins Loans) based on the number of days in the term versus the number of days the student attended classes (as determined by the date of withdrawal). This calculation gives a percentage, and if the percentage is greater than 60% no Title IV funds must be returned. If the percentage is equal to or less than 60%, then a recalculation of Title IV fund eligibility must be completed based on the time the student did attend classes with a set policy on what funds are returned first.

Students who fail to formally withdraw and/or cease attending classes (unofficial withdrawal) may have federal funds returned per federal regulations. Students who receive all “FA” grades (failure for non-attendance) could also have financial aid funds returned.

Bethel University institutionally funded aid is also pro-rated when a student formally withdraws by the following policy in conjunction with the tuition refund policy:

**TRADITIONAL and PHYSICIAN ASSISTANT PROGRAMS**

**NOTE:** See RN-BSN “Refund Policy” section of this catalog for program-specific tuition refund policy.

- First Week of Class—All tuition dropped and all institutional aid withdrawn.
- Second Week of Class—80 percent of tuition and institutional aid withdrawn.
- Third Week of Class—60 percent of tuition and institutional aid withdrawn.
- Fourth or Fifth Week of Class—50% of tuition and institutional aid withdrawn.
- After the Fifth Week of Class—No tuition or institutional aid will be withdrawn.

No discounts will be made for dorm rooms if a student withdraws, but meals will be pro-rated for the unexpired time, except in the case of a withdrawal due to disciplinary action.

**NOTE:** Due to the length of summer terms, drop rates are pro-rated differently. Please see the Office of Financial Aid for details.

**UNDERGRADUATE TUITION AND FEES**

*For the 2017-2018 Academic Year*

**Traditional Undergraduate Program**

Application Fee: \$30      Room Deposit: \$175      Graduation Fee: \$50

<b>Full-Time Tuition and Fees</b>	<b>Semester</b>	<b>Year</b>
Full Time: (12-17 credit hours):	\$7,646	\$15,292
Incidental Fee:	\$630	\$1,260

(Incidental Fee is a mandatory fee for all full time students: Activities, Technology, & Health Services Fee)

**Room / Meals Rates**

Single Room (West, McDonald, Wildcat Cove):	\$3,603	\$7,206
Single Room (Prosser, University, Heritage):	\$3,741	\$7,482
Double Room (West, McDonald, Wildcat Cove):	\$2,795	\$5,590
Double Room (Prosser, University, Heritage):	\$2,907	\$5,814

## Meal Plans\*\*\*

<b>Meal Plan Options</b>	<u>Number of Meals*</u>	<u>Dining Bucks**</u>	<u>Cost Per Semester</u>	
<b>Full Meal Plan</b>	19 meals per week	N/A	\$1692	Plan offers lowest cost per meal and guarantees meals on a regular basis
<b>15 Meal Plan</b>	15 meals per week	\$80	\$1618	Designed for students who rarely eat breakfast or are absent from campus on the weekends
<b>10 Meal Plan</b>	10 meals per week	\$200	\$1637	Designed for commuters and on-campus students whose schedule only permits them to eat in the Dining Hall once a day (i.e.—students teachers) and/or who would rather eat at another location on campus
<b>5 Meal Plan</b>	5 meals per week	\$475	\$1416	Designed for commuters and students residing at Wildcat Cove who wish to eat in the Dining Hall or at another location on campus as their schedule permits
<b>100 Block Meal Plan</b>	100 total meals	\$130	\$919	Designed for commuters and students residing at Wildcat Cove who wish to eat in the Dining Hall or at other locations on campus as their schedule permits
<b>50 Block Meal Plan</b>	50 total meals	\$60	\$487	Designed for commuters only who wish to eat in the Dining Hall or at other locations on campus as their schedule permits

\*in the Dining Hall

\*\*Can be used at any dining location on campus

\*\*\* All students residing in campus housing **must** have a meal plan. There is *no refund* for meals missed. Meals do not “roll over” from semester to semester. Any meals left unused will expire at the end of each semester, including Dining Bucks.

<b>TOTAL TUITION, ROOM, MEALS, FEES</b>	<b>Semester</b>	<b>Year</b>
Commuter (Full-Time):	\$7,882	\$15,764
On Campus Private Room (West, McDonald, Wildcat Cove):	\$13,177	\$26,354
On Campus Private Room: (Prosser, University, Heritage):	\$13,315	\$26,630
On Campus Double Room: (Prosser, University, Heritage):	\$12,369	\$24,738
On Campus Double Room: (West, McDonald, Wildcat Cove):	\$12,481	\$24,962

\*\*Private rooms must be paid in full by financial aid or out of pocket prior to moving in.

**Insurance Fee**

Domestic students who cannot provide satisfactory proof of insurance will be charged an annual insurance fee. Students **MUST OPT OUT** to avoid this charge at [summitamerica-ins.com/bethel](http://summitamerica-ins.com/bethel) to avoid this charge. **Print out conformation page!** Proof of insurance alone will not void this charge.

**Domestic: \$1,753**

**International Insurance: \$1,753**

Insurance Fee must be paid in full by Financial Aid or out of pocket prior to start of class or Athletic/Renaissance participation, whichever starts first.

**Note: Insurance requirements do not apply to RN-BSN students.**

**Part-Time Undergraduate Tuition**

Tuition: (1 – 11 credit hours per semester):	\$462 per credit hour
Incidental Fee Part Time:	\$53 per credit hour
<b>TOTAL Tuition Cost:</b>	<b>\$515 per credit hour</b>
Drop/Add Fee:	\$25
Graduation Fee:	\$50 undergraduate; \$70 graduate
Audit a Class:	\$231 ( <i>per credit hour; FREE if over 65</i> )
Challenge Exam Credit:	\$80
Overload Hour Charge:	\$462 ( <i>per credit hour for every hour over 17</i> )*

\*Exemptions from Overload Charges: MUP courses, PAR courses, Private Theater Practicum, Bethel Beacon, Seminar in Entrepreneurship, REL210, REL310, REL410, ESL Skills Workshop, MUS380, MUS381, MUS480, MUS481, COE250

**Summer Tuition 2018:** \$231 per credit hour  
\$440 per credit hour (pre-licensure Nursing ONLY)

**Summer Housing 2018:** \$450 Private/Single Room per session; \$400 Double Room per session\*

*\*Must be enrolled for summer courses to qualify for summer housing– meals not included*

Summer Session 1: June 4 - June 28, 2018

Summer Session 2: July 9, 2018 - August 3, 2018

**Dual Enrollment (no application fee):** \$498 per course

**Masters in Education (face to face and online):** \$488 per credit hour; Each has a \$50 application fee, a \$70 graduation fee, and a \$25 drop fee.

**Physician Assistant Program:** Class of 2018 - \$10,800/semester      Class of 2019, 2020 - \$11,500/semester

## **Special Fees for the 2017-2018 Academic Year**

### Applied Music Fees (MUP applied courses aka Private Music Lessons):

- \$135 per semester for 1 credit hour per week
- \$270 per semester for 2 credit hours per week

### Class Fees:

• ATR 100 (Taping and Bracing):	\$50
• ATR 245 (Clinical I):	\$280
• ATR 340 (Clinical II):	\$250
• ATR 345 (Clinical III):	\$250
• ATR 440 (Clinical IV):	\$330
• ATR 445 (Clinical V):	\$330
• COE 102 (College Orientation Experience):	\$75
• HEA 312 (First Aid):	\$38
• HEA/PED 330 (Prevention Care of Athletic Injuries):	\$25
• HSC 230 (Emergency Care in Sports):	\$35
• PED 100 (Martial Arts):	\$50
• PED 201 (Lifeguard):	\$20
• Nursing Lab Fee:	\$70 (per clinical course)
• NUR 311 Foundations in Nursing	\$1380
• NUR 418 Nursing Care of Adults II	\$840

\*All undergraduate students enrolled in classes on campus are assessed a student activity fee. The fee includes events sponsored by Student Life and related administrative costs, admittance to sporting events and plays, use of the swimming pool and the health and fitness complex, and intramural activities. Some courses and/or programs may have additional fees. See the Curriculum Organization sections for more details.

### **RN-BSN Fees (Modular Hybrid)**

Tuition (per credit hour):	\$366
Application Fee:	\$30
Graduation Fee:	\$50
Technology Fee:	\$100 per term
E-Books: (Not all classes require e-books; fee included in tuition)	\$80
Drop Fee:	\$25
Week 1: 100% refund	
Week 2: 80% refund	
Week 3: 60% refund	
Week 4: 40% refund	
Week 5: 20% refund	
Week 6 and 7: No refund	

## **GRADUATE PROGRAM TUITION & FEES (PHYSICIAN ASSISTANT PROGRAM)**

Tuition and fees are determined on a yearly basis by the university's Board of Trustees. The university reserves the right to change tuition and fees at any time without prior notice.

### ***Tuition***

Tuition is based on full-time studies and covers the 27 month program. Tuition is \$80,500 or \$11,500 per semester. (Note: the program consists of 7 semesters)

### ***Fees and Expenses***

- \$75 application fee
- \$1,000 enrollment deposit
- \$70 graduation application fee
- \$5000 for scrubs, lab coats, books, medical equipment, malpractice insurance, TAPA annual conference fee, and BLS, ACLS, and PALS certifications. Also included are drug screens and immunization updates required before beginning clinical rotations and any other fees or costs deemed necessary by the program.
- Health Insurance - All students are required to have health insurance while enrolled in the program.
- Additional expenses incurred during enrollment in the Physician Assistant 27-month program are the student's responsibility. These may include, but are not limited to, traveling to assigned clinical sites, lodging, meals, etc. At this time, the program does not provide housing for students during clinical rotations. There may be reduced cost housing available at some, but not all sites. Rotations will typically be scheduled anywhere within 150 miles of Bethel University and the student is expected to incur the expense of travel to and from the rotation site, meals, and/or housing. Students should plan for these additional expenses ahead of time.

### ***Medical Equipment***

General medical equipment will be provided for students. Specific medical equipment will be available for classroom use only. If students wish to purchase medical equipment for personal use, information will be available during orientation week. Purchases will be an additional cost to the student.

### ***Health Insurance***

It is mandatory that all students have health insurance while enrolled in the PA program. This health insurance must be maintained throughout the entirety of the program. Students wishing to purchase student health insurance will be able to do so through a sales representative during orientation week at an additional cost. Proof of insurance is required prior to enrollment.

# FINANCIAL AID INFORMATION

## APPLYING FOR FINANCIAL AID

Student financial assistance at Bethel University is provided through scholarships, grants, loans, and student employment. The information that follows represents current University practices. Regulations and funding for federal, state, and University programs are subject to change, as Bethel University administers programs accordingly.

Student financial assistance is based on the premise that parents have the primary obligation to provide for the education of dependent children. Additional responsibility rests with the student to contribute to his or her own education from personal assets, earnings, and appropriate borrowing.

Merit and need are the basic principles of financial aid eligibility. Merit includes good citizenship, performance and leadership ability, and satisfactory academic progress. Need is the difference between what it costs to attend Bethel University and what the family is reasonably expected to pay toward these costs. Need is demonstrated through the information requested on the Free Application for Federal Student Aid (FAFSA). A report generated by the FAFSA is used by the Financial Aid Office to determine eligibility for federal loans, federal work study, and federal and state grants. Students are encouraged to complete the FAFSA at [www.fafsa.gov](http://www.fafsa.gov) as soon after October 1 as possible each year. This is especially true for Tennessee residents as the Tennessee Grant usually runs out of funds in early March.

Bethel University's Policies Governing Financial Aid and Satisfactory Academic Progress Policy can be found on the Bethel University website ([www.bethelu.edu/admission/financial\\_aid](http://www.bethelu.edu/admission/financial_aid)). Please make sure you read and understand these two important documents. Should you have any questions, contact the Financial Aid Office. A printed copy of the policies is available upon request.

## FEDERAL FINANCIAL AID

### Federal Pell Grant

The Federal Pell Grant provides a foundation for financial assistance. Eligibility is determined through the FAFSA need analysis process. Award amounts are determined by the EFC calculated on the FAFSA and the number of credit hours taken each semester. Pell Grants are limited to twelve semesters or its equivalent.

### SEOG (Federal Supplemental Educational Opportunity Grant)

The Federal SEOG Grant is based on need and is awarded to students who demonstrate the greatest financial need. Students who receive SEOG must also be Federal Pell Grant recipients.

### Federal Work Study

Federal Work Study is not a scholarship or grant, but rather an opportunity to work and earn funds for educational expenses. It is awarded based on federal need per the FAFSA. The average work assignments are ten hours per week.

### Federal Direct Subsidized and Unsubsidized Loan

A Direct Subsidized Loan is awarded based on financial need. The government pays the interest on these loans while the borrower is in school at least half-time. A Direct Unsubsidized Loan is not awarded based on financial need. Interest accrues from the date of disbursement until the final payment. Repayment on both types of loans begins six months after the student ceases to be enrolled at least half-time. A Master Promissory Note (MPN) and Entrance Counseling must be completed by all first time Direct Loan borrowers. Dependent undergraduate students can borrow yearly up to \$5500 as a freshman, \$6500 as a sophomore, and \$7500 as a junior or senior if their Cost of Attendance budget allows. Should a dependent student's parent apply for and be denied a Direct Parent Plus Loan, the student can request additional unsubsidized funds based on their grade level and Cost of Attendance budget. Independent undergraduate students can borrow yearly up to \$9500 as a freshman, \$10,500 as a sophomore, and \$12,500 as a junior or senior if their Cost of Attendance budget allows. Aggregate loan limits are: \$31,000 for Undergraduate Dependent students and \$57,500 for Undergraduate Independent students. No more than \$23,000 may be subsidized. Graduate students can borrow up to \$20,500 Direct Unsubsidized Loan yearly if their Cost of Attendance budget allows. Graduate aggregate loan limit is \$138,500 of which no more than \$65,500 may be subsidized. (Graduate student aggregate limit includes their undergraduate and graduate amounts.)

There is a limit on the maximum period of time (measured in academic years) that a student can receive Subsidized loans if the student is a first-time borrower on or after July 1, 2013. In general, a student may not receive Direct Subsidized Loans for more than 150% of the published length of their program of study. This is also called the “maximum eligibility period.”

### **Federal Direct Parent Plus Loan**

This is a loan to the parent, not the student. A credit check is required each year. Repayment begins 60 days after the loan is fully disbursed unless the parent requests a deferment. A Master Promissory Note (MPN) is required. The parent must reapply each academic year. Should the Parent Plus loan be denied, the student can request additional Unsubsidized loan based on their grade level and Cost of Attendance budget. Plus borrowers who are denied with an adverse credit history but are determined eligible by appeal because of satisfactorily meeting the extenuating circumstances provision or by obtaining an endorser are REQUIRED to complete special PLUS loan counseling.

### **Federal Direct Grad Plus Loan**

Direct Grad Plus loans are for Graduate students. A credit check is required each year. Repayment begins 60 days after the loan is fully disbursed unless the student requests a deferment. A Master Promissory Note (MPN) and Entrance Counseling are required for all first-time borrowers. The student must reapply each academic year.

For more information on Federal student aid, please visit [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

## **STATE FINANCIAL AID**

Tennessee offers several grants and scholarships. Grants include the Tennessee Student Assistance Award Program, Helping Heroes Grant, Tennessee Hope Foster Child Tuition Grant, and the Dual Enrollment Grant. Scholarships include the Tennessee Education Lottery Scholarship Program, Ned McWherter Scholarship, Dependent Children Scholarship, and the Christa McAuliffe Scholarship. The Tennessee Promise Scholarship is available for the Associates Program only. Tennessee also offers several loan forgiveness programs such as the Minority Teaching Fellows Program and Tennessee Teaching Scholars Program. For more information on any of the grants, scholarships, or loan forgiveness programs, visit the state website at [www.tn.gov/collegepays](http://www.tn.gov/collegepays).

## **INSTITUTIONAL FINANCIAL AID – (not available to the online programs)**

Bethel University reserves the right to limit the combining of institutional funded aid with federal and state aid or restricted outside scholarships received by a student to the following:

**Bachelor Program Commuter student** – up to the cost of tuition and incidental fees

**Bachelor Program Dorm student** – up to the cost of tuition, incidental fees, double room and meals

**Associate program students** – up to the cost of tuition and incidental fees

Bethel Institutional Scholarships are only awarded to full-time students during fall and spring semesters. They are available for up to ten semesters for a student’s first undergraduate degree. Bethel reserves the right to limit the combining of some institutional scholarships. See each scholarship listed below for details. Bethel aid that has renewal criteria will be checked once a year at the end of spring term. Students must be meeting the renewal criteria for continuation of the award – no exceptions. Students should report any scholarship they will receive from any source other than Bethel funded aid to the Financial Aid Office.

### **Academic Honor Scholarships**

Academic Scholarships are awarded to new incoming students. New freshmen must have an 18/860 ACT/SAT and at least a 2.5 high school GPA to be considered for an Academic Scholarship. New transfer students who have never attended Bethel University must have been full time at their previous college to be considered for the scholarship. Continuing Bethel students who did not receive the scholarship upon entering Bethel are not eligible for an Academic Scholarship at any time. Scholarship recipient’s CUM GPA is checked yearly at the end of spring term to determine renewal eligibility. If an Academic scholarship is lost, the student will be considered for a lesser Academic scholarship if their cumulative GPA is at least 2.75. A student who has lost their academic scholarship, but later achieves the required renewal GPA can request reconsideration for the lost scholarship at the end of spring term. The student must submit a written request to the Financial Aid Director of the College



of Arts and Sciences. The four Academic Scholarships are:

### **Bethel Honor Scholarship**

Varying amounts up to \$1000. Varying amounts up to \$600 for new 2017/18 commuters. Incoming freshmen must meet criteria above and have a 20-22/ 940-1050 ACT/SAT or have a 3.0 to 3.24 high school CUM GPA. New transfer students must have a 3.0 CUM GPA from the previous college. Renewal: 2.75 or higher CUM GPA

### **Deans Honor Scholarship**

Varying amounts up to \$2000. Varying amounts up to \$1200 for new 2017/18 commuters. Incoming freshmen must meet criteria above and have a 23-24/ 1060-1120 ACT/SAT or have a 3.25 to 3.49 high school CUM GPA. New transfer students must have a 3.2 CUM GPA from the previous college. Renewal: 3.0 or higher CUM GPA

### **Trustee Honor Scholarship**

Varying amounts up to \$4000. Varying amounts up to \$2400 for new 2017/18 commuters. Incoming freshmen must meet criteria above and have a 25-26/ 1130-1200 ACT/SAT or have a 3.5 to 3.74 high school CUM GPA. New transfer students must have a 3.3 CUM GPA from the previous college. Renewal: 3.3 or higher CUM GPA

### **Presidential Honor Scholarship**

Varying amounts up to \$6000. Varying amounts up to \$3600 for new 2017/18 commuters. Incoming freshmen must meet criteria above and have a 27/1210 ACT/SAT or have a 3.75 high school CUM GPA. New transfer students must have a 3.4 CUM GPA from the previous college. Renewal: 3.6 or higher CUM GPA

### **Academic Theatre Scholarship**

Academic Theatre Scholarships vary in amount and are determined by the Director of Theatre. The student must declare a Theatre major and complete an audition and interview process. Contact the Director of Theatre for further information. This scholarship only combines with the Cumberland Presbyterian Grant, Contiguous County Grant, and Academic Honor Scholarships.

### **Athletic Scholarship**

Athletic scholarships are available for all sports programs offered at Bethel University, including cheerleading. Scholarships vary in amount and are determined by the head coach of each sports program. A contract must be received each year. Renewal is at the discretion of the coach and Athletic Director. This scholarship can only be combined with the Cumberland Presbyterian Grant, Contiguous County Grant, and Academic Honors Scholarships.

### **Bethel Promise Scholarship (Associates Program only)**

This is a very limited scholarship available to Associates Program students who qualify for the Tennessee Promise Scholarship. It combines with no other Bethel scholarships.

### **Bethel Service Scholarship**

Bethel Service Scholarships vary in amount up to \$2500. For new 2017/18 commuters, the amounts vary up to \$1500. The student must complete at least twenty hours of community service each term under the direction of the program director. This scholarship only combines with the Cumberland Presbyterian Grant, Contiguous County Grant, and Academic Honor Scholarships.

### **Bethel University Grant**

Bethel University Grants vary in the amount at the discretion of the Director of Financial Aid. This scholarship is being phased out and is only available to current recipients. This scholarship only combines with the Cumberland Presbyterian Grant, Contiguous County Grant, and Academic Honor Scholarships.

### **Colegio Americano Friendship Scholarship**

One full tuition scholarship is awarded each year to a graduate of the Colegio Americano, a Cumberland Presbyterian school in Cali, Columbia, South America. The scholarship can be received for four years. Renewal requires a 2.5 CUM GPA. This scholarship cannot be combined with any other Bethel scholarship.

### **Community Engagement Scholarship (CES)**

This service scholarship varies in amounts and is determined by the program director. This scholarship only combines with the Cumberland Presbyterian Grant, Contiguous County Grant, and Academic Honor Scholarships.

### **Contiguous County Grant**

Contiguous County Grants vary in amount up to \$1000. Varying amounts up to \$600 for new 2017/18 commuters. The grant is awarded to students whose permanent address per the FAFSA is in Carroll County or one of the seven contiguous counties (Benton, Decatur, Gibson, Henderson, Henry, Madison, or Weakley).

### **Cumberland Presbyterian Grant**

Cumberland Presbyterian Grants vary in amount up to \$4000. Varying amounts up to \$2400 for new 2017/18 commuters. The scholarship is awarded to active members of the Cumberland Presbyterian Church. An application documenting membership for at least one year must be submitted.

### **Cumberland Presbyterian Ministerial Scholarship**

Cumberland Presbyterian Ministerial Scholarships vary in amount up to full tuition and fees. This scholarship is for Cumberland Presbyterian students entering the ministry. A completed application documenting approval by the student's Presbytery and the Bethel University Chaplain must be submitted each year. This scholarship does not combine with any other Bethel scholarship. Applications are available on Bethel's website.

### **Division of Music Vocal/Instrumental Scholarship**

Divisions of Music Scholarships vary in amount. This scholarship only combines with the Cumberland Presbyterian Grant, Contiguous County Grant, and Academic Honor Scholarships.

### **Dollar General Scholarship**

Dollar General Scholarships are available to employees of Dollar General or employee's immediate family. A completed application and proof of employment must be submitted to receive this tuition discount.

### **Dual Enrollment Ambassador Scholarship**

Dual Enrollment Ambassador Scholarships vary in amount. This scholarship only combines with Cumberland Presbyterian Grant, Contiguous County Grant, and Academic Honor Scholarships. Contact Craig Lunn for further information.

### **Endowed Scholarship**

Bethel University offers several endowed scholarships with varying amounts and award criteria. Contact the Financial Aid Office for further information.

### **Hendrix Scholarship**

The Hendrix Scholarship competition is held each February for new incoming freshmen. The first place winner receives a full tuition, fees, double room and meal scholarship. The second place winner receives a tuition and fees scholarship. Renewal requires a 3.6 CUM GPA. This scholarship does not combine with any other Bethel scholarship.

### **Heritage Scholarship**

To be considered for the Heritage Scholarship, a first-time freshman must have a 3.75 high school GPA and at least a 27 ACT. This scholarship only combines with the Cumberland Presbyterian Grant and Contiguous County Grant. Varying amounts up to \$12,000 for dorm students and \$8000 for commuters. Renewal requires a 3.6 CUM GPA.

### **Honors Program Scholarship**

Honors Program Scholarships are for academically gifted students and vary in amounts up to \$10,000. Varying amounts up to \$6000 for new 2017/18 commuters. Incoming freshmen must have a 3.25 GPA and at least a 24 English and Reading ACT. Applications must be submitted to the program director. Contact Dan Dalrymple for further information. This scholarship only combines with the Cumberland Presbyterian Grant and Contiguous County Grant. Renewal requires a 3.0 CUM GPA and a 3.0 GPA in all Honors courses.

### **Multimedia Scholarship**

Multimedia Scholarships vary in amount. This scholarship only combines with the Cumberland Presbyterian Grant, Contiguous County Grant, and Academic Honor Scholarships. Contact Jennifer Glass for further information.

### **Opportunity Scholarship**

Opportunity scholarships vary in amount up to \$10000. This scholarship is for students from a disadvantaged background. The student must have a sponsor and reside on campus.

### **Phi Theta Kappa Scholarship**

Phi Theta Kappa Scholarships are awarded to transfer students who are members of Phi Theta Kappa. The amounts vary up to \$1000. Varying amounts up to \$600 for new 2017/18 commuters. Renewal requires a 3.5 CUM GPA.

### **Prime Scholarship**

Prime Scholarships are available for employees of Prime Trucking or employee's immediate family. A completed application and proof of employment must be submitted to receive this tuition discount. The Prime Scholarship does not combine with any other Bethel scholarships.

### **Renaissance Participation Scholarship**

Renaissance Participation Scholarships vary in amounts and auditions are required. Scholarships are available for vocal, theatre, and instrumental talent. This scholarship only combines with the Cumberland Presbyterian Grant, Contiguous County Grant, and Academic Honor Scholarships. Contact the Renaissance Office for further information.

### **Resident Assistant Scholarship**

Resident Assistant Scholarships vary in amounts up to \$3720. See the Director of Housing for further information.

### **Wildcat Booster Scholarship**

Wildcat Booster Scholarships vary in amount and are awarded at the discretion of the Director of Admissions. The scholarship only combines with the Cumberland Presbyterian Grant, Contiguous County Grant, and Academic Honor Scholarships.

### **Servant Leadership Scholarship**

Servant Leadership Scholarships vary in amount up to \$10000 for dorm residents and \$6000 for commuters. Student must contribute to Bethel University or the community through approved activities. This scholarship does not combine with any other Bethel Scholarships. Renewal requires a 3.0 CUM GPA.

### **Tutoring Scholarship**

Tutoring Scholarships vary in amount up to \$10000 for dorm residents and \$6000 for commuters. Student must commit to tutoring up to 15 hours per week. This scholarship does not combine with any other Bethel Scholarships. Renewal requires a 3.0 CUM GPA.

### **Walmart Servant Leadership Scholarship**

The Walmart Servant Leadership Scholarship varies in amount up to \$10000 for dorm residents and \$6000 for commuters. The student must be a Walmart Associate or the dependent of a Walmart Associate. This scholarship does not combine with any other Bethel Scholarships. Renewal requires a 3.0 CUM GPA.

# Federal and State Aid Return Policies

## Non-Modular Programs

Students who enroll and formally withdraw are subject to a recalculation of any federal, state, or institutional aid that was received during the term. Federal regulations mandate a recalculation of Title IV funding (Federal Pell, SEOG, Federal Stafford/Parent Plus/Grad Plus/Perkins Loans) based on the number of days in the term versus the number of days the student attended classes (as determined by the date of withdrawal). This calculation gives a percentage, and if the percentage is greater than 60% no Title IV funds must be returned. If the percentage is equal to or less than 60%, then a recalculation of Title IV fund eligibility must be completed based on the time the student did attend classes with a set policy on what funds are returned first. Students who fail to formally withdraw and/or cease attending classes (unofficial withdrawal) may have 50% of federal funds returned per federal regulations. Students who receive all “FA” grades (failure for non-attendance) could also have financial aid funds returned. Bethel University institutionally funded aid is also pro-rated when a student formally withdraws by the following policy in conjunction with the tuition refund policy:

- First Week of Class—All tuition dropped and all institutional aid withdrawn.
- Second Week of Class—80% of tuition and institutional aid withdrawn.
- Third Week of Class—60% of tuition and institutional aid withdrawn.
- Fourth or Fifth Week of Class—50% of tuition and institutional aid withdrawn.
- After the Fifth Week of Class—No tuition or institutional aid will be withdrawn.

No discounts will be made for dorm rooms if a student withdraws, but meals will be pro-rated for the unexpired time, except in the case of a withdrawal due to disciplinary action. NOTE: Due to the length of summer terms, drop rates are pro-rated differently. Please see the Office of Financial Aid for details.

## Modular Programs (RN-BSN)

### **DROPPING A MODULE:**

If a student drops a module or withdraws this can greatly affect the amount of Financial Aid they have been awarded. Financial aid funds that have been credited to their account may have to be returned to the state or federal agency that provided the funding. This may leave the student owing a balance to Bethel University that they are obligated to pay.

Bethel University recommends **before dropping any course**, contact the Financial Aid Office for the student’s program of study first determining how it will affect their account. Below is the information we are required to provide a student concerning dropping a module or withdrawing.

The following information is also available on Student Aid on the Web at [studentaid.ed.gov](http://studentaid.ed.gov).

If a student drops a module a portion of their Financial Aid could be affected. If a student’s enrollment status changes the percent of earned Federal or State Grant aid that is dependent on enrollment status will be adjusted. If a student’s originally enrollment status was full-time in a term or semester the chart below is an example of aid earned.

**UNDERGRADUATE**

Number of credit hours enrolled per term	Enrollment Status	% of aid earned	% of aid not earned that must be returned
12 or more	Full-Time	100%	0%
9 to 11	3/4-Time	75%	25%
6 to 8	1/2-Time	50%	50%
1 to 5	Less Than 1/2 Time	If a student drops below half-time the percentage of grants that can be kept is based on the regulations for that grant and the adjusted Cost of Attendance. Please contact the Financial Aid Office for the percentage amounts for each type of aid.	

**GRADUATE**

Number of credit hours enrolled per term	Enrollment Status	% of aid earned	% of aid not earned that must be returned
6 or more	Full-Time	100%	0%
3 to 5	1/2-Time	50%	50%
1 to 2	Less Than 1/2 Time	If a student drops below half-time the percentage of grants that can be kept is based on the regulations for that grant and the adjusted Cost of Attendance. Please contact the Financial Aid Office for the percentage amounts for each type of aid.	

## **WITHDRAWING FROM A MODULAR PROGRAM:**

When dropping a module that the student is currently attending or about to begin Bethel University must determine if the student is considered to be withdrawn. A student is considered withdrawn, for Title IV purposes, if the student ceases attendance at any point prior to completing the payment period or period of enrollment, unless the school obtains written confirmation from the student at the time of the withdrawal that he or she will attend a module that begins later in the same payment period or period of enrollment. In order to prevent additional unearned aid from being returned, when a course is dropped the student must complete a Notice of Intent form. The Notice of Intent states that even though the student is dropping a course they will continue attending future courses with Bethel University within the same payment period. This form can be found on the student website with instructions on where to email the form. It must be received by the Financial Aid Office within 7-days of the dropped course or the assumption will be that the student is withdrawing.

Federal law requires schools to calculate how much federal financial aid a student has earned if that student:

- Completely withdraws, or Stops attending before completing the semester, or
- Does not complete all modules (courses which are not scheduled for the entire semester) for which he/she has registered at the time those modules began.
- Does not complete a Notice of Intent form within 7 days of dropping a course and the student is not currently attending any courses.

The law specifies how Bethel University must determine the amount of Title IV program assistance that the student earns if they withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Iraq and Afghanistan Service Grants, TEACH Grants, Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grant (FSEOG) and Federal Perkins Loans.

When a student withdraws during their payment period or period of enrollment (Bethel University can define these for the student and tell them which one applies), the amount of Title IV program assistance that they have earned up to that point is determined by a specific formula. If a student received (or Bethel University or the student's parent received on their behalf) less assistance than the amount that the student earned, they may be able to receive those additional funds. If the student received more assistance than they earned, the excess funds must be returned by the school and/or the student.

The amount of assistance that a student has earned is determined on a pro rata basis. For example, if the student completed 30% of their payment period or period of enrollment, they earn 30% of the assistance they were originally scheduled to receive. Once they have completed more than 60% of the payment period or period of enrollment, they earn all the assistance that they were scheduled to receive for that period that is not based on enrollment status of full-time,  $\frac{3}{4}$  time,  $\frac{1}{2}$  time, less than half-time. Aid based on enrollment status such a Federal or State Grants will be adjusted accordingly.

If a student did not receive all of the funds that they earned, they may be due a Post-withdrawal disbursement. If the student's Post-withdrawal disbursement includes loan funds, Bethel University must obtain permission from the student before it can disburse them. A student may choose to decline some or all of the loan funds so that they don't incur additional debt. Bethel University may automatically use all or a portion of the Post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school needs the student's permission to use the Post-withdrawal grant disbursement for all other school charges. If the student does not give their permission (some schools ask for this when the student enrolls), they will be offered the funds. However, it may be in their best interest to allow the school to keep the funds to reduce their debt at the school.

There are some Title IV funds that the student may be scheduled to receive that cannot be disbursed to the student once they withdraw because of other eligibility requirements. If the student receives (or Bethel University or the student's parent receives on the student's behalf) excess Title IV program funds that must be returned, Bethel University must return a portion of the excess equal to the lesser of:

- the student's institutional charges multiplied by the unearned percentage of their funds, or
- the entire amount of excess funds.

The school must return this amount even if it didn't keep this amount of the student's Title IV program funds.

If Bethel University is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that the student must return, they (or their parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, the student makes scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds will be returned by Bethel University. The requirements for Title IV program funds, when the student withdrew, are separate from any refund policy that Bethel University may have. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. Bethel University may also charge the student for any Title IV program funds that the school was required to return. If they do not already know what Bethel University's refund policy is, they can ask Bethel University for a copy. Bethel University can also provide the student with the requirements and procedures for officially withdrawing from school.

If a student has any questions about their Title IV program funds, they can call the Financial Aid office that administers their program at Bethel University. For general information concerning Title IV program funds, they can contact the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at [studentaid.ed.gov](http://studentaid.ed.gov).

### **FINANCIAL AID DISCLAIMERS**

The commitment of federal or state funds is tentative and contingent upon subsequent congressional and/or state appropriation and actual receipt of the funds by Bethel University.

The Financial Aid Office has the right to review, modify, or cancel an award at any time because of changes in financial, enrollment, residential, or academic status or changes in an academic program.

# NON-DEPARTMENTAL PROGRAMS

## HONORS PROGRAM

The mission of the Honors Program at Bethel is to challenge academically gifted students to develop their capacities for analysis, composition, research, and critical thinking in order to increase their preparation for the duties incumbent upon education and achievement. The course of study embraced by the Honors Program both deepens the appreciation of all things human and promotes an interdisciplinary understanding of the contemporary world. As such, the Honors Program is a perfect complement to the Bethel University mission of helping students reach their full potential.

To be admitted to the Honors Program, incoming freshmen should have minimum English and Reading ACT scores of 24 and a minimum high school GPA of 3.25. Interested students should submit applications to the Director of the Honors Program, who will, in consultation with other Honors Program faculty members, begin making decisions in March. Applications are available from the Office of Admissions and from the Director of the Honors Program.

Freshmen may apply for admission to the Honors Program after their first semester. Applicants should have a minimum college GPA of 3.4 and the recommendation of one college professor. All applications from returning students must be submitted no later than May 30. Qualified students are encouraged to inquire.

Continued participation in the Honors Program is contingent upon maintenance of a 3.0 GPA in Honors Program courses and a cumulative GPA of at least 3.0. Any student earning a grade of D or F in HON 101 or HON 102 may repeat the course one time. Students who fall below the 3.0 minimum GPA in Honors courses may register for additional Honors courses only with the approval of the Honors Program Director. Students who fall below the cumulative GPA requirement will have a one-semester probationary period in which to raise their cumulative GPA to the minimum level.

The Honors research project preparation seminar (HON 395) must be taken in the Spring semester of the junior year. In the senior year, students must complete a Senior Honors Project (\*\*495). This project must be supervised by a member of the faculty and must be approved by the Honors Project Director during the preceding semester.

Students who have earned at least a GPA of 3.0 in the required Honors courses and who have earned at least a cumulative GPA of 3.0 will graduate from the Bethel Honors Program. This distinction will be duly noted on the transcript and diploma.

### ***Senior Honors Project***

If, at the end of the junior year, a student has a GPA of 3.5 or more, an honors project may be undertaken during the senior year. The project consists of a special research program in the major or minor field. The project is designed by the student with the approval of the faculty advisor, the Division Chair, and the Academic Dean.

Guidelines for the project are as follows:

1. With the approval of a faculty supervisor in the appropriate discipline and of the Honors Program Director, the student will enroll in \*\*495 Honors Project.
2. The student's proposal must be submitted to the Division Chair and the Academic Dean no later than the first month of the semester for which the student is enrolled in \*\*495 Honors Project. The student and the project advisor should be available to address any questions or concerns of the Department Chair and the Academic Dean.
3. The Division Chair and the Academic Dean must approve the project proposal as well as all subsequent changes to the original proposal.
4. The student will make a midterm progress report (written or oral) to the Division Chair and the Academic Dean during the semester in which the student is enrolled in \*\*Senior Honor Project.
5. A copy of the completed and graded project will be submitted to the Division Chair and to the Academic Dean, each, no later than midterm of the following semester.
6. The student will provide two copies (50% rag content) of the final approved project narrative to the Burroughs Learning Center and one copy to the project supervisor.



## **DEVELOPMENTAL EDUCATION**

On the basis of the results of ACT tests and other information, such as transcripts, some students will be placed in developmental courses to remedy deficiencies which would otherwise prevent success in the college curriculum. Students failing to obtain a grade of C or better in any developmental course after three attempts will receive an automatic suspension. Credit in developmental courses will not be counted toward graduation requirements.

## **GLOBAL STUDIES**

### **Study Abroad—IES**

Bethel University has a Study Abroad agreement with IES, IES Abroad is headquartered in Chicago and provides 120+ study abroad programs in more than 30 global locations worldwide. Students may receive academic credit through programs which Bethel University approves. Bethel University students must complete an application process with the Bethel Study Abroad Faculty Advisor and with IES. For further information regarding IES, visit their website at [IESabroad.org](http://IESabroad.org).

## **GLOBAL SERVICE LEARNING**

Students interested in Global Service Learning at Bethel University must enroll in GSL 150, 250, 350, or 450 (dependent on classification) for 3 hours credit, which also includes the travel. There are no prerequisites for the course and it is open to all Bethel University colleges. Students will be required to attend an informational meeting, submit a non-refundable deposit amount as determined, and complete application materials. Participation in the Global Service Learning experience is contingent upon approval of the Director of Global Studies.

# CURRICULUM ORGANIZATION

## BACHELOR OF SCIENCE

The undergraduate curriculum at Bethel is organized into four parts; the General Education core, the program core, the majors, and the minors. Each of these elements is described below. Administrative responsibility for oversight and instruction for the College of Health Sciences is given to academic departments and Division Chairpersons.

### THE UNIVERSITY PARALLEL GENERAL EDUCATION PROGRAM

Bethel University believes the General Education Program is the foundation of a liberal arts education. It supports the mission of the university by providing breadth of knowledge and placing the multiple disciplines in perspective. The General Education Program promotes critical thinking and reflection which support the depth of knowledge offered in the majors while providing students with shared learning experiences.

#### University Parallel/General Education Outcomes

Total of 33 semester hours of University Parallel/General Education Required Courses.

3 semester hrs (specified for 2 semester hours for CHS)	College Orientation Experience
6 semester hrs.	English Composition
6 semester hrs. (specified for some majors)	Humanities/Fine Arts
6 semester hrs. (specified 1 semester hr, science lab for CHS)	Mathematics/Science
6 semester hrs. (specified for some majors)	Social Science
6 semester hrs. (specified for some majors)	Religion or Philosophy

#### University Parallel/General Education Outcomes

1. Students will develop effective written communication skills.
2. Students will be able to identify the basic principles of scientific methodology.
3. Students will be able to identify the basic principles of quantitative reasoning.
4. Students will be able to demonstrate an understanding of the scholarly dimension of religious studies.
5. Students will be able to demonstrate an appreciation of the arts.
6. Students will be able to demonstrate effective critical thinking skills.
7. Students will be able to demonstrate an understanding of the historic dimensions of the human experience.

In order to realize these outcomes, undergraduate students at Bethel University College of Health Sciences are required to take the following General Education courses:

#### General Education Courses (33hrs) - NURSING

2 Hours College Orientation	COE102
6 Hours English Composition	ENG101, 111
6 Hours Fine Arts	Choose from: ART216, ART217, ENG201, ENG202, MUS201, MUS331, SAT116
7 Hours Mathematics/Science	MTH111 or higher (excluding MTH113); BIO111 and BIO111L
6 Hours Social Science	PSY111; SOC111
6 Hours Religion	REL111, 112

### **General Education Courses (33hrs) - ATHLETIC TRAINING**

2 Hours College Orientation	COE102
6 Hours English Composition	ENG101, 111
6 Hours Fine Arts	Choose from: ART216, ART217, ENG201, ENG202, MUS201, MUS331, SAT116
7 Hours Mathematics/Science	MTH11 or MTH120(if 20+ on ACT); BIO111 and BIO111L
6 Hours Social Science	PSY111; SOC111
6 Hours Religion	Choose from: REL111, 112, 113

Progress toward meeting the outcomes of the General Education courses is measured in a number of ways; through standardized, nationally-normed tests, internally generated tests, class activity, and survey data.

### **THE PROGRAM CORE**

As part of Bethel University's effort to simplify and clarify its curriculum, the college has incorporated a program design that features a program core. The program core is the next logical step for a student to take as he/she moves from the core curriculum and wishes to explore coursework that pertains to a major field before completely committing to a major. This intermediate step allows for greater flexibility in course selection and major exploration.

### **MAJORS IN THE COLLEGE OF HEALTH SCIENCES**

Students must select a major field of study in their pursuit of a Bachelor of Science degree at Bethel University. Depending on the major, a student will work toward a Bachelor of Science in Athletic Training or a Bachelor of Science in Nursing. The available majors include Athletic Training and Nursing. Some majors also require the student to select a minor.

# ATHLETIC TRAINING PROGRAM

## BACHELOR OF SCIENCE IN ATHLETIC TRAINING

### VISION

In cooperation with the Department of Sports Medicine, the Athletic Training Program (AT Program) at Bethel University will provide an excellent academic and clinical education for Athletic Training majors; promote the highest educational, professional and ethical standards; and be recognized as a premier entry-level program that prepares students to be exceptional individuals who exercise sound judgment, uphold Christian principles, achieve fulfillment in their personal and professional lives, and make positive contributions to their communities and the athletic training profession.

### MISSION

The mission of the Athletic Training Program (AT Program) at Bethel University is to provide students a dynamic learning environment grounded in scientific knowledge, evidence-based practice and clinical experiences in the field of athletic training that are necessary to provide quality patient care. By fostering open dialog and active learning in the classroom and clinical settings, the AT Program cultivates Athletic Training students who aspire to be highly skilled, knowledgeable, and compassionate health care professionals.

The AT Program supports the overall mission of the institution to create opportunities for members of the learning community to develop to their highest potential as whole persons—intellectually, spiritually, socially, and physically—in a Christian environment. Additionally, the AT Program faculty, staff, and students strive for professional excellence and adhere to all legal and ethical standards of practice in service to the community.

*“Work with enthusiasm, as though you were working for the Lord rather than people.” -Ephesians 6:7 NLT*

### GOALS

- The AT Program will provide high-quality didactic and clinical instruction and learning opportunities for students in a rigorous curriculum, based in the liberal arts, that integrates Christian faith with clinical practice.
- All associated with the AT Program will adhere to the Foundational Behaviors of Professional Practice for athletic trainers.
- The AT Program will exhibit professional responsibility through adherence to accreditation and certification guidelines (CAATE, BOC®) and involvement in athletic training organizations (TATS, SEATA, and NATA).
- The AT Program will retain students in the major and prepare them as lifelong learners for a career in the athletic training profession.

### OBJECTIVES

- Athletic Training students will demonstrate effective clinical application of the athletic training skills learned in didactic coursework.
- Athletic Training students will demonstrate their ability to provide care to diverse patient populations through experiences in a variety of clinical settings, with various healthcare professionals.
- Athletic Training students will demonstrate competency and clinical proficiency in the five domains of athletic training, which include: (1) injury/illness prevention and wellness protection, (2) clinical evaluation and diagnosis, (3) immediate and emergency care, (4) treatment and rehabilitation, and (5) organizational and professional health and well-being.
- Athletic Training students will thoroughly examine current literature and clinical competencies to assess “best practices” in athletic training and other allied health professions.
- Athletic Training students will be able to think critically, communicate effectively, and apply their knowledge and skills in a variety of settings.
- Students who successfully complete the AT Program will be prepared to: challenge the BOC® exam, secure employment in athletic training or a related field, and/or gain admission to a graduate program.

# CODE OF ETHICS

## *Preamble*

The National Athletic Trainers' Association Code of Ethics states the principles of ethical behavior that should be followed in the practice of athletic training. It is intended to establish and maintain high standards and professionalism for the athletic training profession. The principles do not cover every situation encountered by the practicing athletic trainer, but are representative of the spirit with which athletic trainers should make decisions. The principles are written generally; the circumstances of a situation will determine the interpretation and application of a given principle and of the Code as a whole. When a conflict exists between the Code and the law, the law prevails.

## *Principle 1:*

Members shall respect the rights, welfare, and dignity of all.

- 1.1 Members shall not discriminate against any legally protected class.
- 1.2 Members shall be committed to providing competent care.
- 1.3 Members shall preserve the confidentiality of privileged information and shall not release such information to a third party not involved in the patient's care without a release unless required by law.

## *Principle 2:*

Members shall comply with the laws and regulations governing the practice of athletic training.

- 2.1 Members shall comply with applicable local, state, and federal laws and institutional guidelines.
- 2.2 Members shall be familiar with and abide by all National Athletic Trainers' Association standards, rules, and regulations.
- 2.3 Members shall report illegal or unethical practices related to athletic training to the appropriate person or authority.
- 2.4 Members shall avoid substance abuse and, when necessary, seek rehabilitation for chemical dependency.

## *Principle 3:*

Members shall maintain and promote high standards in their provision of services.

- 3.1 Members shall not misrepresent, either directly or indirectly, their skills, training, professional credentials, identity, or services.
- 3.2 Members shall provide only those services for which they are qualified through education or experience and which are allowed by their practice acts and other pertinent regulation.
- 3.3 Members shall provide services, make referrals, and seek compensation only for those services that are necessary.
- 3.4 Members shall recognize the need for continuing education and participate in educational activities that enhance their skills and knowledge.
- 3.5 Members shall educate those whom they supervise in the practice of athletic training about the Code of Ethics and stress the importance of adherence.
- 3.6 Members who are researchers or educators should maintain and promote ethical conduct in research and educational activities.

## *Principle 4:*

Members shall not engage in conduct that could be construed as a conflict of interest or that reflects negatively on the profession.

- 4.1 Members should conduct themselves personally and professionally in a manner that does not compromise their

professional responsibilities or the practice of athletic training.

**4.2** National Athletic Trainers' Association current or past volunteer leaders shall not use the NATA logo in the endorsement of products or services or exploit their affiliation with the NATA in a manner that reflects badly upon the profession.

**4.3** Members shall not place financial gain above the patient's welfare and shall not participate in any arrangement that exploits the patient.

**4.4** Members shall not, through direct or indirect means, use information obtained in the course of the practice of athletic training to try to influence the score or outcome of an athletic event, or attempt to induce financial gain through gambling.

## **ADMISSIONS**

The Athletic Training Program utilizes a secondary selective admission process where students are formally admitted into the Professional Phase of the Athletic Training major. Completion of the requirements for admission into the Athletic Training Program DOES NOT guarantee admission into the Professional Phase of the major. Requirements for admission to the College of Health Sciences Athletic Training Program are:

### **1. Application Form**

All applicants must submit a completed **Application for Admission** form to the Program Director by the **November 1st deadline** in order to be considered for admittance to the Professional Phase of the Athletic Training Program (AT Program) at Bethel University. Applications received after the November 1st deadline will be considered only if space in the AT Program allows.

### **2. Grade Point Average**

All applicants, regardless of transfer status, must have a minimum cumulative GPA of 2.50 (on a 4.0 scale) for all college-level coursework in order to be considered for admission to the Professional Phase of the Athletic Training Program. Courses below 100 level will not be a part of the cumulative GPA calculation.

### **3. Prerequisite Courses for Program Admission**

Applicants must have successfully completed, or be currently enrolled in, the following five (5) prerequisite courses and have received a grade of "B" (3.0 on a 4.0 scale) or better in each of these courses in order to be considered for program admission. However, a student may be considered for conditional admittance if s/he received a grade of "B" in no more than one (1) of these prerequisite courses:

- ATR 100 – Athletic Taping and Bracing (1)
- ATR 200 – Foundations of Athletic Training (3)
- BIO 316 – Medical Terminology (3) **or**
- HSC 216 – Medical Terminology for Healthcare Providers (3)
- HEA 330 – Prevention and Care of Athletic Injuries (3)
- HSC 230 – Emergency Care in Sport and Physical Activity (3)

### **4. Prerequisite Laboratory Science Course**

In addition to the prerequisite courses listed above (see #3), students must also successfully complete at least one (1) laboratory science courses with a grade of "C" or better, prior to beginning the Professional Phase of the Athletic Training Program.

### **5. Entrance Exam**

Applicants will be required to take a practice BOC Entrance Examination prior to the interview process. The pre-requisite courses contain vital knowledge, skills, and abilities required for all AT students. Having successfully completed the pre-requisite coursework, all applicants should be able to achieve a benchmark of no less than 20%. An ideal score would be 25%

or higher. Students who meet all other requirements, but do not meet the Entrance Exam benchmark may still be considered for admission on a probationary status as long as seats are available in the cohort. See the Admissions Coordinator to schedule the exam.

## **6. Student Essay**

Applicants must submit a 1-2 page typed essay to the Program Director by the **November 1st deadline**, along with the **Application for Admission**. In this essay, please describe your interest in, and understanding of, the field of athletic training. Describe your potential as an Athletic Training Student, and why you believe you should be chosen for admittance into the Bethel University Athletic Training Program. Discuss how you came to the decision to pursue a career in athletic training; include any previous experience you may have in athletic training or other health care field(s), and describe your professional goals and aspirations. Lastly, explain the personal characteristics and attributes you believe are vital for a career in athletic training. *Note: Essays should be typed, double-spaced using Times New Roman, 12-point font.*

## **7. Notification Form**

Applicants must submit a signed **Notification Form** to the Program Director by the **November 1st deadline**, acknowledging all of the documentation and administrative procedure requirements for full admission and retention of students in the Professional Phase of the Athletic Training Program. The **Notification Form** includes statements regarding the criminal background check and drug screening(s) required by all students participating in clinical education in the College of Health Sciences. The form also contains statements about receipt and/or acknowledgement of the [Athletic Training Student Handbook/Policies and Procedures Manual](#), *Technical Standards*, *Confidentiality Agreement*, the *Infectious Illness and Communicable Disease Policy*, and additional expenses and requirements of the Athletic Training major.

## **8. Applicant Recommendation Forms**

All applicants must provide three (3) references/ letters of recommendation for consideration of program admission. In support of the applicant's candidacy to Bethel University's Athletic Training Program, each of these references will need to complete an **Applicant Recommendation Form** and submit it directly to the Program Director in a sealed envelope. The recommendation forms must be completed by persons from each of the following categories: (1) a personal or character reference from a coach, mentor, pastor, or family friend; (2) a certified athletic trainer or other health care professional (e.g., nurse, physical therapist, physician, etc.) who understands the demands of clinical education; and (3) an academic reference from a high school teacher or college professor. Also, references must be from persons other than the Athletic Training Faculty employed at Bethel University. Mailed forms must be post-marked no later than November 15th. Note: Family members will NOT be accepted as references, and students must use the form provided.

## **9. Observation Hours**

Applicants must document no less than 25 observation hours with certified athletic trainers, physical therapists, orthopedists and/or sports medicine physicians, prior to submitting their **Application for Admission** to the Program Director. For students who are on campus, scheduled hours will be provided around the student's class schedule. While in the Bethel University Athletic Training Facility, students will be given a task sheet which is intended to help with orientation to the facility and AT duties. Note: Students must use the form provided.

## **10. Interview**

Applicants must complete a formal interview with the AT Program's Selection Committee. Following the November 1st application deadline, candidates will be notified via email regarding the interview schedule.

## **11. First Aid and CPR Certification**

Applicants must submit proof of current First Aid and CPR/AED certification (e.g., photocopies of the certification cards) to the Program Director prior to the start of the semester in which the student will begin the Professional Phase of the Athletic Training Program.

## ***11. Physical Examination***

Applicants must complete a physical examination (e.g., medical history and clinical evaluation) prior to beginning the Professional Phase of the Athletic Training Program, to determine if there are any limitations that might prevent the student(s) from meeting the technical standards for admission.

## ***12. Immunization Records***

Applicants must submit complete immunization records to the Program Director prior to the end of ATR245 Clinical I, which should include the following: measles, mumps, rubella (MMR) vaccination; tetanus and diphtheria (Td or Tdap) vaccination; varicella (chickenpox) vaccination or a positive (+) titer; tuberculosis (TB) skin test; meningitis vaccination; and hepatitis B vaccination. Note: Students are responsible for the costs of obtaining all of their vaccinations. Additionally, students may sign an assumption of risk waiver in lieu of receiving the hepatitis B vaccine; however, it is strongly recommended that all students in health care programs receive the hepatitis B vaccine.

## **ADDITIONAL EXPENSES FOR THE ATHLETIC TRAINING PROGRAM**

Students are responsible for all tuition, fees, and other expenses associated with the Athletic Training Program at Bethel University. These costs may include, but are not limited to:

### ***Tuition***

Refer to the Financial Information section of this catalog for 2017-18 fees. Also, a list of the current undergraduate tuition and fees can be found on Bethel's website ([www.bethelu.edu](http://www.bethelu.edu)).

### ***Liability Insurance***

Liability insurance is required of all students participating in clinical education courses at Bethel University. Athletic training students will be billed approximately \$20.00 per academic year for liability insurance, unless the student can provide evidence of personal liability insurance before the first day of class each term. The amount of personal liability insurance coverage must be at least \$1,000,000 each claim/\$3,000,000 aggregate.

### ***Laboratory Fees and Fair Practice***

Effective in Fall 2013, all Athletic Training students admitted into the Professional Phase of the Athletic Training Program will be billed a laboratory fee per semester in each of the clinical courses (e.g., ATR 245, ATR 340, ATR 345, ATR 440, and ATR 445). These laboratory fees will be used to supplement program costs associated with clinical education, such as the athletic training students' annual dues for NATA student membership, renewal courses for First Aid, CPR & AED certifications, technology, annual drug screen, OSHA and blood borne pathogens training, purchasing and maintaining equipment and supplies for the AT Program classroom(s) and laboratory, and providing Bethel University Athletic Training attire (i.e., T-shirts and polo shirts) to the athletic training students.

### ***Weather-Specific or Additional Clothing***

Each student will be provided one Bethel University ATS clinical polo per year. Students will have the opportunity to purchase additional program clothing. All students will be required to provide/purchase additional professional attire as needed (i.e., khaki pants, khaki shorts, dress clothes, program polo, etc.) and/or outdoor apparel (i.e., sweatshirts, rain jackets, etc.), in order to meet the standards of professional practice in clinical education.

### ***NATA Membership***

NATA membership is required for all athletic training students enrolled in the Professional Phase of the Athletic Training Program. The NATA organization is an invaluable tool for students and professionals alike. This membership provides access to Evidence Based Medicine research material, students discussion forums, career center access, as well as discounts in testing (practice and BOC) and insurance assistance. The cost of NATA student membership is included in the athletic training students' clinical class fees.



### ***Transportation***

Athletic training students will be assigned to off-campus clinical sites as well as on-campus assignments during the course of this program of study. The students will be required to provide their own transportation (and any costs incurred) to and from clinical sites. Carpooling, whenever possible, is encouraged. Please note that athletic training students may be required to drive to off-campus clinical sites that are 10-15 minutes from campus up to approximately 1 hour away from Bethel University for their clinical assignments. All athletic training students must maintain their own auto insurance policy (according to state law). Please note that neither Bethel University nor the Athletic Training Program will be liable for any accident that may occur to the student or the student's vehicle while traveling to and from clinical sites. Furthermore, no athletic training student shall be required to transport a patient or student-athlete (high school or collegiate) to or from any medical appointments, athletic practices, athletic events or other related affairs in their personal vehicle.

### **CLINICAL COURSES**

All clinical courses in the Athletic Training major require formal admission into the professional phase of the Athletic Training Program and will therefore be open only to AT Program students. A modular approach will be utilized in order to develop competency of athletic training skills. Students will demonstrate proficiency of the clinical education competencies according to the National Athletic Trainers' Association Athletic Training Education Competencies, 5th Edition (2011). In order to document their progression in the Integrated Clinical Proficiencies, students will be expected to continually work toward completion of the clinical proficiencies portfolio in all five (5) clinical courses. Under the direct supervision of a preceptor, students will complete a minimum of 5 hours per week and a maximum of 30 hours per week outside of the classroom in various on- and off-campus clinical settings for each clinical course.

# ATHLETIC TRAINING PROGRAM

## CURRICULUM ORGANIZATION

### General Education Courses (33 hours)

- COE 102—2hrs
- ENG 101—3 hrs
- ENG 111—3 hrs
- REL 111, REL112, or REL 113—6 hrs
- MTH 111 or MTH120 (if 20+ on ACT) —3 hrs
- BIO111 and BIO111L (exceptions determined by Program Director)—4 hrs
- PSY 111—3 hrs
- SOC 111—3 hrs
- Choose 2 Humanities/Fines Arts from: ART 216, ART 217, ENG 201, ENG 202, MUS 201, MUS 331, SAT 116—6 hrs

### Cognate Major Requirements (46 hours)

- BIO 309, 309L Human Anatomy & Physiology I with lab—4 hrs
- BIO 310, 310L Human Anatomy & Physiology II with lab—4 hrs
- CHE 111, 111L General Chemistry I with lab—4 hrs
- PHY 211, 211L General Physics I with lab (Pre-PA students may substitute CHE 112, 112L)—4 hrs
- HSC 212 Nutrition for Health Care Providers—3 hrs
- HSC 381 Introduction to Research for Evidence-Based Practice—3 hrs
- HSC 421 Exercise Testing & Prescription—3 hrs
- MTH 202 Introduction to Statistics—3 hrs
- PED 321 Kinesiology—3 hrs
- PED 322 Physiology of Exercise—3 hrs
- PED 425 Psychology of Sport and Exercise—3 hrs
- SAT 110 Public Speaking and Communication—3 hrs
- Elective Coursework (recommend BIO 430, HSC 422, HEA 201, PED activity or other)—6 hrs

### Pre-Professional Requirements (13 hours)

- ATR 100 Athletic Taping and Bracing—1 hr
- ATR 200 Foundations of Athletic Training—3 hrs
- HEA 330 Prevention and Care of Athletic Injuries—3 hrs
- HSC 216 Medical Terminology for Health Care Providers—3 hrs
- HSC 230 Emergency Care in Sport & Physical Activity—3 hrs

### **Professional Phase Coursework (36 hours)**

- ATR 245 Clinical I—2 hrs
- ATR 250 Therapeutic Modalities—3 hrs
- ATR 260 Principles of Rehabilitation—3 hrs
- ATR 330 General Medicine & Pharmacology in Athletic Training—4 hrs
- ATR 340 Clinical II—2 hrs
- ATR 345 Clinical III—2 hrs
- ATR 360 Introduction to Assessment & Intervention I—3 hrs
- ATR 361 Assessment & Intervention I—4 hrs
- ATR 362 Assessment & Intervention II—4 hrs
- ATR 410 Organization and Administration in Athletic Training—3 hrs
- ATR 440 Clinical IV—3 hrs
- ATR 445 Clinical V—3 hrs

**Total Program Hours = 128**

# **DEPARTMENT OF NURSING**

## **BACHELOR OF SCIENCE IN NURSING**

### **INTRODUCTION**

We, the faculty of the Department of Nursing (DON), are honored that you have chosen Bethel University to assist you in achieving your goal of becoming a baccalaureate-prepared registered nurse. We look forward to providing you with numerous educational experiences that will facilitate your transition from student to professional nurse.

The mission statement and philosophy of the Bethel University Department of Nursing are consistent with the mission statement, operational definitions, and objectives of the parent institution (Bethel University). The mission statement and philosophy reflect the beliefs of the faculty and give direction to the baccalaureate nursing program.

### **VISION**

The vision of the Bethel University Department of Nursing is to be the premier nursing program in the region. The faculty expects our graduates to be distinguished as a result of their caring and compassion, academic, clinical and professional excellence, commitment to professional nursing, advocacy for their patients' and communities' health, contribution to the advancement of safe, quality patient care, and leadership in the implementation and standardization of evidence-based practice in an ever-changing healthcare environment.

### **MISSION**

The mission of the Bethel University Department of Nursing is to provide our students with the opportunities, education, experiences, environment, mentoring, and leadership necessary for them to develop to their highest potential as professional nurses.

Highest potential is defined as each student being prepared to exhibit excellence by positively impacting health care of the patient communities served, demonstrating competency by delivery of the ultimate level of safe quality care created by participation in inter-professional collaboration, life-long learning and advanced education, and implementing an evidence-based practice as the standard of care.

### **PHILOSOPHY**

*We, the Bethel University Nursing Faculty, believe* that each person is a unique product of his or her environment; that learning is a result of the teaching-learning process; that health impacts quality of life; and that nursing is the art and science of care-giving, the prevention of illness, and promotion of health.

*We believe that each person* is a global citizen who exists and functions within the context of family, community, and world. We believe that each person is responsible and accountable for the decisions he or she makes and for the consequences resulting from those decisions. We believe in the intrinsic value of each person and that he or she is deserving of respect and dignity throughout the lifespan. We see each person as a holistic being whose interaction with his or her environment has the potential to positively influence the purpose and meaning that others derive from their existence.

*We believe that environment* shapes the person, just as the person exerts an influence upon his or her environment. Our belief is that a person's environment is the sum of the physical aspects of one's internal and external existence as well as moral, cultural, psychosocial, socioeconomic, spiritual, political, educational, ecological and technological forces. We also believe that individuals make choices about how they interact with their environment resulting in an impact on their lives.

*We believe that learning* is the principal way in which individuals enhance the efficacy of their interactions within their environment. We believe that learning gives people the skills and knowledge they need to be successful on a personal level while

allowing them to contribute to the benefit and welfare of society. We believe that learning is an individual process, that every person has potential and can learn. We also believe that every person has the responsibility to be an active participant in the learning process and is personally accountable for his or her learning outcomes.

*We believe that learning is the sum of the outcomes from the teaching-learning process.* The teaching-learning process is a reciprocal endeavor that involves the active, mutually cooperative participation of faculty and students in the learning environment. We believe that it is our responsibility to provide our students with the leadership, professional guidance, and academic foundation to be successful in the nursing profession. It is our professional obligation to instill a passion for life-long learning in our students to enable them to stay well-informed of the changes in health care science, technology, and evidence-based practice.

*We believe that health*—on the individual, community, and global level—is nursing’s reason for being. Our belief is that health is a dynamic, constantly adapting state and is influenced by multiple variables, including the physical environment, culture, gender, age, ethnicity, lifestyle, socioeconomic status, education level and genetics. Our position is that the meaning of health is unique to each individual and exists on a continuum from wellness to death. The science of nursing strives to improve health maintenance and health management to achieve optimal wellness while participating in multidisciplinary care.

*We believe that nursing* is a profession founded upon caring. Nursing is an art and a science. The art is in our caring and in the manner of our care; the science involves health promotion, illness prevention, risk-factor identification, acute and chronic care, rehabilitation, and chronic disease management. Nurses are leaders, care-givers, designers of care, change agents, teachers, role models, decision makers, scientists, managers, and advocates. We believe that the future of nursing lies in taking a leadership role in health promotion, health care and the health care system.

## **PROGRAM GOALS**

The Bethel University Bachelor of Science in Nursing degree prepares graduates for entry-level professional positions in primary, secondary, and tertiary care settings serving persons of all ages from diverse populations and for advancement to a graduate degree program in nursing.

The Bethel University nursing graduate is expected to embody certain characteristics. These characteristics are as follows:

- Demonstrates professional excellence as evidenced by a practice that reflects moral, legal, and ethical principles and accepted standards of practice.
- Integrates liberal arts, science, and nursing knowledge as the foundation of professional practice.
- Displays caring, compassion, and respect for human dignity.
- Acts as the patients’ advocate, making their care and well-being the highest priority.
- Shares responsibility for and assumes a leadership role in the provision of quality health care and its continuous improvement based upon current evidence.
- Utilizes clinical reasoning and evidence based practice to improve health care of individuals, families, communities, aggregate populations and the world.
- Collaborates and communicates effectively with teams, both intra and interdisciplinary and other health care stakeholders using verbal, written, and informatics skills.
- Exhibits the cultural competence needed to provide holistic health care to individuals, families, communities, aggregate populations and the world.
- Applies knowledge of the health and wellness continuum to educate about and advocate for measures to maximize the health of individuals, families, communities, aggregate populations and the world.
- Accepts responsibility as an advocate for health care policies that improve health care for all, taking into account the needs of the profession, the health care system, and society.
- Functions as a professional nurse generalist providing safe, competent, evidence based quality care.
- Demonstrates a commitment to professional excellence through life-long learning.

## Bethel Nursing Expected Program Outcomes

<b><i>Completion Rate</i></b>	<b>≥70% within three years of full-time enrollment in the nursing program</b>
<b><i>Employment</i></b>	<b>100% of those seeking employment</b>
<b><i>1st time NCLEX pass rate</i></b>	<b>&gt;85%</b>
<b><i>AACN/SkyFactor Graduate Exit Assessment</i></b>	<b>≥ mean 5.0 on factors measured</b>
<b><i>AACN/SkyFactor Undergraduate Nursing Alumni Assessment</i></b>	<b>≥ mean 5.0 on factors measured</b>

## APPLICATION, ADMISSION, & PROGRESSION

### ***Requirements***

Students must apply for full time enrollment in the nursing program by completing the nursing application, which is available at [bethelu.edu](http://bethelu.edu) (nursing program page) and in the nursing department. The application deadline for fall admission is March 1 of each year. Applicants must also take the ATI TEAS examination prior to March 1 as part of the admission process. This examination is administered by the Department of Nursing at scheduled times in January and February of each year.

The Nursing Committee on Admissions and Retention carefully examines each applicant's complete college scholastic record and ATI TEAS results. Selection of applicants is made on a competitive basis and equal educational opportunity is offered to all students meeting the entrance requirements regardless of race, sex, color, religion, marital status, age, national origin, or veteran status. A class is admitted in the fall semester of each academic year.

### ***Procedure***

Enrollment in any nursing course is limited to students who have applied for Department of Nursing admission and have been admitted into the Bethel University Nursing Program. To be considered for admission into the nursing program, the student must have completed all College of Health Sciences common core requirements and nursing program core requirements with a grade of C or higher. All common core and program core courses must be completed prior to entering the nursing program except for 9 credit hours which may only be taken from REL or FA courses. The student must have a minimum cumulative GPA of 2.75. Transfer course grades will be included in the calculation of GPA to determine eligibility for admission to the nursing program.

### ***Course Repetition***

Bethel nursing students may repeat one nursing course if less than a "C" grade is earned. Students are ineligible to continue in the nursing program at Bethel University if grades of "D" and/or "F" are earned in two or more nursing courses. Students who transfer from another nursing program with a "D" or "F" in one nursing course on the transcript will be ineligible to continue in the Bethel Nursing Program if grades of "D" and/or "F" are earned in one or more nursing courses. Decisions regarding acceptance of nursing courses completed successfully from the previous nursing courses will be made by the Admissions and Retention Committee based on comparison of the syllabus from previous course and the same Bethel nursing course.

Students who have earned a "D" or "F" in two nursing courses from another nursing program will be considered for admission to the Bethel nursing program on a case-by-case basis. No equivalency credit will be given for any nursing course successfully completed in the previous nursing program if the student is accepted for admission to the nursing program. The student must meet all prerequisite requirements prior to transferring into the Bethel nursing program after earning a "D" and/or "F" in two nursing courses will be ineligible to repeat any Bethel nursing courses in which they earn a "D" or "F."

## **Grading Scale**

A	94-100	Excellent
B	85-93	Very Good
C	76-84	Good
D	75-65	Unsatisfactory
F	64 or below	Failure
W		Withdrew
P/F		Pass/Fail

## **Methods of Evaluation**

The Department of Nursing faculty has adopted the following evaluation plan for progression in the nursing program:

### **Format for Standardized Evaluation of Students**

- Instructor-determined number of unit exams with a minimum of three throughout the semester (Optional in NUR 341, NUR 430, & NUR450)
- Quizzes as appropriate (announced & unannounced)
- Comprehensive Final
- ATI Content Mastery Assessment (if available for the course)
- Clinical Evaluation Tool
- Nursing Care Plans, Concept Mapping
- Projects, Papers, Journals, Presentations, Debates, Portfolios (not an all-inclusive list)
- Medication Calculation Examination (for each clinical course)

### **Weight of Percent of Each of the Above Evaluation Methods**

- Unit Exams 40 – 80% total
- Quizzes 0 – 10% total
- ATI Content Mastery Exam (if available) 10%
  - Level 3 proficiency – 10 pts
  - Level 2 proficiency – 10 pts
  - Level 1 proficiency – 0 pts
  - Less than Level 1 proficiency – 0 pts
- Comprehensive Final 20%
- Projects, Papers, Journals, Presentation 0 – 20% total
- Clinical Evaluation Tool Pass/Fail
- Nursing Care Plans, Concept Mapping Pass/Fail

### **Criteria for Successful Completion of Each NUR Course**

1. Comprehensive final must be completed with a grade of 76 or above to progress to the next NUR course.
2. Total average of grades for all objective evaluations must be 76 or above to progress to the next NUR course (Unit Exams, Quizzes, ATI Content Mastery Exam, Final Exam).
3. Total average of all grades for the NUR course must be 76 or above to progress to the next NUR course.

4. Clinical Evaluation must be a passing grade to progress to the next NUR course.
5. Completion of the Medication Calculation Examination in each clinical course with a 90% or higher grade. Each student will have two opportunities to achieve this grade.

Each of the above criteria must occur to progress to the next NUR course. If any of the first four criterion are not met, the grade earned will be a “D” or below. If the criteria in #5 are not met, the student will administratively withdraw from the course during the first week of class. This withdrawal is not considered a failure of the course and will not be considered when evaluating eligibility for readmission.

### ***Transfer Coursework***

After admission to the Bethel University Department of Nursing and prior to taking courses at other institutions, students must receive written permission from the College of Health Sciences Registrar to enroll in any course at another institution. Students should not base their progression or graduation on permission being granted to take coursework off campus. Students must notify their advisor when courses are not taken as scheduled, are dropped or failed, and should subsequently contact their advisor or director to receive authorization to alter the originally agreed upon permission form. Students who fail to adhere to this policy may not receive credit. Courses taken at other colleges and universities may alter the Bethel University GPA. Students are responsible for having official transcripts for all authorized work taken at other colleges and universities sent to the Bethel University College of Health Sciences Registrar’s Office for proper recording within one (1) semester of completion.

It is the student’s responsibility to determine that the transfer courses have been recorded in the College of Health Sciences Registrar’s Office.

### ***Governance and Readmission to the Nursing Program***

Students who are accepted into the Bethel University Department of Nursing will be governed by the policies in effect at the time admission to the program is granted. If a policy is modified while the student is enrolled in the nursing program, the Director and Student Affairs student representative will be responsible for notifying all students of the change in policy. Additionally, students will receive a copy of the revised policy from the director. This copy may be delivered in hard copy or electronic form.

Students who have been absent from the nursing program at Bethel University for one or more semesters for any reason must apply to the department for readmission and follow the Readmission to the Nursing Program policy requirements. The policy is available from the Department of Nursing and on the nursing program web page. Space availability will be one of the criteria used for the readmission decision as well as review of the student’s previous academic record and the student’s actions taken to address the reason for absence from the program.

The faculty and academic advisers are available to help students understand and meet academic requirements for the Baccalaureate of Nursing degree, but the students themselves are responsible for understanding and fulfilling the requirements. The degree cannot be awarded until all requirements as defined by the Bethel University Department of Nursing are met. It is essential that each student become familiar with all requirements and remain informed throughout their program career.

### ***Grade and Academic Honesty Appeals***

If a nursing student feels that he or she is a victim of unfair grading practices, classroom procedures, or treatment of academic honesty the following procedures should be followed:

1. The nursing student should first discuss the complaint with the nursing faculty member.
2. If the situation remains unsettled, the student should discuss the complaint with the Director of Nursing.
3. If the situation remains unsettled, the student should discuss the complaint with the College of Health Sciences Vice President.
4. If the situation remains unsettled, the student may appeal to the College of Health Sciences Curriculum and Academic Policy Committee.
5. If the situation remains unsettled, the student may appeal to the President of Bethel University.



In addition, nursing students are expected to adhere to the Appeals Process of Bethel University as stated in The Log.

### ***National Council Licensing Examination (NCLEX)***

Each student is required to write the NCLEX after graduation from the nursing program. Successful completion of this examination is required for licensing as a Registered Nurse. Licensing is required of any graduate who wishes to practice as a Registered Nurse. The director of the nursing program will assist the senior nursing students in the final semester to complete the application process required to be eligible to take the NCLEX and achieve licensing. Fees for the application process are the responsibility of the student and are listed in this catalog.

The student must complete the Virtual ATI (VATI) and receive the green light from the ATI mentor before the director will sign and submit the student's application for licensing to the Board of Nursing. The student will continue to come to campus after graduation for up to 20 hours per week to complete the VATI and receive the green light to write the NCLEX examination.

## **ACADEMIC ADVISING**

Academic advisement is necessary to meet students' goals in the nursing program. Advising involves discussion of program options, assistance in program development and course sequencing, planning future goals, and preparing for graduation and licensure. All students must meet with their advisors during the published registration and advising periods. Faculty will post open hours of availability for advising appointments at least one week prior to scheduled pre-registration dates.

Students should seek guidance from their faculty advisor to: 1) discuss problems that hinder academic progression, 2) select courses for the semester, 3) review their plan of study, 4) discuss any changes such as dropping or adding a course, 5) seek advice regarding unsatisfactory academic outcomes, 6) review progress throughout the program, and 7) seek advice on future goals.

To be prepared for the advising session, students must: 1) check their advisor's office for office hours, 2) sign up on their advisor's posted advising schedule to set up an appointment, 3) arrive on time, 4) be open to suggestions for improvement in study habits, work schedules, etc. 5) maintain their own academic file including a copy of transcripts, 6) bring their academic file and other documents, like copies of emails, petitions, etc. to the session if appropriate, 7) contact their advisor if they are unable to arrive on time or need to change their appointment, and 8) refer to this catalog and the College of Arts and Sciences catalog for any questions regarding degree requirements and progression.

## **STUDENT RESPONSIBILITIES**

### ***Clinical Experiences***

The safety of patients may necessitate removal of a student from a clinical experience. Faculty members are responsible for recommending this action to the director of the department when indicated. The student who demonstrates clinically unsafe behavior can be administratively removed from and will fail the clinical course.

If the clinical agency recommends the removal of a student from a clinical facility, the student will be removed from the facility and may be removed from the Department of Nursing for failure to meet the objectives of a specific nursing course.

When, in the opinion of the instructor, a student is not prepared for the educational activity or is in violation of the Standards of Conduct as outlined in the Nursing Student Handbook, the student will be dismissed from the clinical experience for the day by the instructor. The student will fail to meet the critical behaviors for the clinical experience on the day of removal from the clinical experience. The instructor may recommend further action to the director of the department.

Attendance at all scheduled clinical and laboratory experiences is required. Penalties for a missed experience will be determined by the clinical faculty responsible for the experience. Opportunity for completion of the missed experience will be determined on a case-by-case basis and will take into consideration faculty availability, availability of facility resources, and student history of reliability and responsibility as well as reason for absence.

Failure to complete required clinical experiences successfully may result in failure of the nursing course even if a grade of "C" or higher is obtained on the didactic portion of the course.

## ***Dosage Calculation Examination***

The Bethel University Pre-Clinical Dosage Calculations Testing Policies exist to facilitate dosage calculations competence necessary for safe nursing practice. The nursing literature reports that the majority of nursing errors occur in medication administration. Many hospitals require nurses to demonstrate dosage calculation proficiency as a requirement for employment. Therefore, it is imperative that nursing students assume personal responsibility for maintenance of math skills throughout the nursing curriculum. The dosage calculation testing serves as a means for continued assessment by students and faculty of these important required skills. Bethel University is committed to assisting students who need additional instruction in dosage calculations in order to maintain safe medication administration in clinical courses. All clinical students who have successfully completed Pharmacology in Nursing I are required to pass a dosage calculation test by the end of the first week of each clinical semester. The student is provided 2 attempts to pass the test; the passing score is 90% or above. Students who do not achieve 90% or above on the first attempt are required to wait a minimum of 24 hours to retest. If the student does not pass the 2nd attempt of the exam with a score of 90%, the student will be required to immediately administratively withdraw from all nursing courses at Bethel University and the tuition refund policy of Bethel University will be applied.

## ***Nationally-Normed Proficiency Testing***

Students will be required to take nationally-normed tests throughout the nursing curriculum specific to the content studied, with the expectation that an identified proficiency level or above be obtained. Remediation and re-testing may be required prior to receiving a grade in the nursing course during which the test is administered. All students are required to take a nationally-normed comprehensive examination at the completion of the Capstone Practicum in Nursing course and are expected to score at an identified proficiency level or higher. The identified proficiency level will be stated in the Capstone Practicum in Nursing course syllabus and should be attained for successful completion of the course.

### Purpose of Testing

- Assists in documenting student outcomes
- Identifies strengths & weaknesses of students and aggregate groups of students
- Provides curriculum evaluation data
- Strengthens the potential for successful NCLEX outcomes

The fee for one year of testing is added to tuition charges for NUR 311 and NUR 418. These fees include access to all ATI practice exams, ATI content mastery examinations, ATI Nurse ProLogic, all skills modules, clinical reasoning scenarios, electronic copies of all review materials, printed copies of review materials, ATI Touch, ATI Achieve, and access to Virtual ATI review program after graduation.

## ***Community Service***

A total of three hours per semester of community service is required of each student. This activity is NOT GRADED, but documentation must be received by the Department of Nursing Office Manager by the last week of the semester prior to finals week if the student is to pass each clinical course. The documentation should be submitted on the approved department form. It is the intent of the requirement that the student volunteer with a health-related community service project.

## ***Professional Character***

Bethel University Department of Nursing requires that all nursing students exhibit exemplary professional character. Evidence of exemplary professional character includes:

- 1) ability to distinguish right from wrong
- 2) ability to think and act rationally
- 3) accountability for his or her own behaviors
- 4) ability to recognize and honor the interpersonal boundaries appropriate to any therapeutic relationship or health care setting
- 5) ability to promptly and fully self-disclose facts, circumstances, events, errors, and omissions when such disclosure could enhance the health status of the patient or the public or could protect the patient or the public from unnecessary risk of harm.

## **ACADEMIC INTEGRITY**

### ***Areas of Student Responsibility***

The university's expectations commence when the university initially accepts a student. They apply to the student's conduct wherever the student may be, on or off the campus, and when the student is engaged in university-related activities and when the student is not.

### ***Basic Honesty***

The university insists on basic honesty and encourages the development of relationships characterized by integrity. Lying or misrepresentations concerning official university business threaten the welfare of the university community.

### ***Academic Responsibility***

Academic honesty is an essential condition for the health of Bethel University and is vital to the achievement of its intended objectives. Consequently, any effort on the part of a person to submit work that is not his or her own in fulfillment of course or examination requirements shall not be tolerated.

- The unauthorized use, or attempted use, of any form of notes, tables, books, or other devices in the writing of an examination or test of any kind is prohibited.
- The use of words from a source without quotation and documentation, or the idea of a source without documentation constitutes plagiarism and is prohibited. All sources used in the preparation of a paper or other assignments should be listed in the bibliography and specific quotations and references should be indicated by appropriate citation.
- Any student giving or receiving unauthorized aid, by any means including notes, signs, words, or gestures, is guilty of cheating.
- The submission of work that is not the actual accomplishment of the person submitting it is a violation of academic honesty.
- Assistance in typing or proofreading a paper is not considered improper unless specifically forbidden by the instructor.
- The removal, misappropriation, or destruction of academic material in an unauthorized manner from the person, the office, or the vehicle of an instructor, from the library, or from another person is prohibited. Refer to The Log, The Student and Residence Life Handbook for further clarification.

The following actions, while not all inclusive, are examples of academic misconduct:

- 1) cheating during an exam
- 2) plagiarism, consisting of representing someone else's work as your own in a paper, report, care plan, etc.
- 3) use of alcohol or drugs while performing duties in the classroom or clinical
- 4) falsification of any data in the classroom or clinical setting
- 5) any academic behaviors that violate the policies of the nursing department, Bethel University or the Professional Standards of Conduct as stated in this document. Students are expected to adhere to the academic conduct policies of Bethel University. Violation of any of these policies may result in dismissal from the nursing program.

### ***Professional Conduct***

All students enrolled in the Bethel nursing program must exhibit professional conduct. Bethel University Department of Nursing defines exemplary professional conduct as the integrated pattern of personal, academic, and occupational behaviors exhibited consistently by an individual that meet the rules and regulations for licensure by the Tennessee Board of Nursing as well as meet the Tennessee Nurse Practice Act requirements.

Failure to exhibit professional behavior in academic, clinical laboratory experiences, or personal performance may result in the removal from the Bethel nursing program.

The Bethel University Department of Nursing student is expected to display professional behaviors that are conducive to the practice of professional nursing at all times. Professionalism is a concept that embraces conduct, attitudes, values, and standards relating to the practice of a professional. Professionalism in nursing can be witnessed in individual and collaborative practice and organizational participation. Nursing students are expected to incorporate into their behavior the Bethel University Student Code of Conduct and Professional Standards of Conduct as discussed throughout this section of the catalog and the policies and regulations as established by the following regulatory bodies:

- American Nurses' Association (ANA) Code of Ethics for Nurses
- Nurse Practice Act—Tennessee Board of Nursing
- American Hospital Association Patient Bill of Rights

The faculty of the Bethel University Department of Nursing expects professional nursing students to conform to the standards of nursing practice. The term unprofessional conduct is described as any act, practice, or omission that fails to conform to the accepted standards of the nursing profession. Unprofessional conduct includes but is not limited to the following: (Adopted from the American Nurses' Association (ANA) Code of Ethics for Nurses, Nurse Practice Act—Tennessee Board of Nursing, and American Hospital Association Patient Bill of Rights)

1. Failing to assess and evaluate a patient's status or failing to institute nursing intervention which might be required to stabilize a patient's condition or prevent complications.
2. Knowingly or consistently failing to accurately or intelligibly report or document a patient's symptoms, responses, progress, medications, and/or treatments.
3. Knowingly or consistently failing to make entries, destroying entries, and/or making false entries in records pertaining to the giving of narcotics, drugs, or nursing care.
4. Appropriating medications, supplies, equipment, or personal items of the patient or employer.
5. Failing to administer medications and/or treatments in a responsible manner.
6. Performing or attempting to perform nursing techniques and/or procedures in which the nursing student is unprepared, unsafe, and/or without appropriate supervision.
7. Violating the confidentiality of information or knowledge concerning the patient except where required by law.
8. Causing, permitting, or allowing physical or emotional injury to the patient or failing to report the same in accordance with the incident reporting procedure in effect where the nurse is employed or working.
9. Leaving a nursing assignment without notifying appropriate personnel.
10. Expressly delegating nursing care functions or responsibilities to a person who lacks the ability or knowledge to perform the function or responsibility in question.

Failure to meet these standards will result in a failing grade for the clinical course.

### ***Code of Ethics for Nurses***

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community or population.
3. The nurse promotes, advocates for, and strives to protect the rights, health, and safety of the patient.
4. The nurse has authority, accountability, and responsibility for nursing practice, makes decisions, and takes action consistent with the obligation to promote health and to provide optimal care.
5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve

wholeness of character and integrity, maintain competence, and continue personal and professional growth.

6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe quality health care.
7. The nurse, in all roles and settings advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

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If a nursing student violates any of these standards and is involved in an unsafe incident in the clinical area, the Unsafe Clinical Performance Incident Report must be completed by the student and faculty member.

## **PROFESSIONAL APPEARANCE/ STUDENT POLICIES & GUIDELINES**

Students are to be professionally attired at all times.

### ***Classroom***

In the classroom environment on the campus of Bethel University, the student nurse is required to wear a purple scrub uniform with the Bethel University DON patch sewn to the left upper sleeve. The purple scrub should be appropriately fitted and may be worn with a long sleeve shirt underneath during cold months. A jacket may also be worn over the scrubs.

### ***Off Campus***

At off campus Bethel University Department of Nursing sanctioned events “business casual” is considered professional attire. Professional attire does not include jeans, shorts, skorts, casual sandals, flip flops, halter tops, athletic wear, sweat shirts, tank tops, muscle shirts, or tee shirts.

- Shoes should be clean and comfortable with low heels.
- Socks or hose must be worn if appropriate.
- Jewelry is kept to a tasteful minimum. No multiple visible piercings. The only visible piercing is to be one small earring in one pierced hole of each ear.
- Fingernails should be clean and trimmed no longer than the fingertip.
- No nail jewelry or artificial nails are permitted. Nail polish may be worn.
- Tattoos must be covered.

### ***Clinical Experiences***

The general requirements for the uniform for students of the Bethel University Department of Nursing will be as follows:

Students accepted into the Bethel University nursing program must purchase one white uniform, one white lab jacket, and previously described scrub uniform, all with attached Bethel DON patch, from Meridy’s Uniforms. Ordering information will be distributed in the admission packet sent to newly-admitted nursing students. This information may also be obtained from the Department of Nursing. Information regarding the specified Bethel nursing uniform is available on the Meridy’s Uniform website after entering the pass code given to incoming students.

Nursing shoes must be all white. They may be leather or non-porous sport shoes. Shoes must be clean, comfortable and quiet. (Canvas shoes as well as open toe or open heel shoes are not acceptable). Socks or hose must be worn. Socks are to be white.

The Bethel student ID is to be worn on the left upper chest area, on the uniform, street clothing, lab coat, or scrubs when

functioning as a Bethel University student nurse. The ID is not to be worn at any other time, such as during a work shift in a hospital setting.

Some clinical experiences will require the wearing of street clothes with lab jacket and the Bethel student ID. Street clothes include skirt or slacks with a shirt or blouse or dresses. Permissible street clothes do not include jeans, shorts, casual sandals, halter tops, tank tops, muscle shirts, or tee shirts.

- Shoes should be clean and comfortable with low heels.
- Socks or hose must be worn if appropriate.
- Hair must be pulled back, secured, and up off the collar for all clinical experiences.
- Jewelry is kept to a minimum. No multiple visible piercings. The only visible piercing is to be one small earring in one pierced hole of each ear.
- Fingernails should be clean and trimmed no longer than the fingertip. No nail jewelry or artificial nails are permitted. Clear nail polish may be worn.
- Students must wear a watch that allows them to count seconds so that heart and respiratory rates may be counted. All students are recommended to bring a personal stethoscope to clinical experiences as appropriate.
- Tattoos must be covered.

Any questions about grooming or professional attire should be addressed to the faculty of the Bethel University Department of Nursing prior to the clinical experience.

### ***Attendance and Tardiness***

Attendance at the first session of all nursing classes (didactic and clinical laboratory experiences) and new student orientation is mandatory.

Attendance is required for each course. If the student has to miss a class for any reason, the student must get an excused absence from the instructor prior to the event. Students are responsible for all material presented in their absence and completing all requirements and the objectives of material presented.

A student missing any scheduled assignments, quizzes, or exams without prior notification of the faculty member will earn a grade of zero. Opportunities to complete and resubmit assignments or take quizzes and examinations at other than scheduled times will be provided at the discretion of the faculty and as outlined in the course syllabus.

Punctuality is required. All students are required to be in the classroom seated and ready to begin work at the scheduled time for class to begin.

Attendance at all scheduled clinical laboratory experiences is required. Penalties for a missed clinical laboratory experience will be determined by the clinical faculty responsible for the missed clinical laboratory experience. This clinical faculty member will consider and evaluate each missed experience on an individual basis considering such factors as previous patterns of reliability and responsibility demonstrated by the student, availability of facilities, availability of faculty, and reason for the absence.

Punctuality is required for a scheduled clinical laboratory experience. When a student is tardy for any scheduled clinical laboratory experience, appropriate action will be determined by the faculty and might consist of dismissal from the clinical laboratory experience for that day and/or an additional assignment.

Two unexcused tardiness and/or absences from scheduled clinical laboratory experiences will result in dismissal from the clinical course. If a student misses a clinical activity for any reason, the student will be required to make up the clinical hours. The type of clinical activity will be determined by the instructor.

Nursing students enrolled in clinical nursing courses must attend clinical orientation scheduled according to the nursing course. This may be the first week of each semester or later in the semester. Absence will cause cancellation of enrollment in these courses.

If illness or other conditions occur that prevent participation in a scheduled clinical laboratory experience, it is the student's responsibility to follow course guidelines published in syllabi for notifying the faculty and the agency. A student with a communicable condition should not participate in a scheduled clinical laboratory where risk of exposing others exists. Follow course guidelines for notifying the faculty and the agency. If treatment is indicated, the student should follow up with recommendations from a health care provider.

Outcomes and penalties for a missed clinical laboratory experience will be determined by the clinical faculty member who coordinated that clinical experience. The faculty member will evaluate each case on an individual basis, and will make the final determination for when a student is ready to re-enter the clinical experience.

## **EXAMINATIONS**

Examination dates are listed in the course syllabus. Students will take each examination at the time scheduled. If the student is unable to take the examination at the scheduled time, the instructor must be contacted prior to the class period the examination is being taken. Reasons for missing an examination must be considered academically valid, such as illness, and will be accepted on a case-by-case basis by the faculty. The student will make up the examination within 120 hours (not including weekends or holidays) after returning to class or clinical laboratory experience. Arrangements to make up the examination will be made through the course instructor. Make up exams may be a different form and format such as essay. A student who fails to comply with the above will not be permitted to take the examination and the grade will be recorded as zero.

### ***Final Examinations***

Final examinations will be given on dates and times as specified by the Bethel University Department of Nursing.

### ***Quizzes/Assignments***

Students are responsible for attending class prepared. This includes completion of all assigned readings and learning activities as designated in the course syllabus.

Quizzes may be announced or unannounced. All assignments are due on the date specified on the class schedule. Any assignment turned in late may have points deducted as stated on the evaluation form of the particular assignment.

## **CLASSROOM/CLINICAL PARTICIPATION**

Students are expected to participate in class discussion. Each student will be accountable for all assigned objectives. The student will be held accountable for all content taught in previous courses.

### ***Performance in Clinical Experiences***

Students are expected to arrive at the clinical laboratory experience prepared and may be sent home if not prepared. Clinical preparation may include but is not limited to research related to assigned patient health care needs, reviewing readings related to assigned patient health care needs, viewing skills modules, practicing in the skills lab, or developing care plans or care maps prior to arrival at the clinical experience. As part of the clinical experience, students will have the opportunity to work in several clinical settings and with numerous persons during their years as a student in the nursing program. As professional nursing students, students are expected to keep confidential all information entrusted to them by patients, family members, peers, and colleagues.

Nursing students will be expected to travel to the clinical facility the day before clinical practice to meet the patient they will be caring for during clinical practice. Students will also collect data from the patient and patient documents that will assist them in planning for care during the clinical practice experience.

### ***Utilization of Handheld Electronic Devices***

All students are required to use a handheld device [Personal Digital Assistant (PDA), Smartphone (iPhone®, Android, BlackBerry, etc.), iTouch®, or any other handheld device (HED)] in the clinical area for quick reference on clinical topics. The use of the HED is guided by the policies of the individual clinical sites and the Department of Nursing Guidelines for Use of Handheld Electronic Devices in the Clinical Setting. HIPAA policies are to be followed when using any HED device. No patient identifiers or personal patient information may be placed on the HED. Telephone and camera must be in the "off" mode while

in the clinical area. Text messages may only be sent to your clinical instructor to notify him or her that you need their assistance. No text messages may be sent to other students or external sites. No pictures may be taken of documents, patients, computer screens, etc. while in any clinical area. Appropriate asepsis techniques must be used when referencing the HED in the clinical area.

If non-adherence occurs, the student will be removed from the clinical area immediately. The incident will be reported to the director and consequences will range from an unsatisfactory for the clinical day or failure of the clinical component of the courses to removal from the nursing program.

## **INCLEMENT WEATHER POLICY**

Clinical laboratory experiences may be cancelled by the faculty in the following situation:

- At those times when the school district within the county of location of the classroom or clinical experience is closed due to inclement weather. Consideration will be given to student and faculty travel to the learning experience.

Each faculty member is responsible for evaluating the weather conditions in the geographical area of the clinical site. If the decision is made to cancel a clinical experience, it is the faculty member’s responsibility to contact the student and the clinical facility with the relevant information. All missed clinical hours will be made up. The type of clinical activity will be determined by the instructor.

## **MEMBERSHIP ON NURSING COMMITTEES**

Since nursing faculty and students are involved in governance of the educational process, students are elected or appointed to the following faculty committees:

- Department of Nursing Curriculum Committee
- Department of Nursing Student Affairs Committee

## **EMPLOYMENT**

Students may be employed on or off campus as opportunities are available and the course load and schedule permits. However, the Department of Nursing faculty urges caution in scheduling more than a few hours of work per week. Work schedules must allow time to study. Students employed in clinical agencies may not wear the school uniform or Bethel student ID during employment. The uniform worn during such employment should be the one required by the employing agency. Students who are employed in a clinical setting must not sign their names as Bethel University Student Nurse.

## **CHANGE IN HEALTH STATUS**

A change in physical or emotional health status must be reported to the clinical instructor and program director as soon as it is suspected and/or verified. Although the student’s right to privacy is recognized and respected, it is important that the faculty be aware of the situation in order to protect the student, Bethel University, and affiliated organizations. The student may be required to seek evaluation by a health care provider and provide documentation regarding ability to function safely in the classroom and clinical setting.

In order to progress academically, the student must demonstrate the ability to fulfill program requirements and objectives. If the student is unable to meet the course requirements due to health problems, he/she will be asked to withdraw from the class or to withdraw from the university for the semester.

## **ADDITIONAL NURSING STUDENT FEES**

• Uniform expense	\$100.00 - \$200.00
• Purchase of electronic device for e-books	varies according to device
• Textbooks	varies by semester



• Clinical/lab fees	\$70.00/course (added to each clinical nursing course tuition)
• Professional Liability Insurance	\$17.00/year (added to NUR 311 or NUR 418 tuition each year)
• Student Nurse Association membership	\$40.00/year (added to NUR 311 or NUR 418 tuition each year)
• Standardized exams	\$700/year (added to NUR 311 or NUR 418 tuition each year)
• Nursing Central	\$243 (added to NUR 311 providing access to six reference e-books updated throughout the program)
• Shadow Health Assessment	\$99 (added to NUR 311 providing access throughout the program)
• Electronic Health Record (Neehr Perfect)	\$155 (added to NUR 311 providing access throughout the program)
• Criminal background checks - admission to nursing program - before application for state board examination - as required by clinical agency requirements	\$125 for each check
• Drug screens	\$27.00/year
• Transportation to and from clinical experiences	varies according to site (Memphis, Nashville, Bolivar, and Jackson as well as local health care facilities)
• Bethel University Department of Nursing pin	\$21.00 - \$200.00 (to be awarded to graduating seniors during pinning activities)
• Nursing Licensure Examination	\$375.00
• Health Insurance	varies by insurance company

*\*Student expenses may vary from semester to semester according to increases in costs from participating organizations. These are in addition to tuition and fees.*

## CLINICAL AGENCY REQUIREMENTS

Drug testing and criminal background checks of nursing students are required by the facilities which serve as the sites for the clinical learning experience for nursing students. These facilities require drug testing and criminal background checks of each student, prior to the time the student would have contact with the facility's patients or employees.

### ***Drug Screen – Yearly***

Drug screens are performed yearly at the beginning of fall semester. The Department of Nursing arranges for a laboratory to collect urine specimens on campus at a specified time. At the time of drug testing, the student is required to pay the cost and any additional expenses related to further investigation, if needed, by the Medical Review Officer.

If a positive drug screen occurs, the following will occur:

- The student will be immediately suspended for a minimum of one year (12 continuous months from the date of the beginning of the suspension) from the nursing program.

- The positive drug screen will be shared by the Bethel University Department of Nursing Director with the Vice President of the College of Health Sciences for further action, including but not limited to referral for a drug abuse education program, referral to counseling, and/or referral to a drug treatment program.
- Other appropriate actions, if any.

Any nursing student with a positive drug screen is encouraged to seek treatment. The Bethel University Department of Nursing encourages impaired students to seek assistance voluntarily and assume responsibility for their personal and professional conduct. A student who has on one occasion had a positive drug screen under this policy and who desires to reapply to the Department of Nursing may reapply for a school semester beginning after the period of suspension (one year minimum). The student will, in addition to meeting all other requirements for similarly situated applicants, be required to provide documentation of successful treatment and the student will be required to consent to and undergo drug testing. The decision on whether to re-admit the student is not guaranteed and will be made on a case-by-case basis.

Additionally, a student assigned to a facility for a clinical experience, and who is suspected by the facility or faculty of substance use or abuse, will be asked to consent to a drug test, plus other consequences. In this situation, the student is required to sign the consent and complete an immediate drug test. Some clinical facilities also require a drug test if an injury occurs to the student on site. The student is required to pay for all drug tests.

### ***Criminal Background Check***

Each student who will be the subject of the criminal background check is required to cooperate with the company conducting the check so that it can be completed at the time required by Bethel University prior to a clinical laboratory experience. Each student is required to provide the screening company accurate identifying information requested so that the company can carry out the screen upon the student. Each student is required to sign any and all consents/releases, in the form(s) designated by Bethel University, including consent to the criminal background check and permission for it to be provided by the company to Bethel University. It is intended that the background check include all cities and counties of known residence for the 7-year period prior to the check.

Under this policy, the term “failing” the criminal background check is defined as the screening company reporting to Bethel University that the student had any of the following during the 7 year period prior to the check:

- A felony conviction.
- A misdemeanor conviction or felony deferred adjudication involving a crime against a person (physical or sexual abuse).
- A misdemeanor conviction related to moral turpitude (prostitution, public lewdness/exposure, etc.).
- A felony deferred adjudication for the sale, possession, distribution, or transfer of narcotics or controlled substances.
- Registration as a sex offender.
- Any requirement specific to each clinical facility used for clinical experiences.

The company conducting the criminal background check will communicate the criminal background check results to the Director of the Bethel University Department of Nursing. It is the policy of Bethel University to maintain the confidentiality of these criminal background check results to the extent required by law. The student must give permission for the clinical agency to view the results if requested due to concern over violation of the facility’s criminal background check policy.

When a student fails the criminal background check, the following will occur:

- The student will be immediately suspended from the nursing program until the company conducting the check reports to Bethel University that the student no longer fails the check.
- The student will be notified of a description of the adverse action taken, the name of the company which prepared the report, a statement that the company did not make the decision to take the adverse action, that the student has a right to obtain a free copy of the company’s report from the company, and to contest its contents.

- The results will be shared by the Bethel University Department of Nursing with the Vice President of the College of Health Sciences for further action. The results may be shared with the appropriate contact from the clinical facility.
- Other appropriate actions, if any.

A student who is convicted of or receives deferred adjudication for any of the criminal offenses while enrolled in the program must report the conviction to the Director of the Bethel University Department of Nursing within three days of the conviction, and the student will be referred to the Vice President of the College of Health Sciences. Action taken will be predicated on the type of criminal offense and particular policy violated by the offense.

At the time of the background check, the student must pay all expenses associated with the criminal background check process.

## **IMMUNIZATION, CURRENT CPR CARD, & HEALTH INSURANCE**

Up-to-date immunization status as well as current CPR training is required of all students by the facilities in which Bethel schedules clinical experiences.

Required immunizations include:

- Tetanus/Diphtheria (TD) (within past 10 years) or Tdap if renewal is required while enrolled in the nursing program
- Measles, Mumps, Rubella (MMR and blood titer)
- Hepatitis B and blood titer (or signed waiver)
- 2-step Tuberculosis Skin Test (nonreactive) or one step TB skin test performed consistently for previous 2 years or more (nonreactive) or Chest X-ray (clear) or negative blood test
- Varicella (chickenpox) and blood titer
- Annual flu shot between September 1 and September 30.

CPR certification must be from the American Health Association and must be for the Healthcare Provider CPR. Copies of documentation of immunization status and American Heart Association Healthcare Provider CPR training card must be submitted to Certified Background Student Immunization Tracker prior to the first day of class. Information regarding the process to accomplish this requirement is included in the admission packet sent to newly-admitted nursing students. This information is also available from the Department of Nursing. If annual renewals are necessary, copies of the renewals should be submitted to the Student Immunization Tracker before the first day of classes each semester.

Bethel Department of Nursing students enrolled in clinical nursing courses must submit proof of health insurance to the Student Immunization Tracker.

### ***Student Malpractice Liability Insurance***

All students are required to purchase malpractice liability insurance prior to participating in clinical experiences. This is a requirement of all clinical facilities in which Bethel nursing students practice. The Department of Nursing contracts with an insurer to provide blanket malpractice insurance for all students enrolled in the nursing program. The yearly fee for the insurance is added to the charges for NUR 311 and NUR 418.

## **COMPLIANCE WITH ALL POLICIES**

Students who are not in compliance with the above policies regarding drug testing, background checks, immunizations, CPR, health insurance, and malpractice insurance will not be allowed to participate in clinical activities involving patient contact. The missed time cannot be made up, will be counted as unexcused absences, and handled according to policies stated in the student handbook.

\* It is the student's responsibility to follow all guidelines and requirements set forth in the Bethel University Log and the Bethel University College of Health Sciences Catalog.

## ***Health Insurance Portability and Accountability Act (HIPAA)***

- All students must sign a Bethel University Nursing Confidentiality Statement prior to accessing patient files in any agency used for clinical education. Some agencies require additional confidentiality forms specific to their facility be signed in addition to the Bethel University DON Statement.
- All student documents related to patient assignments (journals, care plans, papers, assignment sheets, etc.) must be protected to assure privacy of the patient(s) information by de-identifying the health information. Your course faculty will tell you the de-identification method to be used.
- Students should maintain the de-identification of health information when communicating with faculty, one another, or any other entity through any means including electronic means.
- Any documents submitted to faculty should contain no protected health information (PHI) or the information should be de-identified. Examples of documents include course papers, care plans, interview information, etc.
- If protected health information is re-identified for any reason, it is deemed to be protected health information and is subject to the applicable privacy protections. The student is responsible for maintaining the security of the re-identified information.
- Only students wearing the approved Bethel University identification badge will be granted access to patient information by the clinical agency.
- Student IDs are to be worn on the left upper chest on the uniform, street clothing, or scrubs when representing self as a Bethel University student nurse. The ID is not to be worn at any other time, such as during a work shift in a hospital setting.

Any student research or professional projects should maintain the protection of health information collected during the duration of the project by including no identifying patient information on project instruments. If a code is used to re-identify the participant information, the codebook must be maintained in a locked, secured file. If an informed consent document is signed, the documents should be maintained in a locked, secured file apart from any patient/subject information.

## ***HIPAA Privacy Official***

- The Director of the Bethel University Department of Nursing is the Privacy Official, but may delegate his or her duties to others if so desired. The appointment is continuous and will transfer when and if a new director is named.
- The duties of the Privacy Official include: a) maintaining program compliance with HIPAA regulations, b) developing Bethel University policies and procedures related to HIPAA regulations, c) maintaining documentation of complaints and sanctions, and d) overseeing the HIPAA training program.
- The chain of command under the Director, Bethel University Department of Nursing, as the Privacy Official is student to faculty, faculty to lead teacher of course (if applicable), and faculty/lead teacher to director. At times it may be appropriate for the student and faculty/ lead teacher to meet simultaneously with the director.

## ***HIPAA Training***

- All Bethel University students enrolled in clinical courses for the first time will complete a training program regarding HIPAA regulations and policies during the first week of the academic semester. Each student will be asked to sign a form indicating understanding of the Bethel University Department of Nursing policies and procedures related to HIPAA and the Bethel University Department of Nursing Confidentiality Statement. The clinical agencies may require additional HIPAA training as well.
- If a breach in confidentiality occurs, the student will complete a retraining program as soon as possible following the incident.
- All students will complete retraining within 1 month following a significant change in privacy practices.

## ***HIPAA Complaints***

- A complaint regarding a breach in patient privacy may be brought to the Privacy Official with the assurance that no retaliatory measures will be taken against the person bringing the complaint.
- The Privacy Official will document the complaints received and their disposition and maintain the document in a locked, secured file.
- Students who violate the protection of health information are subject to sanctions, which may include, but are not limited to failure of course or suspension from the program.

## **PATHOGEN EXPOSURE**

Any exposure to bloodborne pathogens, tuberculosis, or communicable pathogens other than bloodborne communicable diseases during clinical laboratory experience should be reported to the person in charge of the unit and the individual(s) must follow that institution's policy regarding bloodborne pathogen or communicable disease exposure. The student will pay for any exposure testing requested. If post-exposure procedures are not available to the involved individual, the student should go immediately to the nearest emergency room.

The student must immediately notify the supervising faculty promptly of the incident or exposure no matter how small it might be. Incident reports are to be completed by the faculty member and student(s) involved at the facility. The agency may require additional documentation as well.

The student may receive immediate testing/treatment at the agency if offered OR report to the nearest emergency room. Immediate reporting will afford the opportunity for the initiation of the process of appropriate follow-up of possible exposure to bloodborne pathogens or tuberculosis as well as provide timely administration of appropriate therapy in the event of any known infectious exposure.

The student and faculty together must complete the Bethel University Department of Nursing Post Exposure Incident Form for Bloodborne Communicable Diseases or Tuberculosis as soon as possible after the incident or exposure.

The supervising faculty member will assist the student with the above reports and clarify the student's understanding of the treatment recommendations.

### **Other exposures or incidents not related to pathogens or tuberculosis, the student must:**

1. Notify the supervising faculty member promptly.
2. Report the incident immediately to the appropriate individuals within the agency and complete any records required by agency policy.
3. Receive immediate treatment at the agency if available OR report immediately to the nearest emergency room.
4. Complete the Bethel University DON Post Incident Form within 24 hours of the incident.

In the case of all exposures or incidents, the supervising faculty member will inform the Bethel University Director of the Department of Nursing immediately of the incident or exposure. The faculty will help the student complete the required reports and forms, clarify information regarding reporting and treatment, and file the appropriate forms in the student's file. The Director of the Bethel University DON will inform the Vice President of the College of Health Sciences of the incident or exposure and follow any guidelines or regulations set forth by Bethel University or other reporting agencies.

Fees acquired for bloodborne pathogen, tuberculosis, or other exposures and incidents are the responsibility of the student. The student will have financial responsibility for all testing and resulting treatment.

# NURSING PROGRAM

## CURRICULUM ORGANIZATION

Common Core courses are pre-requisites to admission to the Nursing Program and are offered by the College of Arts & Sciences.

### General Education Courses (33 hours)

- COE 102—2 hrs
- ENG 101, 111—6 hrs
- REL 111, 112—6 hrs
- MTH 111 or higher (excluding MTH 113)—3 hrs
- BIO111 and BIO111L—4 hrs
- Fine Arts elective (choose from: ART 216, ART 217, ENG 201, ENG202, MUS 201, MUS 331, SAT 116)—6 hrs
- PSY 111—3 hrs
- SOC 111—3 hrs

### Program Core Courses (29 hours)

- HSC 212 Nutrition for Health Care Providers (will accept HEA 211)—3 hrs
- BIO 311 and BIO 311L Microbiology with lab—4 hrs
- MTH 202 Introduction to Statistics—3 hrs
- PSY 211 Human Growth and Development—3 hrs
- BIO 309 and BIO 309L Human Anatomy & Physiology I with lab—4 hrs
- BIO 310 and BIO 310L Human Anatomy & Physiology II with lab—4 hrs
- CHE 121 and CHE 121L (will accept CHE 111/CHE111L)—4 hrs
- CHE 122 and CHE 122L (will accept CHE 112/CHE112L)—4 hrs

*After Notification of Admission to the Nursing Program*

### Nursing Major (67 hours)

#### Semester 1: (14 hours)

- NUR 300 Adult Health Assessment in Nursing—4 hrs
- NUR 311 Foundations in Nursing Care —5 hrs
- NUR 317 Pharmacology in Nursing I —2 hrs
- NUR 321 Concepts in Professional Nursing —2 hrs
- NUR 305 Success in Nursing School—1 hr

**Semester 2: (15 hours)**

- NUR 318 Pharmacology in Nursing II—2 hrs
- NUR 322 Nursing Care of Clients with Psychosocial Disorders—4 hrs
- NUR 323 Pathophysiology in Nursing—3 hrs
- NUR 326 Nursing Care of Adults I—6 hrs

**Semester-Summer Session: (8 hours)**

- NUR 334 Nursing Care of Children & Adolescents—5 hrs
- NUR 381 Research in Nursing—3 hrs

**Semester 3: (15 hours)**

- NUR 410 Nursing Care of the Community—4 hrs
- NUR 414 Nursing Care of Women and Neonates—5 hrs
- NUR 418 Nursing Care of Adults II—6 hrs

**Semester 4: (15 hours)**

- NUR 422 Nursing Care of Critically Ill Adults—4 hrs
- NUR 424 Capstone Practicum in Nursing—6 hrs
- NUR 430 Leadership & Management in Nursing—4 hrs
- NUR 450 Issues in Health Care—1 hr

**TOTAL GRADUATION HOURS = 129**

# **RN-BSN Program**

## **Bachelor of Science in Nursing Completion Program**

The Bethel University RN-BSN online completion program is designed for the working RN with the following characteristics in mind: accessibility, building upon knowledge learned in Associate Degree Nursing or Diploma program, potential for success, growth in professionalism, excellence, and enhancement in clinical reasoning skills. The RN-BSN graduate will embody the same characteristics defined in the Bethel Department of Nursing Program Goals.

### **Program Design & Delivery Format**

The online RN-BSN Program is designed in a modular format. Each module is 10 weeks in length with two modules being offered every financial aid term of 20 weeks. Modules may consist of 2-3 courses with a total of up to 17 credit hours per term. All courses are offered online to meet accessibility needs of the working RN. Courses are scheduled in a flexible manner based on the individual student's course needs. RN-BSN courses are delivered in an asynchronous schedule. Some courses may also include an occasional synchronous class meeting. These synchronous sessions are planned around the class members' schedules.

### **Admission**

RN's may be admitted every 10 weeks at the beginning of a new module offering. Time required to progress through the program is determined by the number of pre-requisite credits needed and number of courses taken during each 10 week module. The required nursing courses may be completed in 50 weeks if all pre-requisite general education courses have been completed.

#### ***Admission Requirements for the RN-BSN Program***

- The RN must have an active unencumbered RN license.
- The RN must have graduated from an accredited Associate's program (ADN, AAS, AS ) or Diploma program in Nursing
- The RN must apply for admission to Bethel University, pay the \$30 application fee, and be accepted for admission into the university.
- The RN must complete a Department of Nursing RN-BSN application.
- The RN must submit official transcripts of all college courses taken to Bethel University Enrollment Services.
- The RN must complete all required financial aid documents based on the type of financial aid sought.

### **Progression**

Progression requirements are an earned C or higher in each course taken. If students earn a D or F in one nursing course, they are eligible for readmission into the RN-BSN program. If they earn a second D or F in a nursing course after readmission, they are not eligible for readmission to the RN-BSN program. Students who transfer from another nursing program with a D or F on the transcript in one nursing course in a RN-BSN completion program will be ineligible to continue in the Bethel Nursing Program if grades of D and/or F are earned in one or more nursing courses.

The grading scale for the RN-BSN program is the same as the BSN pre-licensure program. Methods of evaluation will vary for each of the courses required to take advantage of the online delivery system and to take into consideration previous college and nursing education, as well as to determine mastery of required content.

Methods of evaluation may include but are not limited to: examinations, quizzes, research papers, discussion boards, projects, portfolios, concept maps, presentations, online virtual clinical experiences, case studies, clinical scenarios, community assessments, epidemiology studies, health policy creation or revision, leadership projects, or capstone projects.



The RN-BSN student is expected to abide by the Nurses Code of Ethics, the ANA Standards of Conduct and Standards of Performance, and the academic integrity expectations at Bethel, as well as the State Board of Nursing Practice Act. The student is also expected to follow HIPAA guidelines.

Most students can complete the RN-BSN program in three to four terms (60 – 80 weeks).

### ***Governance and Readmission to the Nursing Program***

Students who are accepted into the Bethel University Department of Nursing RN-BSN program will be governed by the policies in effect at the time admission to the program is granted. If a policy is modified while the student is enrolled in the nursing program, the director and Student Affairs student representative will be responsible for notifying all students of the change in policy. Additionally, students will receive a copy of the revised policy from the director. This copy may be delivered in hard copy or electronic form.

Students may interrupt progression through the RN-BSN program without penalty. However, absence for more than two terms will require submission of a letter of intent for completion of the nursing program. The policy for readmission is not applicable if the student has been absent to complete needed general education courses at another university. Readmission will be based on space availability.

Faculty and academic advisers are available to help students understand and meet academic requirements for the Baccalaureate of Nursing degree, but the students themselves are responsible for understanding and fulfilling the requirements. The degree cannot be awarded until all requirements as defined by the Bethel University Department of Nursing are met. It is essential that each student become familiar with all requirements and remain informed throughout the program career.

## **Financial Aid**

Assistance with financial aid options is offered through the Bethel University Financial Aid Office. RN-BSN students are not eligible for any institutional aid but may receive federal and state assistance based on individual eligibility.

## **COSTS (IN ADDITION TO TUITION)**

Technology Fee (each term)	\$100
E-textbooks (included in tuition fees)	\$80/book
ATI Testing Fees (4 test s, included in tuition fees)	\$260
Graduation Fee	\$50
Nursing Pin Fee	\$20-200
Textbooks (general education and some NUR courses)	Varies per course

## **GRADE AND ACADEMIC HONESTY APPEALS**

If a nursing student feels that he or she is a victim of unfair grading practices, classroom procedures, or treatment of academic honesty, the following procedures should be followed:

1. The nursing student should first discuss the complaint with the nursing faculty member.
2. If the situation remains unsettled, the student should discuss the complaint with the Director of Nursing.
3. If the situation remains unsettled, the student should discuss the complaint with the College of Health Sciences Vice President.
4. If the situation remains unsettled, the student may appeal to the College of Health Sciences Curriculum and Academic Policy Committee.
5. If the situation remains unsettled, the student may appeal to the President of Bethel University.

In addition, nursing students are expected to adhere to the appeals process of Bethel University as stated in The Log.

## ACADEMIC ADVISING

The RN-BSN student is supported by multiple personnel throughout their Bethel academic experience. A College of Health Sciences recruiter is available to identify potential RN-BSN students who might benefit from enrolling in the RN-BSN program. The recruiter assists the student throughout the enrollment process. An individual in Enrollment Services specifically dedicated to work with RN-BSN students will assist the student in the university application process and submission of transcripts. The Director of the Nursing Department and the RN-BSN Course Coordinator will assist the student with planning their progression through the Bethel RN-BSN program. A plan of study is developed by nursing department personnel and discussed with the student for academic, work, and personal planning. An individual in the Financial Aid Office is available to assist the student throughout the application process for financial aid. The Course Coordinator is also available to assist the student throughout the entire process. Once the student is officially admitted to Bethel and the RN-BSN program, the Course Coordinator registers the student for courses according to the student's individualized plan of study.

The RN-BSN student will be assigned a Bethel e-mail, contacted by the nursing department to inform them of this e-mail, provided directions for completion of the Learning Management System (Canvas) orientation, and given access to first module courses. After completion of the Canvas orientation session, the student is shipped a laptop and begins the first module courses.

## NATIONALLY-NORMED PROFICIENCY TESTING

Students will be required to take nationally-normed tests throughout the nursing curriculum specific to the content studied, with the expectation that an identified proficiency level or above be obtained. Remediation and re-testing may be required prior to receiving a grade in the nursing course during which the test is administered.

## MEMBERSHIP ON NURSING COMMITTEE

Since nursing faculty and students are involved in governance of the educational process, students are elected or appointed to the following faculty committee:

- Department of Nursing Curriculum Committee

The RN-BSN representative may attend the curriculum committee meetings face-to-face or may attend via electronic medium.

## CHANGING CLASS SCHEDULES

### *Dropping or Adding a Class*

Class schedules are changed by officially adding or dropping a class. Merely attending a class does not constitute official registration. Merely failing to attend a class does not constitute an official dropping of a class. Classes may only be dropped or added to a schedule through approval from the RN-BSN Course Coordinator. Any class schedule change may have consequences for financial aid. Check first with the Office of Financial Aid before changing class schedules.

In order to drop or add a course, students must first complete a RN-BSN Drop/Add form from the Course Coordinator. Students must complete the form, secure the signature of their faculty advisor, and deliver the completed form to the Course Coordinator. The date of the drop or add is determined when the form is received by the CHS Registrar. A delay at this point can have expensive and severe academic consequences. A \$25 fee is charged for each student-initiated Drop/Add form processed. Students dropping or adding courses should check with the Office of Financial Aid prior to submitting the Drop/Add form. Each student must carry 12 credit hours to maintain a full-time course load and remain qualified for full-time financial aid.

**Note: The policies for dropping a course in the RN-BSN program are different from other CHS programs.**

## ***Grades for Dropped Courses***

If a student drops a class prior to the course start date, no grade will be recorded for the class. If the student drops a class in the second through the seventh week of the course, a grade of W will be recorded. After the seventh week, no class can be dropped unless the student can prove that one of the following conditions exists: serious illness or injury of the student as documented by a physician, serious family problems as documented by a physician or minister, or change in work schedule as documented by the employer. All documentations must be submitted to the Program Director. Nonattendance of classes will result in F grades.

Note: No student can withdraw from any class in which a grade of F has been received for violation of the attendance policy.

## ***Withdrawal Procedure***

Some personal or family emergencies require a student to withdraw from school. Permission to withdraw is not automatic and may be denied or discouraged. Students who transfer, withdraw, or do not return within a semester must complete the following formal withdrawal process to avoid unwarranted failing grades and unwanted financial obligation:

- Discuss the situation with the Course Coordinator.
- Secure a withdrawal form from the CHS Registrar and fill in all appropriate spaces.
- Secure all required signatures on the withdrawal form.
- Deliver the completed form to the CHS Registrar. Failure to complete this step may result in failing grades and heavy financial obligations.
- There is a \$25.00 fee for withdrawal.

Voluntary withdrawal does not guarantee permission to be readmitted to the university.

***Note: The policies for dropping a course in the RN-BSN program are different from other CHS programs.***

## ***Grades for Withdrawal***

If a student withdraws from classes prior to the start date of the first class of the term, no grades will be recorded. If the student withdraws from classes after the second week of the first class of the term, a grade of W will be issued for the class in progress. Remaining courses in the term that have not begun will be dropped from the student's schedule. Note: No student can withdraw from any class in which a grade of F has been received for violation of the attendance policy.

## ***Administrative Withdrawal Policy***

Faculty will report in writing to the registrar any student on the class roster who has not attended class for a period of two weeks (consecutive class days) during a traditional semester without notifying the faculty member. This student may be administratively withdrawn from the class. Any student who is administratively withdrawn from all classes will not be allowed to stay on campus. Administrative withdrawal from a class may affect the student's financial aid, full-time or part-time status, and participation in sports or other extracurricular activities and does not guarantee permission to be readmitted to the university.

## ***Refund Policy***

The following schedule guides drop dates and associated refunds. Last date of participation in the class is used as the effective date of the drop. Students are allowed to drop the course with a grade of W from week two through week seven. After the seventh week, the student will receive the grade earned in the course.

- 1<sup>st</sup> week (course is dropped) – 100% refund
- 2<sup>nd</sup> week (grade of "W") – 80% refund
- 3<sup>rd</sup> week (grade of "W") – 60% refund
- 4<sup>th</sup> week (grade of "W") – 40% refund
- 5<sup>th</sup> week (grade of "W") – 20% refund
- 6<sup>th</sup> and 7<sup>th</sup> week (grade of "W") – 0% refund

# RN-BSN PROGRAM

## CURRICULUM ORGANIZATION

*Note: Although RN-BSN students are admitted with 37 nursing credits for ADN courses, all students must still meet the total required program hours.*

### General Education Courses (33 hours)

- COE 102 - 2 hours
- ENG 101, 111 - 6 hours
- REL 111, 112 - 6 hours
- MTH 111 or higher (excluding MTH 113) - 3 hours
- BIO111 and BIO111L - 4 hours
- Fine Arts elective (choose from: ART 216, ART 217, ENG 201, ENG 202, MUS 201, MUS 331, SAT 116) - 6 hours
- PSY 111 - 3 hours
- SOC 111 - 3 hours

### Pre-Program Courses (25 hours)

- HSC 212 Nutrition for Health Care Providers (will accept HEA 211)—3 hrs
- BIO 311 Microbiology—3 hrs
- MTH 202 Introduction to Statistics—3 hrs
- PSY 211 Human Growth and Development—3 hrs
- BIO 309 and BIO 309L Human Anatomy & Physiology I with lab—4 hrs
- BIO 310 and BIO 310L Human Anatomy & Physiology II with lab—4 hrs
- CHE 123R Essentials of Chemistry for Nursing (will accept CHE 111, 111L & 112, 112L or CHE 121 121L & 122, 122L) - 5 hrs

### RN-BSN Nursing Courses (32 hours)

- NUR 302R Transition to Baccalaureate Nursing Practice—4 hrs
- NUR 306R Introduction to Research for Evidence-Based Practice—3 hrs
- NUR 307R - Pharmacological/Pathophysiological Basis for Complex Illness Nursing Care I—3 hrs
- NUR 310R/310RL Health Assessment of Adults with lab—4 hrs
- NUR 402R Pharmacological/Pathophysiological Basis for Complex Illness Nursing Care II—3 hrs
- NUR 406R Baccalaureate Nursing Practice in the Community with lab—4 hrs
- NUR 413R Pharmacological/Pathophysiological Basis for Complex Illness Nursing Care III—3 hrs
- NUR 417R Leadership and Management in Baccalaureate Nursing Practice with lab—4 hrs
- NUR 421R Clinical Reasoning Practicum/Capstone for Baccalaureate Nursing Practice with lab—4 hrs

### Elective Courses

**Total Program Hours: 128**

# Certified Nursing Assistant (CNA)

The Department of Nursing offers a six week, three credit hour online course which prepares the student to take the exam for certification as a nursing assistant. Clinical practice experiences are provided in the long-term care facility under the guidance of a preceptor. The program has 135 hours of learning experiences divided between didactic experiences, skills lab experiences and clinical practicum experiences. The nursing assistant program meets federal regulations as issued by Center for Medicare and Medicaid Services as well as individual state regulations that operationalize the federal regulations. Currently the program is approved to be offered in Tennessee and Kentucky.

## **Program Delivery Format**

The program is offered in response to a request from a Long-Term Care facility to teach a class for a group of potential CNA employees. The students are employees or potential employees of the facility. No individual students are enrolled in the course – only groups of individuals through the facility requesting the course. The preceptor is employed by the facility and works closely with the Bethel course instructor to ensure coordination of didactic experiences with clinical experiences as well as integration of content learned into clinical practice.

## **Program Design**

The didactic portion of the class is designed to meet and/or exceed the individual state requirements for classroom learning hours. The classroom learning experience is developed to assist the student to construct the learning necessary to provide quality care to his or her clients. Methods of instruction include but are not limited to: PowerPoint presentation, online text with assigned readings, online videos demonstrating skills to be utilized in the delivery of care, discussion board postings, papers, online activities, online quizzes and online examinations.

The clinical portion of the class is designed to meet and/or exceed the individual state requirements for skills lab and clinical practicum experience. A minimum of 16 hours is spent in skills lab practicing and validating competency in skills as required by federal and state regulations prior to providing hands-on care to clients. After the student's competency is verified, a minimum of 32 hours is spent delivering care to the clients under the supervision of the clinical practicum preceptor.

## **Admission Requirements**

Admission to the nursing assistant program requires that the student have a high school degree or a GED. An official high school transcript or a GED certificate must be submitted to Bethel University to complete admission to the program. The student must meet all practice requirements of the facility in which they will be participating in clinical experiences. These requirements may include: immunizations requirements, CPR certification requirements, background check requirements, liability insurance. The facility is responsible for ensuring that all students meet the facility requirements as specified by state and federal regulations.

## **Progression Requirements**

The student must make a 70% to pass the course and be eligible to take the certification examination. The student must also demonstrate proficiency in all skills as required by state and federal guidelines.

Methods of evaluation include: skills check offs, discussion boards, quizzes, exams, clinical evaluation performance.

Grading Scale:

A	94-100	Excellent
B	85-93	Very Good
C	76-84	Good
D	75-65	Unsatisfactory
F	64 or below	Failure
W		Withdrew
P/F		Pass/Fail

Students will follow the dress code of the facility in which they are practicing as well as all policies and procedures of the facility.

# PHYSICIAN ASSISTANT PROGRAM

## MASTER OF SCIENCE

The Bethel University Physician Assistant Program (BUPAP) will confer a Master of Science degree in Physician Assistant Studies upon completion of the 27 month educational program. The program consists of 12 months of didactic education and 15 months of clinical experiences.

### MISSION

Bethel University's mission is to create opportunities for members of the learning community to develop to their highest potential as whole persons-intellectually, spiritually, socially, and physically-in a Christian environment.

It is the Physician Assistant Program's mission to create opportunities for the members of the learning community interested in healthcare to ultimately graduate as exceptional, compassionate healthcare professionals who practice medicine within an ethical framework grounded in Christian principles.

### EDUCATIONAL PHILOSOPHY

The BUPAP faculty understands that the field of medicine is constantly evolving. Therefore, we strive to train students to become life-long learners adept at critical thinking. The role of the teacher is to guide and objectively evaluate students, select and present important material, and model professional behavior. The teacher will likewise be a life-long learner who will be objectively evaluated on a regular basis by students and peers.

### GENERAL GOALS

- To maintain continuous accreditation with the Accreditation Review Commission on Education for the Physician Assistant, Inc.
- To recruit and admit highly qualified applicants.
- To attract and graduate students who exhibit a servant's heart.
- To maintain a level of first time PANCE pass rates above the national average.
- To maintain a 95% employment rate at six months of graduation.

### OBJECTIVES

**(Functions and tasks that graduates are expected to perform.)**

**The Bethel PA Graduate will/will be able to:**

- have a fully developed identity as a healthcare professional.
- have developed the desire to provide excellent care in a compassionate manner.
- have mastered the concepts of anatomy and physiology and pathophysiology.
- have mastered the concepts of clinical medicine, pharmacology, pediatrics, genetics, geriatrics, electrocardiograms, radiology, medical terminology, laboratory medicine, and behavioral science.
- understand the history of the PA profession and know the applicable laws, rules, and regulations concerning the practice of medicine as a Physician Assistant.
- be proficient in the performance of clinical procedures necessary for practice as a Physician Assistant.
- have medical knowledge sufficient to understand pathophysiology, differential diagnosis, patient management, surgical principles, and health promotion and disease prevention in a typical primary care practice.

- have developed and refined a systematic approach to both the complete and focused history taking and physical exam skills.
- utilize interpersonal and communication skills that encompass verbal, nonverbal, and written exchange of information.
- have developed an understanding of the PA role in the health delivery system to include patient care that is effective, patient centered, timely, efficient, and equitable for the treatment of health problems and the promotion of wellness.
- develop professional relationships where the graduate demonstrates a high level of responsibility, ethical practice, sensitivity to a diverse patient population, and adherence to legal and regulatory requirements.
- sharpen and refine critical analysis skills of their own practice experience, medical literature, and other information resources for the purpose of self-improvement.
- demonstrate an awareness of and responsiveness to the larger health system of healthcare to provide the patient care that is of optimal value.
- pass the Physician Assistant National Certifying Exam (PANCE).

## **ACCREDITATION STATUS**

The Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) has granted Accreditation-Continued status to the Physician Assistant Program sponsored by Bethel University. Accreditation-Continued is an accreditation status granted when a currently accredited program is in compliance with the ARC-PA Standards. Accreditation remains in effect until the program closes or withdraws from the accreditation process or until accreditation is withdrawn for failure to comply with the Standards. The approximate date for the next validation review of the program by the ARC-PA will be March 2024. The review date is contingent upon continued compliance with the Accreditation Standards and ARC-PA policy.

## **PANCE**

PANCE pass rate: The Bethel University PA Program has a 94% five-year pass rate.

The most recent graduating cohort, the class of 2017, completed their PANCE exam with a first-time pass rate of 100%. The inaugural class of 2011 graduated with a first-time pass rate of 94%, followed by a 100% pass rate for the class of 2012, 91% for the class of 2013, 98% for the class of 2014, 95% for the class of 2015, and 86% for the class of 2016.

## **APPLICATION & ADMISSION**

Admission to the College of Health Sciences (CHS) is required of all students enrolling in any CHS course for any reason. The requirements for admission to the Bethel University Physician Assistant Program are:

1. Completed application for admission to the College of Health Sciences specific health science program (applications are program specific and each program may require program as well as additional applications, see program specific information).
2. \$70 application fee.
3. An official copy of the baccalaureate degree transcript sent to the College of Health Sciences. Please refer to the section on each graduate program in this catalog for additional information on admission to each program.
4. Meeting program specific requirements.
5. A student must be admitted to a CHS program and have a zero balance prior to attending classes.

### **Application Procedure**

Applicants must complete a CASPA application, along with a supplemental application and fee, and send to the PA program. CASPA application forms may be requested from [www.caspaonline.org](http://www.caspaonline.org) (Central Application Service for Physician Assistants) or by calling CASPA at (617) 612-2080.



The supplemental application form is available online at: [www.bethelu.edu/academics/colleges\\_and\\_schools/college\\_of\\_health\\_sciences/mspas2/acad/appacc](http://www.bethelu.edu/academics/colleges_and_schools/college_of_health_sciences/mspas2/acad/appacc). Selected applicants will be interviewed by the Admissions committee. Following the interview candidates are evaluated by the Admissions committee to assess their acceptability to the program. The applicant who has been accepted to the program will be notified of the interview team's decision within 2 weeks of the interview. In order to reserve a seat, applicants will be expected to pay a non-refundable deposit of \$1,000 within 10 business days of receiving an offer. This deposit is applied toward the first semester of tuition.

### **Application Requirements**

To apply, applicants should have the following:

- Verified CASPA application.
- Completed supplemental application and fee received.
- A bachelor's degree from an accredited university.
- Official transcripts from all universities attended. Original transcripts need to go to CASPA and to our program for review.
- Three letters of recommendation: Two (2) letters of recommendation must be from a PA, MD, DO, or FNP. One (1) letter can be from a university professor or advisor. Letters of recommendation from family members are not accepted.
- Non-native speakers of English: Achieved TOEFL IBT (internet based testing) scores of at least 87 for non-native speakers of English with the minimum section requirements of: Reading: 21, Speaking: 26, Listening: 20, and Writing: 20.
- Completion of the nine prerequisite courses with a grade of "C" or better.
- Completion of GRE and results received by program.
- Completion of a minimum of 40 hours shadowing with a Physician Assistant-Certified (PA-C).

### ***Prerequisite course work consists of the following classes:***

- Two Semesters – General Biology (or equivalent)
- Two Semesters – General Chemistry (or equivalent)
- Two Semesters – Human A & P
- One Semester – Microbiology or Bacteriology
- One Semester – Psychology
- One Semester – Human Genetics

### **General Information**

Students may apply before the completion of some prerequisite courses but should inform the university as to when and where the needed course(s) will be taken. Such candidates may gain conditional acceptance.

No prerequisites older than 5 years will be accepted unless you have been employed full time in the healthcare field since completion of those prerequisites.

Bethel University PA Program does not offer advanced placement. There is no credit for experiential learning.

No Physician Assistant credits from another institution may be transferred into the didactic or clinical years. BUPAP students must complete the **entire** program at Bethel University.

An applicant who possesses a degree from an accredited institution outside of the US may also be considered for admission. These students must have their transcripts verified and translated by an approved organization (such as World Education Service) and should meet all other requirements.

***Acceptance into the Bethel University PA Program is provisional pending:***

1. Completion of all application requirements.
2. Completion of all outstanding prerequisite coursework.
3. Attending a personal interview. (By invitation only.)
4. Receipt of acceptance letter and non-refundable acceptance deposit.
5. Proof of health insurance. All students are required to maintain health insurance for the duration of the program.
6. Receipt of negative drug screen and a background check indicating no prior convictions that would result in failure to obtain medical licensure.
7. Completion of physical examination and immunizations prior to matriculation.
8. No history of dismissal from another PA, medical, or nursing program for academic or disciplinary reasons.

Bethel University undergraduates will be guaranteed an interview if they meet all minimum requirements. They are not guaranteed admission into the program.

**Acceptance**

The accelerated nature of the graduate-level curriculum offered by Bethel University College of Health Sciences for students enrolled in the PA Program requires that applicants seeking admission provide adequate evidence of their ability to undertake an advanced course of study. When evaluating an applicant's readiness to matriculate in the PA Program, members of the admissions committee consider closely all information available with particular attention to the following elements:

1. Academic achievement
2. Science and overall grade point average
3. Scores received on the Graduate Record Examination
4. Responses to questions contained in the application
5. Letters of recommendation
6. Leadership experience
7. Community service experience
8. Interpersonal and communication skills
9. Compassion
10. Personal integrity
11. Motivation for a career in healthcare
12. Recommendations of faculty interviewers

*Each of these qualities is viewed as essential to support the development of a Physician Assistant.*

**Averages of Incoming Class**

The following information describing recent averages for the class that matriculated in January, 2016 will allow prospective applicants to realistically assess their chances of admission and to plan accordingly. This information may be used by applicants to help assess their application. Please note that these are AVERAGES. Each application is evaluated on its own merit. Admissions committee decisions are final.

***Class average for those matriculating in January 2017***

- Cumulative GPA – 3.16

- Healthcare Experience – 21-25 hours
- Shadowing Hours – approximately 155
- Science Hours – 88
- Average Age – 26
- GRE Scores – 309/3.9

### ***Recommended Courses***

- Biochemistry
- Organic Chemistry
- Cell Biology
- Pharmacology
- Immunology
- Introductory Statistics or Critical Thinking

### **Deadlines**

CASPA will begin accepting applications in April, 2017 and will continue to accept applications until September 1, 2017. Applicants must have all required forms and documentation to the Bethel University Physician Assistant Program by October 1, 2017. If received after September 1 by CASPA or after October 1 by BUPAP, applications may not be reviewed and applicants may miss being considered for the entering class. **PLEASE APPLY EARLY.**

### ***Dates to Remember***

- April 27 – start applying to CASPA
- September 1 – deadline to apply to CASPA
- October 1 – deadline to have all materials to the PA Program (e.g.- original transcripts, supplemental application, etc.)
- June - October – interviews will be conducted
- January – classes begin

## **TUITION & FEES**

Tuition and fees are determined on a yearly basis by the university's Board of Trustees. The university reserves the right to change tuition and fees at any time without prior notice.

### **Tuition**

Tuition is based on full-time studies and covers the 27 month program. Tuition is \$80,500 or \$11,500 per semester. (Note: the program consists of 7 semesters.)

### **Fees and Expenses**

- \$75 application fee
- \$1,000 enrollment deposit
- \$70 graduation fee
- Approximately \$5000 for scrubs, lab coats, books, medical equipment, malpractice insurance, TAPA annual conference fee, and BLS, ACLS, and PALS certifications. Also included are drug screens and immunization updates required before beginning clinical rotations and any other fees or costs deemed necessary by the program.
- Health Insurance - All students are required to have health insurance while enrolled in the program. This health insurance must be maintained through the entirety of the program. Proof of health insurance coverage must be provided before and during enrollment in the program.
- Additional expenses incurred during enrollment in the Physician Assistant 27-month program are the student's

responsibility. All expenses incurred during the clinical year for travel, housing, and/or meals are the responsibility of the student. BUPAP does not provide housing or financial assistance for students during clinical rotations. Please prepare for this early! If a rotation becomes available outside the assigned hub, the student will be relocated to complete that particular rotation. Rotations may be scheduled at any qualified location with an available clinical site.

### ***Medical Equipment***

General medical equipment will be provided for students. Specific medical equipment will be available for classroom use only. If students wish to purchase medical equipment for personal use, information will be available during orientation week. Purchases will be an additional cost to the student.

### ***Health Insurance***

It is mandatory that all students have health insurance while enrolled in the PA program. This health insurance must be maintained throughout the entirety of the program. Students wishing to purchase student health insurance will be able to do so through a sales representative during orientation week at an additional cost. Proof of insurance is required prior to enrollment.

## **ACADEMIC STANDARDS**

Students in the BUPAP graduate program must maintain at least a B average (80%) in each course during their didactic year in order to progress to the clinical year. Students must act professionally to everyone at all times while maintaining patient and practice confidentiality. Breaches of professional conduct may result in dismissal from the program. Grades are assigned by the program on the following: individual exams, practicum, check-offs, etc.

### **Grading System\***

1. 4.0 GPA A—Excellent (100-90)
2. 3.0 GPA B—Good (89-90)
3. For a Bethel University PA Program student, any grade below 80 (3.0GPA) is considered a failing grade

*\*For information regarding the department's remediation policy, please refer to the program handbook.*

### **Program of Study**

Study is designed to deliver the essential academic and clinical education necessary to prepare students for their professional roles and to satisfy the eligibility requirements to sit for the PA certification examination (PANCE). Study is divided into three didactic semesters over a 12 month period and four clinical semesters over a 15 month period. All students are required to follow the course schedule as outlined in their handbook moving in sequence with their cohort.

## Course Offering - Didactic Year

SPRING	COURSE	CREDIT HOURS
701	CLINICAL MEDICINE I	8
710	PHARMACOLOGY I	3
717	A&P I WITH LAB I	2
723	PATHOPHYSIOLOGY I	2
730	PHYSICAL DIAGNOSIS I	3
740	CLINICAL SKILLS I	3
750	LAB DIAGNOSTICS I	2
760	MEDICAL TERMINOLOGY	1
763	RADIOLOGY	2
770	THE PA PROFESSION	2
790A	EVIDENCE BASED MEDICINE I	1
	<b>TOTAL FOR SEMESTER</b>	<b>29</b>

SUMMER	COURSE	CREDIT HOURS
702	CLINICAL MEDICINE II	8
711	PHARMACOLOGY II	3
718	A&P WITH LAB II	2
724	PATHOPHYSIOLOGY II	2
731	PHYSICAL DIAGNOSIS II	3
741	CLINICAL SKILLS II	3
751	LAB DIAGNOSTICS II	2
761	EKG	2
762	BEHAVIORAL MEDICINE	2
780	GENETICS	2
	<b>TOTAL FOR SEMESTER</b>	<b>29</b>

FALL	COURSE	CREDIT HOURS
703	CLINICAL MEDICINE III	8
712	PHARMACOLOGY III	3
719	A&P WITH LAB III	2
725	PATHOPHYSIOLOGY III	2
732	PHYSICAL DIAGNOSIS III	3
742	CLINICAL SKILLS III	3
752	LAB DIAGNOSTICS III	2
781	GERIATRICS	2
782	PEDIATRICS	2
791A	EVIDENCE BASED MEDICINE II	1
	<b>TOTAL FOR SEMESTER</b>	<b>28</b>

### **Student Work Policy**

Students enrolled in the PA program are not prohibited, but are strongly discouraged from working during the didactic year due to the intense and rigorous nature of the program. Students are not allowed to work for the program. If you choose to work and are unable to fulfill program requirements due to a work conflict, you will be dismissed from the program. Students enrolled in the BUPAP are prohibited from working during the clinical year due to the intense and rigorous nature of the program. Students are not allowed to work for the program. Students are not to receive nor accept compensation for any work performed within the preceptor's clinical site or practice. Students may only render services as part of the clinical phase of their education. If you choose to disregard the work policy and are unable to attend scheduled clinical rotations due to a work conflict, you will be dismissed from the program. Students must not substitute for or function as instructional faculty at the PA Program.

### **Clinical Year**

Electives are available in most specialties as long as a clinical site/preceptor is available and meets criteria as stated on the clinical preceptor qualification form and as outlined in the preceptor handbook. Students in the clinical phase of the program are not required to and may not set up their own rotations. Rotations will be assigned by the program based on the educational needs of each student. Rotations are typically within a 150 mile radius of the program. However, they may occasionally be at a further distance on a case by case basis. For more information concerning the program, please visit: [bethelu.sitewrench.com/physician-assistant-studies-pa-program](http://bethelu.sitewrench.com/physician-assistant-studies-pa-program).

## Course Offering - Clinical Year

<b>CLINICAL</b>	<b>COURSE</b>	<b>CREDIT HOURS</b>
801	FAMILY MEDICINE I	5
802	FAMILY MEDICINE II	5
803	INTERNAL MEDICINE	5
804	EMERGENCY MEDICINE	5
805	GENERAL SURGERY	5
811	MENTAL/BEHAVIORAL HEALTH	5
813	FAMILY MEDICINE/PEDIATRIC MEDICINE	5
814	FAMILY MEDICINE/WOMEN'S HEALTH	5
815	SUMMATIVE EVALUATION	3
816	BUSINESS OF MEDICINE	3
901	ELECTIVE CLINICAL EXPERIENCE I	5
902	ELECTIVE CLINICAL EXPERIENCE II	5
903	ELECTIVE CLINICAL EXPERIENCE III	5
	<b>TOTAL FOR CLINICAL CARE</b>	<b>61</b>

## PHYSICIAN ASSISTANT SCHOLARSHIP OPPORTUNITIES

### **The J.C. Carey Memorial Scholarship**

### **The James Montag, Jr. Scholarship**

The Tennessee Physician Assistant Foundation will award a minimum of one scholarship yearly in the amount of \$500.00, with the discretion to award more based on the level of charitable contributions from the previous 12 months.

The Tennessee PA Foundation awards scholarships to first or second year PA students who meet the following criteria and are selected by the committee from all qualified applicants:

- The applicant must be a student in good standing enrolled in a Committee on the Accreditation of Allied Health Education Programs (CAAHEP) approved program in Tennessee, or a student in a CAAHEP approved program outside the state of Tennessee who holds valid residency in the state of Tennessee; accepted proof will be valid driver's license from Tennessee or other authenticated legal document.
- Applicants of the James Montag, Jr. scholarship must have military experience.

***The deadline to submit a scholarship application is June 30, 2017.***

Any questions may be directed in writing to the Tennessee Physician Assistant Foundation via email to: [frankdwarren@msn.com](mailto:frankdwarren@msn.com).

### **The Society of Army Physician Assistants (SAPA)**

### **Captain Sean P. Grimes Physician Assistant Educational Scholarship Award**

This scholarship's intent is to award financial assistance to an individual who is seeking initial training as a physician assistant or to a PA seeking a baccalaureate, master's, or doctoral degree. The amount of the award is \$6,000.00 annually for the first ten years, provided funds are available; then the amount may be reevaluated at the discretion of SAPA BOD. An army veteran, army active duty soldier, an army National Guard soldier, and any army reservist soldier is eligible to apply for this scholarship. Students interested in learning more about this scholarship should visit the website for more information. <http://www.sapa.org/SeanScholarshipPage.htm>

### **Physician Assistant Foundation**

The PA Foundation (PAF) is a charitable organization that operates exclusively for educational, scientific, literary, and research purposes. The PAF has developed several programs that can assist students as they strive to reach their goals in school and in their professional practice. In total, the Physician Assistant Foundation has awarded over \$1.4 million to deserving PA students across the country. Scholarships are distributed in \$2,000.00 denominations. Scholarships are awarded on the basis of financial need, academic achievement, extracurricular activities, and future goals as a PA. Students interested in learning more about this scholarship should visit the website for more information. <http://www.pa-foundation.org/scholarships-fellowships/pa-student-scholarships/>

### **National Health Service Corp. (NHSC)**

The NHSC is dedicated to improving the health of the Nation's underserved. NHSC clinicians practice in a broad range of community-based systems of care operating in rural and urban federally designated health professional shortage areas. The NHSC is a network of 7,500 primary health care professionals and 10,000 sites working in underserved communities across the country. You can apply to the Scholarship Program if you are committed to primary care and accepted to or enrolled in an accredited U.S. school in a Physician Assistant program.



The scholarship pays tuition, fees, other educational costs, and provides a living stipend in return for a commitment to work at least 2 years at an NHSC-approved site in a medically underserved community. For each year of financial support (up to four years), the student agrees to serve one year (minimum two years) at an NHSC-approved site in a high-need urban, rural, or frontier community across the nation.

Service begins upon graduation (and completion of primary care residency training for doctors and dentists). The NHSC helps scholars find a practice site that's right for them. When in service, scholars earn a market-rate salary, paid by the employing facility. Scholarship payments other than the living stipend are federal income tax-free.

The Scholarship Program accepts applications once each year. Applicants chosen to receive the scholarship are notified no later than September 30. Students interested in learning more about this scholarship should visit the website for more information. <http://nhsc.hrsa.gov/scholarships/index.html>

[Application Bulletin](#) (PDF - 155 KB) describes HRSA scholarship and loan repayment programs, including who is eligible to apply and when the application opens.

## **Military Veteran Scholarship Opportunities (AAPA)**

### **Veterans Caucus Scholarships Available -- 2016-17 Award Cycle**

**The following scholarships will be offered during the 2016-17 cycle:**

#### **Donna Jones Moritsugu Memorial/Veterans Caucus Scholarship**

The Donna Jones Moritsugu Memorial Award is in honor of the memory of the late wife of RADM Dr. Ken Moritsugu, whose life was cut short by a tragic auto accident. Donna was a multi-talented woman and whom Dr. Moritsugu describes as the "wind beneath his wings".

#### **Vikki Lianne Moritsugu Memorial/Veterans Caucus Scholarship**

This Scholarship is made in honor of the late Vikki Moritsugu, loving daughter of RADM Dr. Kenneth and the late Donna Moritsugu. The Moritsugu family and friends remember Vikki's passion for life and learning through this scholarship.

#### **SSgt Craig Ivory Memorial Scholarship/ Veterans Caucus Scholarship**

This scholarship is provided by Pat and Terri Ivory to honor the memory of their son Craig, Army medic who passed away in Iraq.

#### **Lt. Col David Gwinn/Veterans Caucus Memorial Scholarship**

This Scholarship is provided by the members of the Veterans Caucus and recognizes the achievements of an outstanding veteran of one of the seven branches of the Uniformed Services who is currently enrolled in PA training. It is awarded annually in memory of Lt. Col. David Gwinn. David was loved by everyone who knew him. He helped develop the Veterans Caucus and served in every capacity on the Board until his untimely death.

#### **The PFC Roger W. Cummins/Veterans Caucus Scholarship**

The PFC Roger W. Cummins scholarship is provided to the veteran, active duty, surviving spouse or child of a US Marine or Navy Corpsman who has served with the United States Marine Corps, who is currently enrolled in a PA training program. PFC Roger W Cummings was a highly motivated heroic individual who paid the ultimate sacrifice for his country and fellow Marines and the scholarship serves as a living memorial to him.

#### **Grogan Memorial/Veterans Caucus Scholarship**

This scholarship is provided by Rodney Grogan and his wife in the memory of CMSgt USAF Retired Kenneth Grogan and his wife Ernestine and Bryce and Jodi Grogan, children of Rodney and his wife. This scholarship is open to an outstanding veteran or dependent of a veteran from any branch of the military.

### **Geisinger Nursing Department/Veterans Caucus Scholarship**

This Scholarship is provided by the members of the Geisinger Health System Nursing Department and recognizes the achievements of an outstanding veteran or a dependent of a veteran of one of the seven branches of the Uniformed Services who is currently enrolled in PA training.

### **Society of Army Physician Assistants/Veterans Caucus Scholarship**

This scholarship is provided by the members of the Society of Army Physician Assistants and Veterans Caucus to honor a veteran Physician Assistant student who served with distinction in the United States Army.

### **Society of Air Force Physician Assistants/Veterans Caucus Scholarship**

This scholarship is provided by the members of the Society of Air Force Physician Assistants and Veterans Caucus to honor a veteran Physician Assistant student who served with distinction in the United States Air Force. This scholarship is awarded in memory of Jerry Reed, Tony DiTomasso and David Gwinn.

### **Jesse Edwards Memorial/Veterans Caucus Scholarship**

The Jesse Edwards Memorial/Veterans Caucus Scholarship is given by family and friends of the late Jesse Edwards. He was an avid PA educator at the University of Nebraska, Omaha who blazed the path for the first Physician Assistant Master's online program. His foresight into the needs of the physician assistant profession provided many PAs the opportunity to advance their education.

### **SSgt. Robert V. Milner Memorial/Veterans Caucus Scholarship**

This scholarship provided by Rear Admiral Mike Milner, PA-C Public Health Service and his wife Patricia Castillo, PA-C, recognizes either a US Air Force veteran or dependent of a US Air Force veteran enrolled in PA training. This scholarship serves to memorialize the life and faithful service to his country of his father, SSgt Robert V. Milner, USAF who served during the Korean War and the Berlin Airlift operations and acknowledges his father's dedicated service to his community, friends, and country.

The 2016-2017 Veterans Caucus Scholarship Program is designed to help support eligible Physician Assistant students in their quest to complete PA training in one of the ARC-PA accredited programs across the United States. Through the generous contributions of our many friends and sponsors, the Caucus is able to provide a portion of the funds needed in this intense educational process.

### **ELIGIBILITY CRITERIA:**

AAPA Veteran Caucus Scholarships are intended for those veterans or active members of the Guard or Reserves of the Uniform Services. Some scholarships in the past have also been intended for sons, daughters, or spouses of a past or present veteran. These special scholarships are based on availability for that year. Please look under the Scholarships Available section. These scholarships are for those students that are at least a semester/quarter physically in a PA program. ***Please do not apply yet if you have been accepted, but have not started the program.***

More information is available at: <http://www.veteranscaucus.org/index.php/services/scholarships/instructions>

# UNDERGRADUATE COURSE DESCRIPTIONS

## COLLEGE OF ARTS AND SCIENCES

*\*Note: The following courses are taught by the College of Arts and Sciences, but are part of the College of Health Sciences program curriculums.*

### **ART**

#### **ART 216 Art Appreciation I (3 hours)**

An introduction to the aesthetic principles of visual arts as exemplified in selected masterpieces from the ancient world to the 15th century.

#### **ART 217 Art Appreciation II (3 hours)**

An introduction to the aesthetic principles of visual arts as exemplified in selected masterpieces from the 16th century to the present period.

### **BIOLOGY**

#### **BIO 111, 111L Introduction to Biology I (3, 1 hours)**

Introduction to the science of biology with focus on biological chemistry, cell biology, genetics, and evolution. Designed for students who are majoring in Biology, Chemistry, Pre-Pharmacy, Pre-Physician Assistant Studies, or Nursing, as well as those minoring in Biology or Pre-Professional Health Sciences. Laboratory. Prerequisite: Appropriate program of study or permission of the instructor. No student may be enrolled in BIO 111 while enrolled in any course below the 100 level.

#### **BIO 309, 309L Human Anatomy and Physiology I (3, 1 hours)**

Designed for pre-nursing and other programs in allied health fields. Topics include cell structure and biochemistry, histology, and anatomy and physiology of skeletal, muscular, sensory, and nervous systems. Laboratory. Prerequisite: BIO 111 with a grade of "C" or higher.

#### **BIO 310, 310L Human Anatomy and Physiology II (3, 1 hours)**

Continuation of BIO 309. Topics include the anatomy and physiology of circulatory, respiratory, endocrine, digestive, excretory, and reproductive systems. Aspects of metabolism, body fluids, electrolytes, and acid-base balance are covered. Laboratory. Prerequisite: BIO 309.

#### **BIO 311, 311L Introduction to Microbiology (3, 1 hours)**

Bacteria, protozoa, fungi, and viruses studied from the point of view of health sciences. Laboratory. Prerequisite: BIO 111 with a grade of "C" or higher.

#### **BIO 316 Medical Terminology (3 hours)**

Using learner-oriented, self-study, and programmed text, students gain skill in recognizing roots, definitions, pronunciation, spelling, and classification by body and organ system used in medical terminology.

### **CHEMISTRY**

#### **CHE 111, 111L General Chemistry I (3, 1 hours)**

Fundamental principles underlying various fields of chemistry including formulas and equations, thermochemistry, atomic and molecular structure. Laboratory and class must be taken concurrently unless one has been successfully completed. Prerequisite: CHE 106 with a grade of C or above or one year of high school chemistry with a minimum ACT Mathematics score of 18 or a minimum ACT score of 25 for students with no previous introduction to chemistry. Permission of the instructor may be granted in exceptional circumstances. Co-requisite: MTH 111 or exemption from MTH 111.

### **CHE 112, 112L General Chemistry II (3, 1, 1 hours)**

Continuation of CHE 111. Topics include solutions, equilibrium, thermodynamics, kinetics, acids and bases, oxidation-reduction, and electrochemistry. Laboratory and class must be taken concurrently unless one has been successfully completed. Prerequisite: CHE 111. Only students who are repeating CHE 112 having previously earned a D or F and students who earned a D in CHE 111 are required to enroll concurrently in a 1-hour pass/fail recitation class (CHE 112D).

### **CHE 121, 121L Principles of Chemistry I (3, 1 hours)**

Fundamental laws of chemistry including topics such as atomic and molecular structure, stoichiometry, chemical bonding, reaction equilibria, acids and bases, kinetics and nuclear chemistry. Laboratory and class must be taken concurrently unless one has been successfully completed. Prerequisite or Co-requisite: MTH 111 or above. CHE 121 does not fulfill prerequisite requirements for any upper division chemistry courses.

### **CHE 122, 122L Principles of Chemistry II (3, 1 hours)**

Basics of organic and biological chemistry including topics such as the study of functional groups, amino acids, lipids, carbohydrates, nucleic acids, enzymes and biochemical pathways. Laboratory and class must be taken concurrently unless one has been successfully completed. Experimental techniques in organic and biochemistry comprise the lab component. Prerequisite: CHE 111 or 121. CHE 122 does not fulfill prerequisite requirements for any upper division chemistry courses.

## **COLLEGE ORIENTATION EXPERIENCE**

### **COE 102 College Orientation Experience (2 hours)**

Opportunity for first-year liberal arts students to learn about themselves and adjust to college life. This course sets the groundwork for meeting educational goals in academic, social, physical, emotional, and spiritual dimensions. Topics include study skills, financial aid, library orientation, college catalog and curriculum, registration overview, campus life, and social issues. Training on computers and computer software. Pass/Fail grade.

## **ENGLISH**

### **ENG 101 Expository Writing (3 hours)**

Threshold course in writing. Pre-writing, writing, and revising paragraphs, essays, and documented papers. Reading, discussing, and analyzing rhetorical models. A grade of C or better is required before proceeding to ENG 111. Prerequisites: A grade of C or better in ENG 010 or a minimum ACT sub score of 18 in English or permission of the instructor.

### **ENG 111 Writing about Literature (3 hours)**

Reading, analyzing, and writing about a variety of literary genres including poetry, drama, the short story, and the novel. Research paper required. Prerequisite: ENG 101 with a grade of C or better or exemption.

### **ENG 201 Western Literature and the Arts I (3 hours)**

Team-taught introduction to the elements of literature, painting, and music through lectures and workshops, followed by a survey of these arts in the Classical and Medieval periods of Western history, with attention to the philosophical climate of each period. Prerequisite: ENG 111.

### **ENG 202 Western Literature and the Arts II (3 hours)**

Team-taught historic survey of arts of the Renaissance, Baroque, Neoclassic, Romantic, Realistic, and Modern periods, including literature, painting, sculpture, music, and film, presented as interrelated manifestations of human creativity. Prerequisite: ENG 111.

## **HEALTH**

### **HEA 211 Nutrition (3 hours)**

Basic foundation concerning the combination of processes involved in food intake and utilization in relation to functional maintenance, growth, and renewal of body functions and exercise.

### **HEA 330 Prevention and Care of Athletic Injuries (3 hours)**

Development of a basic understanding of the prevention, immediate care, treatment, and rehabilitation of athletic injuries. Taping lab included. Prerequisite: HEA 312 or BIO 309.

## **MATHEMATICS**

### **MTH 105 Basic College Algebra (3 hours)**

A course to prepare students for MTH 111 or MTH 112. Real numbers, polynomials, rational expressions, exponents and radicals, linear equations and in equations, absolute values, complex numbers, rational equations, solution of quadratic equations by factoring and the quadratic formula, and linear functions, systems of linear equations, simple graphing techniques. Hours completed may be used only as elective credits toward graduation. A grade of C or better is required before proceeding to MTH 111 or MTH 112. Prerequisite: ACT mathematics score of at least 16 or MTH 021 with a grade of C or better or permission of instructor.

### **MTH 111 College Algebra (3 hours)**

The function concept, factoring, rational equations, inequalities and equations, mathematical induction, the binomial theorem, sequences, exponential and logarithmic functions, complex numbers, and theory of equations. Prerequisite: A score of 20 or more on the ACT in Mathematics or MTH 105 with a grade of C or better, or exemption.

### **MTH 112 Finite Mathematics (3 hours)**

Quantitative methods used in business management, topics in algebra including exponential and logarithmic functions, elementary mathematics of finance, systems of linear equations, matrices, linear programming. Will not count toward a Math major or minor. Prerequisite: A score of 20 or more on the ACT in Mathematics, MTH 105 with a grade of C or better, or exemption.

### **MTH 202 Introduction to Statistics (3 hours)**

Frequency distributions, probability, elementary statistical techniques, analysis and interpretation of data. May not be taken for major or minor mathematics credit. Prerequisite: MTH 111 or MTH 112 with a grade of C or better, or exemption.

## **MUSIC**

### **MUS 201 Music Appreciation (3 hours)**

Listening skills, descriptive musical vocabulary, and selected works of the cultural tradition of the Western World.

### **MUS 331 Popular Music History (3 hours)**

Historical analysis of music industry trends and developments since 1890.

## **PHYSICAL EDUCATION**

### **PED 100 Martial Arts I (1 hour)**

This course emphasizes the beginning physical and mental skills utilized in the martial arts. Uniform fee.

**PED 101 Martial Arts II (1 hour)**

A continuation of PED 100. This course provides intermediate and advanced martial arts development. Prerequisite: PED 100 or equivalent skill.

**PED 105 Aqua Aerobics (1 hour)**

Opportunity for organized physical activity during college. Acquisition of knowledge and skills for lifelong physical activity; appreciation of knowledge and skills for lifelong physical activity; appreciation of the physical, social, and emotional benefits of sport, recreation, and exercise. Rules, basic skills, active participation, and regular attendance are stressed. Meets two hours per week.

**PED 106 Weight Training and Management (1 hour)**

Opportunity for organized physical activity during college. Acquisition of knowledge and skills for lifelong physical activity; appreciation of knowledge and skills for lifelong physical activity; appreciation of the physical, social, and emotional benefits of sport, recreation, and exercise. Rules, basic skills, active participation, and regular attendance are stressed. Meets two hours per week.

**PED 108 Fitness for Health (1 hour)**

Opportunity for organized physical activity during college. Acquisition of knowledge and skills for lifelong physical activity; appreciation of knowledge and skills for lifelong physical activity; appreciation of the physical, social, and emotional benefits of sport, recreation, and exercise. Rules, basic skills, active participation, and regular attendance are stressed. Meets two hours per week.

**PED 109 Social Dance (1 hour)**

Opportunity for organized physical activity during college. Acquisition of knowledge and skills for lifelong physical activity; appreciation of knowledge and skills for lifelong physical activity; appreciation of the physical, social, and emotional benefits of sport, recreation, and exercise. Rules, basic skills, active participation, and regular attendance are stressed. Meets two hours per week.

**PED 110 Aerobic Dance (1 hour)**

Opportunity for organized physical activity during college. Acquisition of knowledge and skills for lifelong physical activity; appreciation of knowledge and skills for lifelong physical activity; appreciation of the physical, social, and emotional benefits of sport, recreation, and exercise. Rules, basic skills, active participation, and regular attendance are stressed. Meets two hours per week.

**PED 112 Beginning Tennis (1 hour)**

Opportunity for organized physical activity during college. Acquisition of knowledge and skills for lifelong physical activity; appreciation of knowledge and skills for lifelong physical activity; appreciation of the physical, social, and emotional benefits of sport, recreation, and exercise. Rules, basic skills, active participation, and regular attendance are stressed. Meets two hours per week.

**PED 113 Basketball (1 hour)**

Opportunity for organized physical activity during college. Acquisition of knowledge and skills for lifelong physical activity; appreciation of knowledge and skills for lifelong physical activity; appreciation of the physical, social, and emotional benefits of sport, recreation, and exercise. Rules, basic skills, active participation, and regular attendance are stressed. Meets two hours per week.

**PED 114 Volleyball (1 hour)**

Opportunity for organized physical activity during college. Acquisition of knowledge and skills for lifelong physical activity; appreciation of knowledge and skills for lifelong physical activity; appreciation of the physical, social, and emotional benefits of sport, recreation, and exercise. Rules, basic skills, active participation, and regular attendance are stressed. Meets two hours per week.

**PED 115 Softball (1 hour)**

Opportunity for organized physical activity during college. Acquisition of knowledge and skills for lifelong physical activity; appreciation of knowledge and skills for lifelong physical activity; appreciation of the physical, social, and emotional benefits of sport, recreation, and exercise. Rules, basic skills, active participation, and regular attendance are stressed. Meets two hours per week.

**PED 116 Golf (1 hour)**

Opportunity for organized physical activity during college. Acquisition of knowledge and skills for lifelong physical activity; appreciation of knowledge and skills for lifelong physical activity; appreciation of the physical, social, and emotional benefits of sport, recreation, and exercise. Rules, basic skills, active participation, and regular attendance are stressed. Meets two hours per week.

**PED 117 Aerobics (Walking/Running) (1 hour)**

Opportunity for organized physical activity during college. Acquisition of knowledge and skills for lifelong physical activity; appreciation of knowledge and skills for lifelong physical activity; appreciation of the physical, social, and emotional benefits of sport, recreation, and exercise. Rules, basic skills, active participation, and regular attendance are stressed. Meets two hours per week.

**PED 120 Intermediate Tennis (1 hour)**

Opportunity for organized physical activity during college. Acquisition of knowledge and skills for lifelong physical activity; appreciation of knowledge and skills for lifelong physical activity; appreciation of the physical, social, and emotional benefits of sport, recreation, and exercise. Rules, basic skills, active participation, and regular attendance are stressed. Meets two hours per week. Prerequisite: PED 112 or equivalent skill.

**PED 121 Advanced Tennis (1 hour)**

Opportunity for organized physical activity during college. Acquisition of knowledge and skills for lifelong physical activity; appreciation of knowledge and skills for lifelong physical activity; appreciation of the physical, social, and emotional benefits of sport, recreation, and exercise. Rules, basic skills, active participation, and regular attendance are stressed. Meets two hours per week.

**PED 122 Beginning Swimming (1 hour)**

Opportunity for organized physical activity during college. Acquisition of knowledge and skills for lifelong physical activity; appreciation of knowledge and skills for lifelong physical activity; appreciation of the physical, social, and emotional benefits of sport, recreation, and exercise. Rules, basic skills, active participation, and regular attendance are stressed. Meets two hours per week.

**PED 123 Intermediate Swimming (1 hour)**

Opportunity for organized physical activity during college. Acquisition of knowledge and skills for lifelong physical activity; appreciation of knowledge and skills for lifelong physical activity; appreciation of the physical, social, and emotional benefits of sport, recreation, and exercise. Rules, basic skills, active participation, and regular attendance are stressed. Meets two hours per week. Prerequisite: PED 122 or equivalent skill.

**PED 124 Advanced Swimming (1 hour)**

Opportunity for organized physical activity during college. Acquisition of knowledge and skills for lifelong physical activity; appreciation of knowledge and skills for lifelong physical activity; appreciation of the physical, social, and emotional benefits of sport, recreation, and exercise. Rules, basic skills, active participation, and regular attendance are stressed. Meets two hours per week. Prerequisite: PED 123 or equivalent skill.

**PED 128 Soccer (1 hour)**

Opportunity for organized physical activity during college. Acquisition of knowledge and skills for lifelong physical activity; appreciation of knowledge and skills for lifelong physical activity; appreciation of the physical, social, and emotional benefits of sport, recreation, and exercise. Rules, basic skills, active participation, and regular attendance are stressed. Meets two hours per week.

**PED 129 Body Sculpture (1 hour)**

Opportunity for organized physical activity during college. Acquisition of knowledge and skills for lifelong physical activity; appreciation of knowledge and skills for lifelong physical activity; appreciation of the physical, social, and emotional benefits of sport, recreation, and exercise. Rules, basic skills, active participation, and regular attendance are stressed. Meets two hours per week.

**PED 321 Kinesiology (3 hours)**

Science of human motion with emphasis on analysis of motor skills. Preventative and rehabilitative exercise methods, application of physical laws, classes of levers, origins and insertions of muscles, and principles underlying movement in range of flexibility, strength, and endurance. Prerequisite: HEA/PED 320 or BIO 309, 310.

**PED 322 Physiology of Exercise (3 hours)**

Functions of the systems of the human body related to muscular activity. Emphasis on cardio respiratory function, physical fitness testing, nutrition for athletes, effects of anabolic steroids and other substances, and activity in extremes of temperature and altitude. Prerequisite: HEA/PED 320, 321 or BIO 309, 310.

**PED 416 Sports Law (3 hours)**

Sports, the law, and due process. Negligence, defenses, liability, and tort. Includes sports litigation, warnings, waivers, sports violence, athletes' rights, contractual agreements and disputes, agents and arbitration, drug testing in sports, product and facility design and liability, legal responsibilities in activity and fitness centers, high risk activities and other trends and issues.

**PHYSICS****PHY 211, 211L General Physics I (3, 1 hours)**

Designed for liberal arts, biology, and health career students. Topics include mechanics, vector forces, conservation laws of momentum and energy, kinematics, & wave motion. Laboratory. Prerequisite: MTH 111 and Trigonometry or MTH 123.

**PSYCHOLOGY****PSY 111 Introduction to Psychology I (3 hours)**

Introduction to the scientific study of human behavior with attention to learning, thinking, emotional life, and individual differences.

**PSY 211 Human Growth and Development (3 hours)**

Focus on child, adolescent, and adult growth and development across a lifespan. Typical language, social, emotional, cognitive, and physical development will be emphasized. Common problems in these areas will be discussed. Prerequisite: PSY 111 (waived for education minors, but additional readings required).

**RELIGION****REL 111 Understanding the Old Testament (3 hours)**

Content and interpretation of selected portions of the Old Testament.



**REL 112 Understanding the New Testament (3 hours)**

Content and interpretation of selected portions of the New Testament.

**REL 113 Christian Worldview (3 hours)**

An introduction to the Christian worldview and an examination of the philosophical and theological foundations for a Christian view of reality, knowledge, ethics, and culture. The course compares and contrasts the Christian worldview with other dominant worldviews in the modern era such as naturalism, humanism, atheism, and transcendentalism.

**SPEECH AND THEATRE****SAT 110 Public Speaking and Communication (3 hours)**

Development of communication methods and survey of basic communication models. Emphasis on public speech preparation and presentation. Demographic identification, visual aids, research methods, composition strategies.

**SAT 116 Introduction to Theatre (3 hours)**

Study of dramatic literature, history, and performance with emphasis on contemporary theatre and the collaborative process. This course is designed for those students interested in pursuing theatre as a major or minor.

**SOCIOLOGY****SOC 111 Principles of Sociology (3 hours)**

Analysis of the basic sociological perspectives, principles, and methods used in the systematic study of social behavior. Emphasis on social institutions, social class structure, culture, socialization, personality development, crime and deviance, and social control as each interrelates in traditional and industrial societies. Additional topics include the social institutions of family, religion, education, health care, criminal justice, governance, and economics.

# UNDERGRADUATE COURSE DESCRIPTIONS

## COLLEGE OF HEALTH SCIENCES

*\*Note: All clinical courses in the Athletic Training major require formal admission into the professional phase of the Athletic Training Program and will therefore be open only to Athletic Training Program students.*

### **ATHLETIC TRAINING**

#### **ATR 100 Athletic Taping and Bracing (3 hours)**

This course consists of lecture and lab-based instruction to introduce students to the various products and equipment used in the development and construction of pads and braces for injury prevention during sport and physical activity, and teaches students how to properly apply basic taping, wrapping, bracing, and padding techniques that are common practice in athletic training and sports medicine.

#### **ATR 200 Foundations of Athletic Training (3 hours)**

This course introduces the student to clinical athletic training education and the foundational behaviors of professional practice in athletic training. Current topics in athletic training that will be taught in this course include, but are not limited to, prevention and health promotion, clinical examination and diagnosis, therapeutic interventions, health care administration, psychological aspects of sports injury and rehabilitation, and evidence-based practice.

#### **ATR 245 Clinical I (2 hours)**

Prerequisites – ATR 100, ATR 200, HEA 330, HSC 216, HSC 230. In this course, students will refine basic athletic training skills, including developing clinical skills; athletic training clinic operations (e.g., policies and procedures, record keeping, basic health care nomenclature); emergency and acute care of injuries and illnesses; and athletic taping, wrapping, bracing and padding competencies previously taught in didactic coursework. Students will be introduced to the Clinical Integration Proficiencies portfolio.

#### **ATR 250 Therapeutic Modalities (3 hours)**

Prerequisites – HEA 330. This course introduces the student to the various thermal, mechanical, and electrical modalities that are used in athletic training and physical therapy to promote healing and rehabilitation of injury. The course consists of lecture and lab-based instruction on the use of therapeutic modalities in clinical practice (e.g., cryotherapy, thermotherapy, hydrotherapy, electrical stimulation, ultrasound, diathermy, traction, therapeutic massage, and compression therapy).

#### **ATR 260 Principles of Rehabilitation (3 hours)**

Prerequisites – HEA 330. This course introduces the student to the foundational knowledge and clinical skills of therapeutic interventions used in the rehabilitation process for treating the physically active population. The course consists of lecture and lab-based instruction to facilitate students' understanding of the purpose and goals of various therapeutic exercises, equipment, and other rehabilitation techniques used in an effective rehabilitation program for restoring and developing range of motion, strength, balance, agility, cardiorespiratory fitness, muscular endurance, and activity-specific skills following injuries or illnesses affecting the musculoskeletal, cardiovascular, and neurological systems.

#### **ATR 330 General Medicine and Pharmacology in Athletic Training (4 hours)**

Prerequisites - BIO 309, BIO 310, or HEA/PED 320, HEA 330, BIO 316 or HSC 216. In this course, the student will gain cognitive and psychomotor skills needed for recognition, referral, and appropriate treatment of general medical conditions and disabilities of individuals involved in sport and physical activity. The student will also learn the appropriate pharmacological interventions used to treat injuries and illnesses.

### **ATR 340 Clinical II (2 hours)**

Prerequisites – ATR 250, ATR 360. In this course, students will refine basic athletic training skills, including foundational behaviors of professional practice; risk management; general assessment and evaluation; specific injury assessment and intervention for head, face and spine; and therapeutic modalities competencies previously taught in didactic coursework.

### **ATR 345 Clinical III (2 hours)**

Prerequisites – ATR 260, ATR 330, ATR 361, HEA 201, HSC 212. In this course, students will refine intermediate and advanced athletic training skills, including the body's response to injury and illness; specific injury assessment, diagnosis and interventions for lower extremity; general medical conditions, disorders, and diseases; and basic nutrition, pharmacology, and wellness competencies previously taught in didactic coursework.

### **ATR 360 Introduction to Assessment and Intervention (3 hours)**

Prerequisite – ATR 200 and Admission to the AT Program. This course consists of lecture and lab-based instruction designed to introduce the student to general assessment and evaluation of orthopedic injuries, which includes identification, physical evaluation, postural and gait analysis, treatment, and referral guidelines. Additionally the student will learn the specific injury assessment and diagnosis for injuries pertaining to the head and face, cervical, thoracic and lumbar spine and pelvis. This course will also broaden the student's knowledge and clinical skills learned in ATR 250 & 260, by establishing core therapeutic interventions and rehabilitation for injuries.

### **ATR 361 Assessment and Intervention I (4 hours)**

Prerequisites – ATR 250, ATR 260, ATR 360 Pre/Corequisite – BIO 309. This course is a continuation of ATR 360 which consists of lecture and lab-based instruction designed to enhance the student's understanding of the assessment and evaluation process for the lower extremity. The student will learn the specific injury assessment and diagnosis for injuries pertaining to the hip, thigh, knee, lower leg, foot, and ankle. This course will continue to broaden the student's knowledge and clinical skills learned in ATR 250 & 260, through the application of therapeutic intervention and rehabilitation for injuries sustained to the lower body.

### **ATR 362 Assessment and Intervention II (4 hours)**

Prerequisite – ATR 361. This course is a continuation of ATR 361, which consists of lecture and lab-based instruction designed to enhance the student's understanding of the assessment and evaluation process for the upper extremity. The student will learn the specific injury assessment and diagnosis for injuries pertaining to the abdomen, chest, shoulder, elbow, wrist, and hand. This course will continue to broaden the student's knowledge and clinical skills learned in ATR 250, 260 and ATR 361, through the application of therapeutic intervention and rehabilitation for injuries sustained to the upper body.

### **ATR 410 Organization and Administration in Athletic Training (3 hours)**

Prerequisite – Successful completion of all didactic ATR coursework. This course explores administrative theories and strategies necessary to serve in different positions in the various athletic training settings. Topics include, but are not limited to, leadership and management styles, policies and procedures, resource management, legal and ethical standards in professional practice, purpose of regulatory agencies and their role at state, national and federal levels, and risk management.

### **ATR 440 Clinical IV (3 hours)**

Prerequisites – ATR 362, HSC 381. In this course, students will refine intermediate and advanced athletic training skills, including specific injury assessment and interventions for upper extremities; therapeutic exercise and rehabilitation; and evidence-based practice competencies previously taught in didactic coursework. Students will begin working on a research project specific to the field of athletic training.

### **ATR 445 Clinical V (3 hours)**

Prerequisites – ATR 410. In this course, students will refine advanced athletic training skills, including integrated injury management; healthcare administration; psychosocial interactions; and professional development competencies previously taught in didactic coursework. Students will complete their ongoing research project and Clinical Integration Proficiencies portfolio in this course.

## **CHEMISTRY**

### **CHE 123R Essentials of Chemistry for Nursing (5 hours)**

This is a one term course that will discuss fundamental principles of general chemistry basic to the understanding of nursing. Topics in this course will include types of matter, physical and chemical processes, atomic and molecular structure, stoichiometry, properties and theories of gases, properties of solutions, and acids and bases. Additionally, fundamentals of organic nomenclature and a survey of the physical, chemical and biological properties of the main organic functional groups will be covered as well as amino acids and proteins, enzymes, carbohydrates, lipids, nucleic acids, vitamins and coenzymes and basic metabolism.

## **HEALTH SCIENCE**

### **HSC 212 Nutrition for Health Care Providers (3 hours)**

An introduction to nutritional foundations, spanning the duration of the life cycle in regards to prevention, maintenance and enhancement of health according to an individual's health, age and activity level in a variety of healthcare setting. This course is designed for the future healthcare professional with an emphasis on applying evidence based nutrition recommendations and guidelines to promote optimal health, prevent disease and treat health-related conditions.

### **HSC 216 Medical Terminology for Health Care Providers (3 hours)**

Utilizing a systems-based approach students will gain an understanding of basic elements, rules of building and analyzing medical terms associated with the body as a whole. Students will define, interpret and pronounce medical terms relating to structure, function, pathology, diagnosis, clinical procedures and pharmacology. Students will be able to recognize, spell, pronounce, and define medical words by combining prefixes, suffixes, and work roots as well as become familiar with common abbreviations used in medicine.

### **HSC 230 Emergency Care in Sport & Physical Activity (3 hours)**

This course consists of lecture and lab-based instruction to give students in health care professions a thorough knowledge of basic first aid, basic life support (e.g., rescue breathing, CPR and AED use), airway management, oxygen supplementation, recognition and management of emergency and acute injuries and illnesses that occur in sport and physical activity. Upon successful completion of this course, students can potentially obtain certifications in blood borne pathogens training, basic first aid, CPR and AED for professional rescuers and healthcare providers, and administering emergency oxygen.

### **HSC 381 Introduction to Research for Evidence-Based Practice (3 hours)**

Prerequisite: MTH 202 and Admission into the AT or NUR program. This interdisciplinary course provides an overview of the principles and methods of organizing, conducting, and interpreting qualitative and quantitative research. To establish evidence-based practices, students will learn to think critically about scientific research and statistical reasoning, formulate answerable questions, search databases, and evaluate the validity of claims made as they develop professionally as consumers of research.

### **HSC 421 Exercise Testing and Prescription (3 hours)**

Prerequisites - HEA 211 or HSC 212, PED 320 or BIO 309, PED 321, 322. This course consists of lecture and lab-based instruction where various techniques are taught and utilized to evaluate an individual's fitness level. Emphasis will be placed on exercise safety precautions for developing lifetime health and fitness habits, proper lifting techniques, and the scientific basis of recommending exercise programs. Concepts of exercise testing and prescription will follow the guidelines of the National Council of Strength & Fitness (NCSF), and upon successful completion of this course, students should be prepared to take the NCSF personal trainer certification exam.

## **NURSING**

### **NUR 300 Health Assessment of Adults (4 hours)**

This course introduces the student to normal and abnormal findings noted during physical assessment found in persons age

13 and up. The focus of the course will be on the assessment phase of the nursing process and the development of skills needed to perform physical assessment while considering psychosocial and cultural backgrounds. The topics of interviewing, utilizing therapeutic communication, and teaching health promotion behaviors will be discussed and practiced. Prerequisite: admission to the nursing program.

#### **NUR 302R Transition to Baccalaureate Nursing Practice (4 hours)**

This course is designed as a transition to baccalaureate nursing practice for the registered nurse. The expanding roles and concepts that influence nursing practice in today's complex health care environment are the focus of this class. Nursing theories and models of practice, critical thinking/ clinical reasoning, evidence-based practice, health promotion and illness prevention, health care delivery system, informatics, socialization and image, and career management will be discussed in relation to the baccalaureate role. Prerequisite: admission to the nursing program.

#### **NUR 305 Strategies for Nursing School Success (1 hour)**

Strategies for success in nursing school will be discussed. Topics to be discussed include study skills, time management skills, test-taking skills specific to nursing exams, individual learning styles and utilization of syllabus and textbook resources. Opportunities for practice of these strategies will be integrated into the discussion of each topic.

#### **NUR 306R Introduction to Research for Evidence-Based BSN Practice (3 hours)**

This course provides an overview of qualitative and quantitative research methodologies as applied to nursing practice and the role of the baccalaureate nurse as a critical research consumer. The research processes applied in each type of research, methods used to critique research studies prior to becoming a research consumer and implications for utilizing the findings for evidence-based nursing practice will be discussed. Prerequisite: admission to the nursing program. Prerequisite or corequisite: MTH 202, NUR302R.

#### **NUR 307R Pharmacological/Pathophysiological Basis for Complex Illness Nursing Care I (3 hours)**

Development of the clinical judgment skills necessary for the baccalaureate nurse to care for adults experiencing complex illness in all environments is the focus of these courses. Pathophysiology content, pharmacology content, and physiological knowledge are integrated to approach complex illness using critical thinking skills to determine appropriate nursing interventions and develop evidence-based clinical judgments. Each course is a part of a three part series that covers a variety of complex illnesses. Prerequisite: CHE 123R.

#### **NUR 310R Health Assessment of Adults (3 hours, 1 hour lab)**

This course will guide the student in differentiating normal and abnormal findings noted during physical assessment found in clients. The focus will be on the skills needed to perform physical assessment while considering psychosocial and cultural backgrounds. The topics of interviewing, therapeutic communication, and teaching health promotion behaviors will be discussed and practiced. Prerequisite: admission to the nursing program.

#### **NUR 311 Foundations in Nursing (5 hours)**

This course focuses on the foundations of professional nursing practice. The nursing process and evidenced-based practice will be explored and applied. Study of the factors that impact health, essential nursing interventions and the promotion of physiological functioning by the nurse will guide development of an understanding of the role of the nurse as provider of care. Beginning skills will be taught in a laboratory component of the course and implemented in the clinical component to prepare the student to function in the beginning role of provider of care. (3 hours class and 6 hours clinical per week) Prerequisite: admission to the nursing program.

#### **NUR 317 Pharmacology in Nursing I (2 hours)**

This course is the first half of a yearlong course in pharmacology in nursing. The courses together will focus on pharmacological therapy and the role of the nurse in drug management, with consideration of social, economic, and technological changes in administering medications safely. Emphasis will be placed on developing critical thinking abilities necessary to care for persons receiving medication therapy. Prerequisite: admission to the nursing program.

**NUR 318 Pharmacology in Nursing II (2 hours)**

This course is the second half of a yearlong course in pharmacology in nursing. The courses together will focus on pharmacological therapy and the role of the nurse in drug management, with consideration of social, economic, and technological changes in administering medications safely. Emphasis will be placed on developing critical thinking abilities necessary to care for persons receiving medication therapy. Prerequisite: NUR 317.

**NUR 321 Concepts in Nursing (2 hours)**

This course focuses on the values, roles, ethics and image of the professional nurse. Nursing theory, nursing models of practice, teaching/ learning and the health care delivery systems will be introduced. The history of nursing, nursing education, political factors affecting nursing, global health care, and the Nursing Code of Ethics will be discussed as well as their influence on current and future practice issues. The concepts of cultural diversity, altruism, autonomy, dignity, and integrity will also be introduced. Prerequisite: admission to the nursing program.

**NUR 322 Nursing Care of Clients with Psychosocial Disorders (4 hours)**

This course emphasizes the process of psychosocial adaptation in persons with acute and chronic mental disorders. The course also contains a clinical component that focuses on nursing care of clients in the psychosocial setting. The importance of critical thinking and developing evidence-based practice in the psychosocial setting will be emphasized. (2 hour class and 6 hours clinical per week.) Prerequisites: NUR 300, 311, 317, 321.

**NUR 323 Pathophysiology in Nursing (3 hours)**

This course will explore the pathological alterations of normal physiological function and the resulting disease processes along with their clinical manifestations. Prerequisite: admission to the nursing program.

**NUR 326 Nursing Care of Adults I (6 hours)**

This course is the first semester of a two semester series that examines theoretical and scientific knowledge necessary to care for culturally diverse adults. The physiologic pathology of selected diseases of adults, adaptation to stressors, and the dysfunction of systems will be discussed. This course also includes a clinical component that focuses on nursing strategies utilized to promote restoration of health during illness of adults. Critical thinking and the development of evidence based practice will be emphasized. (3 hours class and 9 hours clinical per week.) Prerequisites: NUR 300, 311, 317, 321.

**NUR 334 Nursing Care of Children and Adolescents (5 hours)**

This course examines theoretical and scientific knowledge necessary to care for culturally diverse children and adolescents. The physiologic pathology of selected diseases of children and adolescents, adaptation to stressors, and the dysfunction of systems will be discussed. This course also includes a clinical component that focuses on nursing strategies utilized to promote restoration of health during illness of children and adolescents. Critical thinking and the development of evidence based practice will be emphasized. (3 hours class and 6 hours clinical per week.) Prerequisites: NUR 318, 322, 323, 326.

**NUR 341 Research in Nursing (3 hours)**

This course introduces the student to the history of nursing research, research methodologies, and techniques of utilizing research findings to establish evidence-based practice. Quantitative and qualitative research designs will be reviewed to prepare the students to become knowledgeable consumers of research and in critiquing research. Prerequisite: MTH 202. Prerequisite: admission to the nursing program.

**NUR 402R Pharmacological/Pathophysiological Basis for Complex Illness Nursing Care II (3 hours)**

Development of the clinical judgment skills necessary for the baccalaureate nurse to care for adults experiencing complex illness in all environments is the focus of these courses. Pathophysiology content, pharmacology content, and physiological knowledge are integrated to approach complex illness using critical thinking skills to determine appropriate nursing interventions and develop evidence-based clinical judgments. Each course is a part of a three part series that covers a variety of complex illnesses.

**NUR 406R Baccalaureate Nursing Practice in the Community (2 hours, 2 hour lab)**

This course prepares the student as a generalist for entry level practice in community health nursing. Students will identify methods of delivering culturally competent health care to community groups while developing basic skills in epidemiological investigation, and community health assessment and health promotion. In addition, this course includes a clinical component that offers the student the opportunity to apply concepts learned in the community health nursing course by focusing on health promotion in areas such as public health, primary care, occupational health, home health, and hospice. Students will serve in roles of health educators, coordinators, and care providers in a community health setting. Prerequisite: 300 level nursing courses.

**NUR 410 Nursing Care of the Community (4 hours)**

This course prepares the student as a generalist for entry level practice in community health nursing. Students will identify methods of delivering culturally competent health care to community groups while developing basic skills in epidemiological investigation, and community health assessment and health promotion. In addition, this course includes a clinical component that focuses on health promotion in areas such as public health, primary care, occupational health, correctional health, and hospice. Student will serve in roles as health educators, coordinators, and advocates in a community health setting. (2 hours class and 6 hours clinical per week.) Prerequisites: NUR 334, 341.

**NUR 413R Pharmacological/Pathophysiological Basis for Complex Illness Nursing Care III (3 hours)**

Development of the clinical judgment skills necessary for the baccalaureate nurse to care for adults experiencing complex illness in all environments is the focus of these courses. Pathophysiology content, pharmacology content, and physiological knowledge are integrated to approach complex illness using critical thinking skills to determine appropriate nursing interventions and develop evidence-based clinical judgments. Each course is a part of a three part series that covers a variety of complex illnesses. Prerequisite: Transition to Baccalaureate Nursing Practice & Health Assessment.

**NUR 414 Nursing Care of Women and Neonates (5 hours)**

This course examines theoretical and scientific knowledge required to provide nursing care to culturally diverse women and childbearing families. Women's health issues, including pathology of diseases specific to women, maternity care, and newborn care will be discussed. Health promotion, risk reduction, and disease prevention will be emphasized. The clinical component of this course focuses on nursing care of female clients. Students will gain experience in a variety of gynecologic and obstetric settings. Critical thinking and evidence-based practice will be emphasized. (3 hours class and 6 hours clinical per week.) Prerequisites: NUR 334, 341.

**NUR 417R Leadership and Management in Baccalaureate Nursing Practice (2 hours, 2 hour lab)**

This course examines the leadership styles utilized in baccalaureate nursing practice. Theories and skills utilized in leading and managing including prioritization and delegation, organizational structures, and legal and ethical issues will be examined. The impact of economics and regulations on leadership will be considered. Investigation of the impact of nursing leadership on interdisciplinary relationships and their effect on the outcomes of nursing care will be facilitated. The clinical component of this course focuses on baccalaureate nursing leadership and management roles in a variety of healthcare settings. Prerequisite: 300 level nursing courses.

**NUR 418 Nursing Care of Adults II (6 hours)**

This course is the second semester of a two semester series that examines theoretical and scientific knowledge necessary to care for culturally diverse adults. The physiologic pathology of selected diseases of adults, adaption to stressors, and the dysfunction of systems will be discussed. This course also includes a clinical component that focuses on nursing strategies utilized to promote restoration of health during illness of adults. Critical thinking and the development of evidence-based practice will be emphasized. (3 hours class and 9 hours clinical per week.) Prerequisites: NUR 334, 341.

**NUR 421R Clinical Reasoning Practicum/Capstone for Baccalaureate Nursing Practice (1 hour, 3 hour lab)**

The clinical reasoning practicum and capstone course will offer the student the opportunity to apply knowledge and skills obtained from the Physiological/Pathophysiological Basis for Complex Illness Nursing Care courses. A simulated clinical environment will offer clinical scenarios where the student will be expected to apply clinical reasoning skills that result in

positive clinical outcomes. The capstone project concentrates on the application of strategic planning concepts to baccalaureate nursing practice. Emphasis will be placed on the development of critical thinking skills and research utilization to establish an evidenced based practice project. This course provides the student with an opportunity to integrate concepts learned throughout the RN-BSN curriculum. Prerequisite: Physiological/Pathophysiological Basis for Complex Illness Nursing Care I, II, III.

#### **NUR 422 Nursing Care of Critically Ill Adults (4 hours)**

This course is designed to introduce undergraduate nursing students to the Adult Acute Care/Critical Care practice setting across the health care continuum. Core content areas include nursing care for pathological conditions of the respiratory, cardiovascular, gastrointestinal, renal, endocrine, neurological, hematological, and immunological systems. Trauma, emergencies, and critical care practice issues such as palliative care, end of life care, and organ donation will also be discussed. The clinical component will provide the student with experiences in the critical care area. (2 hours class and 6 hours clinical per week.) Prerequisites: NUR 410, 414, 418.

#### **NUR 424 Capstone Practicum in Nursing (6 hours)**

This course provides the last semester nursing student with the opportunity to synthesize and apply nursing concepts. This course also contains a clinical practicum component based on the application of clinical decision-making in order to provide comprehensive nursing care to persons in inpatient or community settings. Students choose an area of interest and obtain clinical experience under the supervision of a preceptor. (2 hours class and 12 hours clinical per week.) Prerequisites: NUR 410, 414, 418. Students who earn a grade of "C" or higher are exempt from COE 401.

#### **NUR 430 Leadership and Management in Nursing (4 hours)**

This course examines the leadership styles utilized in nursing practice. Theories and skills in leading and managing including prioritization and delegation, organizational structures, and legal and ethical issues will be examined. The impact of economics, regulations and political influences on nursing will be explored. Investigation of the effect of interdisciplinary relationships on the outcomes of nursing care will be facilitated. The clinical component of this course focuses on nursing management roles in a variety of settings—allowing students to begin incorporation of knowledge obtained in this course into their practice. (2 hours class and 6 hours clinical per week) Students who earn a grade of "C" or higher are exempt from COE 401. Prerequisites: NUR 410, 414, 418.

#### **NUR 450 Issues in Health Care (1 hour)**

This course will focus on professional role development as well as beginning professional socialization. Current social, political, and economic issues that influence health care will be considered. Exploration of the nurse's role within the current health care environment with regard to these evolving health care issues will be facilitated. Prerequisites: NUR 410, 414, 418.

#### **NUR 490 Special Topics (1-3 hours)**

A special course developed to afford learning experiences beyond courses in the curriculum. Topics for the course require approval of the Academic Dean.

#### **NUR 491 Nursing Care of Older Adults (2 Credit Hours)**

This course prepares the student as a generalist for entry level practice in nursing care of older adults. It will focus on nursing and aging theories, body systems' age-related changes, assessment skills and tools, ethical, cultural, pharmacological and nutritional considerations in the elderly population. In addition, this course will address application of the nursing process and the use of critical thinking skills in caring for the aged client. Various care settings and gerontological resources will be explored.

#### **NUR 499 Individual Study (1-3 hours)**

In-depth study of a subject of interest beyond courses in the curriculum. Prerequisite: Junior standing, approval of advisor and Academic Dean.



# GRADUATE COURSE DESCRIPTIONS

## COLLEGE OF HEALTH SCIENCES

### PHYSICIAN ASSISTANT STUDIES

#### **PAS 701 Clinical Medicine I (8 hours)**

This course covers the medical and surgical topics with associated pharmacology, anatomy & physiology, pathophysiology, laboratory medicine, and clinical skills. It incorporates problem-based learning of common diseases and problems using a body systems approach. Incorporated into the lesson plan is a case study series that allows the student to use critical analysis in the medical decision and problem solving process. Students develop the skills of determining a differential diagnosis when given a clinical presentation making a definitive diagnosis with diagnostic tests, providing appropriate treatment and follow up. Prerequisite: Admission to BUPAP.

#### **PAS 702 Clinical Medicine II (8 hours)**

This course covers the medical and surgical topics with associated pharmacology, anatomy & physiology, pathophysiology, laboratory medicine, and clinical skills. It incorporates problem-based learning of common diseases and problems using a body systems approach. Incorporated into the lesson plan is a case study series that allows the student to use critical analysis in the medical decision and problem solving process. Students develop the skills of determining a differential diagnosis when given a clinical presentation, making a definitive diagnosis with diagnostic tests, providing appropriate treatment and follow up. Prerequisite: Successful completion of PAS 701.

#### **PAS 703 Clinical Medicine III (8 hours)**

This course covers the medical and surgical topics with associated pharmacology, anatomy & physiology, pathophysiology, laboratory medicine, and clinical skills. It incorporates problem-based learning of common diseases and problems using a body systems approach. Incorporated into the lesson plan is a case study series that allows the student to use critical analysis in the medical decision and problem solving process. Students develop the skills of determining a differential diagnosis when given a clinical presentation making a definitive diagnosis with diagnostic tests, providing appropriate treatment and follow up. Prerequisite: Successful completion of PAS 702.

#### **PAS 710 Pharmacology I (3 hours)**

This course is designed as a survey of the subject of pharmacology. The course emphasizes the fundamentals of drug absorption, distribution, metabolism and elimination. The course focuses on the relationship between drugs and receptors, adverse drug reactions, toxicity, indications and contraindications of drugs. Pharmaco-therapeutics with application to clinical patient scenarios is also incorporated in this course. Prerequisite: Admission to BUPAP.

#### **PAS 711 Pharmacology II (3 hours)**

This course is designed as a comprehensive survey of the subject of pharmacology. The course emphasizes the fundamentals of drug absorption, distribution, metabolism and elimination. The course focuses on the relationship between drugs and receptors, adverse drug reactions, toxicity, indications and contraindications of drugs. Pharmacotherapeutics with application to clinical patient scenarios is also incorporated in this course. Prerequisite: Successful completion of PAS 710.

#### **PAS 712 Pharmacology III (3 hours)**

This course is designed as a comprehensive survey of the subject of pharmacology. The course emphasizes the fundamentals of drug absorption, distribution, metabolism and elimination. The course focuses on the relationship between drugs and receptors, adverse drug reactions, toxicity, indications and contraindications of drugs. Pharmacotherapeutics with application to clinical patient scenarios is also incorporated in this course. Prerequisite: Successful completion of PAS 711.

**PAS 717 Anatomy & Physiology I with Lab (2 hours)**

This course is an intensive study of human anatomy, physiology, and pathophysiology with clinical applications and medical terminology. It is designed to develop the Physician Assistant student's working knowledge and comprehensive understanding of the general structures and functional principles of the human body. It is organized to coincide with Clinical Medicine, to prepare the student to recognize the normal relationship of structure, and correlate normal variants clinically. Prerequisites: Matriculation into the Physician Assistant Program

**PAS 718 Anatomy & Physiology II with Lab (2 hours)**

This course is an intensive study of human anatomy and physiology with clinical application of medical terminology. It is designed to develop the Physician Assistant student's working knowledge and comprehensive understanding to the general structure and functional principles of the human body. It is organized to coincide with Clinical Medicine, to prepare the student to recognize the normal relationship of structure, and correlate normal variants clinically. Prerequisites: PAS 717

**PAS 719 Anatomy & Physiology III with Lab (2 hours)**

This course is an intensive study of human anatomy and physiology with clinical applications and medical terminology. It is designed to develop the Physician Assistant student's working knowledge and comprehensive understanding to the general structure and functional principles of the human body. It is organized to coincide with Clinical Medicine, to prepare the student to recognize the normal relationship of structure, and correlate normal variants clinically. Prerequisites: PAS 718

**PAS 723 Pathophysiology I (2 hours)**

This course is designed to develop the Physician Assistant student's working knowledge and comprehensive understanding of the of the pathophysiological principles of the human body. It is an intensive study of pathology of the human body, which explores the etiology of organic and systemic disease. Lectures corresponding to the Clinical Medical and Anatomy & Physiology schedules are integrated throughout the didactic phase. Using this approach, the student will be able to understand, diagnose, and differentiate disease entities. Prerequisites: Matriculation into the Physician Assistant Program

**PAS 724 Pathophysiology II (2 hours)**

This course is designed to develop the Physician Assistant student's working knowledge and comprehensive understanding of the of the pathophysiological principles of the human body. It is an intensive study of pathology of the human body, which explores the etiology of organic and systemic disease. Lectures corresponding to the Clinical Medical and Anatomy & Physiology schedules are integrated throughout the didactic phase. Using this approach, the student will be able to understand, diagnose, and differentiate disease entities. Prerequisites: PAS723

**PAS 725 Pathophysiology III (2 hours)**

This course is designed to develop the Physician Assistant student's working knowledge and comprehensive understanding of the of the pathophysiological principles of the human body. It is an intensive study of pathology of the human body, which explores the etiology of organic and systemic disease. Lectures corresponding to the Clinical Medical and Anatomy & Physiology schedules are integrated throughout the didactic phase. Using this approach, the student will be able to understand, diagnose, and differentiate disease entities. Prerequisites: PAS724

**PAS 730 Physical Diagnosis I (3 hours)**

Methods of examination, documentation of a complete physical examination, and oral presentation methods will be taught. This will be done using an organ system approach. At the end of this course, the student will be able to put all of the components together in a systematic and efficient fashion and in a complete and orderly form. Prerequisite: Admission to BUPAP.

**PAS 731 Physical Diagnosis II (3 hours)**

Methods of examination, documentation of a complete physical examination, and oral presentation methods will be taught. This will be done using an organ system approach. At the end of this course, the student will be able to put all of the components together in a systematic and efficient fashion and in a complete and orderly form. Prerequisite: Successful completion of PAS 730.

**PAS 732 Physical Diagnosis III (3 hours)**

Methods of examination, documentation of a complete physical examination, and oral presentation methods will be taught. This will be done using an organ system approach. At the end of this course, the student will be able to put all of the components together in a systematic and efficient fashion and in a complete and orderly form. Prerequisite: Successful completion of PAS 731.

**PAS 740 Clinical Skills I (3 hours)**

The course is designed to introduce skill sets that include the description, indications, contraindication, rationale, complications, essential anatomy/ physiology and steps in performing clinical procedures. This knowledge is then applied in the clinical setting by performing the appropriate procedures as they correlate to routine care, identifying, or treating a particular diagnosis. The class is taught in traditional class time with scheduled practicum time and check off evaluations. The class utilizes advanced technology to demonstrate clinical procedures as performed in practice. Prerequisite: Admission into BUPAP.

**PAS 741 Clinical Skills II (3 hours)**

The course is designed to introduce skill sets that include the description, indications, contraindication, rationale, complications, essential anatomy/ physiology and steps in performing clinical procedures. This knowledge is then applied in the clinical setting by performing the appropriate procedures as they correlate to routine care, identifying, or treating a particular diagnosis. The class is taught in traditional class time with scheduled practicum time and check off evaluations. The class utilizes advanced technology to demonstrate clinical procedures as performed in practice. Prerequisite: Successful completion of PAS 740.

**PAS 742 Clinical Skills III (3 hours)**

The course is designed to introduce skill sets that include the description, indications, contraindication, rationale, complications, essential anatomy/ physiology and steps in performing clinical procedures. This knowledge is then applied in the clinical setting by performing the appropriate procedures as they correlate to routine care, identifying, or treating a particular diagnosis. The class is taught in traditional class time with scheduled practicum time and check off evaluations. The class utilizes advanced technology to demonstrate clinical procedures as performed in practice. Prerequisite: Successful completion of PAS 741.

**PAS 750 Lab Diagnostics I (2 hours)**

This course introduces the Physician Assistant student to the diagnostic testing in clinical medicine. The content is logically organized with a body system approach and covers laboratory tests, when to use and how to interpret and effectively utilize the results. Prerequisite: Admission to BUPAP.

**PAS 751 Lab Diagnostics II (2 hours)**

This course introduces the Physician Assistant student to the diagnostic testing in clinical medicine. The content is logically organized with a body system approach and covers laboratory tests, when to use and how to interpret and effectively utilize the results. Prerequisite: Successful completion of PAS 750.

**PAS 752 Lab Diagnostics III (2 hours)**

This course introduces the Physician Assistant student to the diagnostic testing in clinical medicine. The content is logically organized with a body system approach and covers laboratory tests, when to use and how to interpret and effectively utilize the results. Prerequisite: Successful completion of PAS 751.

**PAS 760 Medical Terminology (1 hour)**

This course introduces the Physician Assistant student to the language of medicine. The content is logically organized with a body system approach. This course will also provide a brief review of anatomic terminology. Prerequisite: Admission to BUPAP.

**PAS 761 EKG (2 hours)**

A course designed to educate the Physician Assistant student on the utilization and interpretation of the electrocardiogram. This course will utilize lecture, reading assignments, and laboratory experiences. Course content includes an overview of the electrophysiology of the heart, basic approach to the evaluation of an electrocardiogram, obtaining a 12-lead electrocardiogram and rhythm strip, recognition of cardiac abnormalities such as dysrhythmias, ischemia, infarction, cardiac inflammatory conditions, conduction abnormalities, and chamber enlargement. Prerequisite: Admission to BUPAP.

**PAS 762 Behavioral Medicine (2 hours)**

The course of behavioral medicine will present an introduction to the neurobiological, psychobiological, emotional, social and cultural influences on mental health and illness in the practice of primary care medicine. Personality, sexual, emotional and behavioral development across the life span will be addressed. Principles of violence identification and prevention will be examined. Instruction and practice in basic counseling skill will be reviewed. Instruments for the evaluation and assessment of psychiatric disorders will be presented. This class will present the formulation of Psychiatric assessment, diagnosis, and treatment. Prerequisite: Admission to BUPAP.

**PAS 763 Radiology (2 hours)**

A course designed to educate the Physician Assistant student on the utilization and interpretation of radiological diagnostic tests. This course will utilize lecture, reading assignments, and laboratory experiences. Course content includes an overview of radiology, its history, and interpretation of x-rays, competence in ordering the correct diagnostic test for presenting complaint, introduction to fluoroscopy, computerized tomography, magnetic resonance imaging, ultrasound, nuclear medicine, and angiography. Prerequisite: Admission to BUPAP.

**PAS 770 The PA Profession (2 hours)**

This course explores the history of the PA profession, the role of the PA in today's health care system and the factors affecting them. Additional topics include credentialing, licensing, policies and procedures, regulations governing scope of practice, and the development of professional organizations for physician assistants, issues of professionalism, physician/PA relationships and ethics. Prerequisite: Admission to BUPAP.

**PAS 780 Genetics (2 hours)**

This course is a survey of medical genetics. The goal is to equip students to understand the role of genetics in the practice of medicine. This will involve the ability to understand the medical genetics literature as well as the clinical applications of genetic knowledge in the care of individual patients. Prerequisite: Admission to BUPAP.

**PAS 781 Geriatrics (2 hours)**

This is a course designed to cover the physical, social, legal and ethical care of the older patient by a primary care physician assistant. Prerequisite: Admission to BUPAP.

**PAS 782 Pediatrics (2 hours)**

This is a course designed to introduce the PA student to pediatric medicine. The course will cover normal growth and development, the pediatric well-baby exam, immunizations and specific medical diseases and disorders as they relate to the pediatric patient. Prerequisite: Admission to BUPAP.

**PAS 790A Evidence-Based Medicine I (1 hour)**

Prerequisites: Matriculation into the Physician Assistant Program

This course is an intensive study in evidence-based medicine and thinking critically about the information and evidence needed to produce clinical decisions. It will prepare the student to cope with the vast amount of medical literature produced every year. This course is structured to equip the student to effectively evaluate medical literature and apply the information acquired to clinical decision making. The final project in this course is designed for the student to demonstrate their understanding of EBM and of the evaluation of primary medical literature.

### **PAS 791A Evidence-Based Medicine II (1 hour)**

Prerequisites: PAS790A—Evidence-Based Medicine I

This course is an intensive study and application of evidence-based medicine and critical thinking. The course will have the student utilize the information that was mastered in PAS790A and apply the information and evidence needed to produce sound clinical decision-making skills. The student will be presented with multiple case studies that encompass a variety of topics based from the PANCE blueprint to which they will have to utilize their critical thinking skills to determine the proper differential diagnosis and formulate an appropriate treatment plan. The final project for this course is designed to implement research methods and evidence-based medicine knowledge by taking a previous case study project from the clinical medicine course, evaluating the resources, and writing a case-based write-up suitable for publication.

### **PAS 801 Family Medicine I (5 hours)**

Under the guidance of a qualified preceptor, this course will allow the student to provide care for the Family Medicine patient. This course will ensure that students are exposed to common disorders and procedures that are encountered in the Family Medicine setting. The course will take place in the urgent care setting, outpatient clinic, inpatient hospital setting and/or nursing home. The rotation will provide opportunities for the student to be responsible for patients of all ages, from the initial visit through possible hospitalization and follow-up. The student will have the opportunity to obtain a medical history, perform physical exams, develop a differential diagnosis, order/interpret appropriate diagnostic studies, propose a treatment plan, perform common procedures, and provide patient education on diagnosis, prevention and health maintenance of disease processes. This rotation will provide exposure to common clinical skills and procedures that are specific to Family Medicine.

### **PAS 802 Family Medicine II (5 hours)**

This is a continuation of Family Medicine I. Under the guidance of a qualified preceptor, this course will allow the student to provide care for the Family Medicine patient. This course will ensure that students are exposed to common disorders and procedures that are encountered in the Family Medicine setting. The course may take place in the urgent care setting, outpatient clinic, inpatient hospital setting, and/or nursing home. The rotation will provide opportunities for the student to be responsible for patients of all ages, from the initial visit through possible hospitalization and follow-up. The student will have the opportunity to perform physical exams, develop a differential diagnosis, order/interpret appropriate diagnostics, propose a treatment plan, perform common procedures, and provide patient education on diagnosis, prevention and health maintenance of disease processes. This rotation will provide exposure to common clinical skills and procedures that are specific to Family Medicine.

### **PAS 803 Internal Medicine (5 hours)**

Under the guidance of a qualified preceptor, this course will allow the student to provide care for the Internal Medicine patient. This course will ensure that students are exposed to common disorders and procedures that are encountered in the Internal Medicine setting. The course will take place in the outpatient clinic, inpatient hospital setting, long term care facility and/or intensive care unit. The rotation will provide opportunities for the student to be responsible for adult and geriatric patients from the initial visit through possible hospitalization and follow up. The student will have the opportunity to obtain a medical history, perform physical exams, develop a differential diagnosis, order/interpret appropriate diagnostic tests, propose a treatment plan, and provide patient education on diagnosis, prevention and health maintenance of disease processes. This rotation will provide exposure to common clinical skills and procedures that are specific to Internal Medicine.

### **PAS 804 Emergency Medicine (5 hours)**

Under the guidance of a qualified preceptor, this course will allow the student to provide care for the Emergency Medicine patient. This course will ensure that students are exposed to common disorders and procedures that are encountered in the Emergency Medicine setting. The course will take place in the urgent care or emergency department. The rotation will provide opportunities for the student to be responsible for patients of all ages, from the initial visit through possible hospitalization. The student will have the opportunity to obtain medical histories, perform physical exams, develop a differential

diagnosis, order/interpret appropriate diagnostic tests, perform common procedures, propose a treatment plan, and provide patient education on diagnosis and treatment of disease processes. This rotation will provide exposure to common clinical skills and procedures that are specific to Emergency Medicine.

### **PAS 805 General Surgery (5 hours)**

Under the guidance of a qualified preceptor, this course will allow the student to provide care for the General Surgery patient. This course will ensure that students are exposed to common disorders and procedures that are encountered in the General Surgery setting. The course may take place in the outpatient clinic, freestanding surgical center, operating room and/or inpatient hospital setting. The rotation will provide the opportunity for the student to be responsible for patients of all ages, from the initial visit through possible hospitalization and follow-up (including pre-operative, intra-operative and post-operative care). The student will have the opportunity to obtain medical histories, perform physical exams, develop a differential diagnosis, order/interpret appropriate diagnostic tests, propose a treatment plan, perform common procedures, and provide patient education on diagnosis, prevention and health maintenance of disease processes. This rotation will provide exposure to common clinical skills and procedures that are specific to General Surgery.

### **PAS 811 Mental/Behavioral Health (5 hours)**

Under the guidance of a qualified preceptor, this course will allow the student to provide care for the Behavioral Medicine patient. This course will ensure that students are exposed to common disorders encountered in the Behavioral Medicine setting. The course may take place in the outpatient clinic, group home, schools, prison and/or inpatient hospital setting. The rotation will provide opportunities for the student to be responsible for patients of various ages, from the initial visit through possible hospitalization and follow-up. Students will participate in activities of this rotation such as lectures, case management meetings, and group therapy sessions as directed by the preceptor. The student will have the opportunity to observe/perform intake exams, develop a differential diagnosis, order/interpret appropriate diagnostic tests, propose a treatment plan, and provide patient education on diagnosis, prevention, and health maintenance of disease processes.

### **PAS 813 Family Medicine/Pediatric Medicine (5 hours)**

Under the guidance of a qualified preceptor, this course will allow the student to provide care for the Pediatric Medicine patient. This course will ensure that students are exposed to common disorders and procedures that are encountered in the Pediatric Medicine setting. The course will take place in the outpatient clinic and/or inpatient hospital setting. The rotation will provide opportunities for the student to be responsible for patients aged 0-18, from the initial visit through possible hospitalization and follow-up. The student will have the opportunity to obtain medical and family histories, perform physical exams, develop a differential diagnosis, order/interpret appropriate diagnostic tests, propose a treatment plan, perform common procedures and provide patient/family education on diagnosis, prevention and health maintenance of disease processes. This rotation will provide exposure to common clinical skills and procedures that are specific to Pediatric Medicine.

### **PAS 814 Family Medicine/Women's Health (5 hours)**

Under the guidance of a qualified preceptor, this course will ensure that students are exposed to common disorders and procedures that are encountered in the women's health setting. The course will take place in the outpatient clinic, inpatient hospital setting and/or operating room. The rotation will provide opportunities for the student to be responsible for adult and geriatric patients, from the initial visit through possible hospitalization and follow-up. This rotation will focus on general gynecologic health as well as routine pre-natal care. The student will have opportunity to obtain histories, perform physical exams, develop a differential diagnosis, order/interpret appropriate diagnostic tests, propose treatment plans, perform common procedures, and provide patient/family education on diagnosis, prevention and health maintenance of disease processes. This rotation will provide exposure to common clinical skills and procedures that are specific to women's health.

### **PAS 815 Summative (3 hours)**

The purpose of the summative evaluation is to ascertain the student's readiness to graduate based on a review of the entire graduate student career. The course will allow the student to present a portfolio to the Promotion/Retention/Disciplinary committee that consists of a number of items to support the student's application for graduation. In addition to the academic year grades, professional evaluations, clinical year grades and preceptor evaluations, there will be assignments specific to the summative evaluation to be completed during the course that will provide a comprehensive review of the student's ability to function as a successful graduate physician assistant.

**PAS 816 Business of Medicine (3 hours)**

This course is designed to provide students an understanding of the business of medicine including group practice models, management, human resources, insurance products, CPT and ICD coding, third party reimbursement as well as potential impact of health care reform. The student will develop skills related to resume design, contract negotiation and interviewing as well as sufficient knowledge to be involved in management of the medical practice. Prerequisite: Successful completion of the clinical year rotation schedule.

**PAS 901 Elective I (5 hours)**

Under the guidance of a qualified preceptor, this course will allow the student to provide care for patients in a clinical setting tailored to the student's particular interest. Approved supervised clinical experiences may be completed in any medical or surgical specialty. The student has discretion in selecting his/her elective and may design his/her own elective rotation or choose from multiple disciplines after consultation with their faculty advisor and the Clinical Director. All elective rotations must subsequently be approved by the Clinical or Program Director. This course will ensure that students are exposed to common disorders and procedures that are encountered in that particular discipline. The experience may take place in the outpatient clinic, inpatient hospital setting and/or other approved settings. The rotation will provide opportunities for the student to learn about a specific disease process in great detail and to complete a written paper describing that disease, its diagnosis and treatment utilizing evidence based medicine.

**PAS 902 Elective II (5 hours)**

Under the guidance of a qualified preceptor, this course will allow the student to provide care for patients in a clinical setting tailored to the student's particular interest. Approved supervised clinical experiences may be completed in any medical or surgical specialty. The student has discretion in selecting his/her elective and may design his/her own elective rotation or choose from multiple disciplines after consultation with their faculty advisor and the Clinical Director. All elective rotations must subsequently be approved by the Clinical or Program Director. This course will ensure that students are exposed to common disorders and procedures that are encountered in that particular discipline. The experience may take place in the outpatient clinic, inpatient hospital setting and/or other approved settings. The rotation will provide opportunities for the student to learn about a specific disease process in great detail and to complete a written paper describing that disease, its diagnosis and treatment utilizing evidence based medicine.

**PAS 903 Elective III (5 hours)**

Under the guidance of a qualified preceptor, this course will allow the student to provide care for patients in a clinical setting tailored to the student's particular interest. Approved supervised clinical experiences may be completed in any medical or surgical specialty. The student has discretion in selecting his/her elective and may design his/her own elective rotation or choose from multiple disciplines after consultation with their faculty advisor and the Clinical Director. All elective rotations must subsequently be approved by the Clinical or Program Director. This course will ensure that students are exposed to common disorders and procedures that are encountered in that particular discipline. The experience may take place in the outpatient clinic, inpatient hospital setting and/or other approved settings. The rotation will provide opportunities for the student to learn about a specific disease process in great detail and to complete a written paper describing that disease, its diagnosis and treatment utilizing evidence based medicine.

# ADMINISTRATION AND FACULTY

## ADMINISTRATION

### **Walter Butler**

Bethel University President

### **Joseph Hames, M.D.**

Vice President and Academic Dean-College of Health Sciences

### **Julie Miller, ATC, LAT**

Interim Director, Athletic Training Program

### **Mary Bess Griffith, PhD, RN, CS, FNP, CNE**

Director, Department of Nursing

### **Gwen Ferdinand-Jacob, MPAS, PA-C**

Director, Physician Assistant Program

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M.S. Lamar University

### **Dr. Nikki (Crosser) Holland, PT, ATC, LAT (2013)**

Adjunct Professor

B.S., Murray State University

D.P.T., Belmont University

### **Julie Miller, ATC, LAT (2009)**

Interim Program Director

B.S., M.A.Ed., Cumberland University

D.A.T.(c), University of Idaho

### **Stephanie Watkins, M.Ed. (2014)**

Instructor, Academic & Admissions Coordinator

A.A.S., Paducah Community and Technical College

B.A., University of Tennessee-Martin

M.Ed., Bethel University



**Mark Weaver, ATC, LAT (2013)**

Clinical Education Coordinator

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M.A.Ed., Bethel University

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M.S.N., Vanderbilt University

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B.S., University of the State of New York

M.S.N., Murray State University

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B.S.N., Medical College of Georgia

M.A., Tennessee Technological University

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PhD, University of Tennessee at Knoxville

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M.S.N., Murray State University

**Holly Kimbrell (2012)**

Instructor

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M.S.N., D.N.P. (c), University of Alabama Huntsville

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Assistant Professor

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B.S.N., M.S.N., Florida State University

**Jenny Webb (2010)**

Assistant Professor

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M.S.N., Union University

PhD(c), University of Tennessee at Knoxville

**PHYSICIAN ASSISTANT PROGRAM FACULTY**

**J.R. Allison, M.D. (2011)**

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M.D., University of Tennessee-Memphis

**Kate Cummings, PA-C (2013)**

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M.S.P.A.S., Bethel University

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Vice President/Academic Dean, Associate Professor

B.A., Furman University

M.D., University of South Carolina

**Christy Lankford, PA-C (2015)**

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M.S.P.A.S., Bethel University

**Cindy Laux, PA-C (2013)**

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M.S., Kansas State University

M.S.P.A.S., Bethel University

**Michael T. Scates, PA-C (2014)**

Assistant Professor

B.S.P.A.S., Trevecca Nazarene University

B.S.; University of Tennessee-Martin

M.S.R.P.C., Alderson-Broaddus College

**Kerri Smith, PA-C (2011)**

Associate Director, Academic Director, Assistant Professor

B.S., University of Southern Mississippi

M.S.P.A.S., Bethel College

**Jeff Wilbert, PA-C (2013)**

Assistant Professor

B.S., Bethel College

M.S.P.A.S., Bethel College

***Physician Assistant Program Adjunct Faculty***

Darlene Adams, PA-C

Paul Brinkman, PA-C

David Roberts, PA-C

Debra Selby, M.D.

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